Medical Evacuation Travel (MET)

**Staff Member**
1. Request MET, Advise HR Administrator

**HR Administrator**
2. Verify entitlement eligibility

**Resident Representative (RR)**
3. Consult UN Examining Physician / UN Dispensary Physician
4. Evaluate and Recommend MET

**UN Examining Physician / UN Dispensary Physician**
5. Approve MET

**Inside Region**
- Yes: Communicate to staff: Inform insurance company; Make travel arrangements; Ensure submission of 'Prior Agreement' form; Inform receiving UNDP duty station; Monitor cases until evacuation completed
- No: Communicate to Resident Representative

**UN Medical Services (UNMS)**
6. Evaluate and determine location and Approve MET

**Insurance Company**
7. Approve application for hospitalization and forward letter of guarantee to hospital
8. Settle claim disclosure

9. Takes MET; Completes 'Prior Agreement' form; Submits to HR Administrator for extension approval where MET has exceeded 45 days; Submits medical report to UN Examining Physician / UN Dispensary Physician; Submits claims to insurance company

10. Forward medical report of evacuee to UNMS on return from MET

11. Complete data on MET to UN Medical Director