COVID-19 MEDEVAC GUIDANCE NOTE
Quick Guide for Entity Focal Points
4 August 2020

Preparatory Phase:
- Identify yourself as the Focal Point for COVID-19 MEDEVAC
- Identify and list in full the population in your entity who is eligible for COVID-19 MEDEVAC
- Regularly update your community on COVID-19 issues and encourage them to report cases
- Urge your community to seek early care as needed
- Remind personnel of the need for valid travel documentation/photos (incl. for dependents)
- Advise the eligible population to notify you if they /any eligible dependents have COVID-19 symptoms
- Monitor the health and presence of personnel
- Liaise with the Treating Medical Provider (TMP)* on status of patients receiving COVID-19 treatment**
- Non-UN system entity Focal Points should identify their primary UN system partner Focal Point

Upon determination of potential clinical need for a COVID-19 MEDEVAC
- Liaise with eligible patient and the TMP for status updates
- Obtain any necessary authorisation to initiate a COVID-19 MEDEVAC alert or request
- Confirm you have up-to-date contact details for the eligible patient and their family
- Identify any potential eligible non-medical escort for patient
- Ensure all travel documentation is valid and readily accessible. If it is not, take steps to address this
- Ensure consent & liability waiver forms are signed as needed as a preparatory measure
- Alert COVID-19 Coordinator to possible COVID-19 MEDEVAC need, confirming patient eligibility
- Highlight any gaps in availability of valid travel documentation / photos

Requesting a COVID-19 MEDEVAC
- Confirm COVID-19 MEDEVAC request to COVID-19 Coordinator, in conjunction with TMP
- Work with COVID-19 Coordinator to enable exchange of medical info btwn TMP/MEDEVAC Cell
- Provide COVID-19 Coordinator with signed consent & liability waiver forms and other documents

Upon Confirmation of COVID-19 MEDEVAC by UN MEDEVAC Cell
- Liaise with COVID-19 Coordinator, TMP, the patient and their family, and any other key personnel
- Make all administrative arrangements for patient, including inputs into UN information systems (if applicable), health insurance (if applicable) and HR requirements
- Confirm any eligible non-medical escort and make arrangements for them

Implementing a COVID-19 MEDEVAC
- Ensure COVID-19 Coordinator has all required documents to facilitate MEDEVAC
- Support any patient transportation requirements to point of MEDEVAC departure
- Liaise with the COVID-19 Coordinator, the TMP, the patient and their family
- Verify patient arrival at destination with COVID-19 Coordinator and relay information as required
- Ensure your entity has a plan to support the patient (and any escort) administratively, psychologically and financially while in the receiving destination and during repatriation

* TMP is the medical professional directly responsible for providing care for the COVID-19 patient considered for MEDEVAC. The TMP provides the necessary clinical information to the UN MEDEVAC Cell to validate the need for MEDEVAC and the fitness of the patient to fly.
** Any such liaison is contingent on the consent of the patient and must be undertaken in line with the confidentiality rules of the referring entity.