

DOUGLAS COUNTY SOCIAL SERVICES

809 Elm Street, Suite 1186
Alexandria, MN 56308-1772

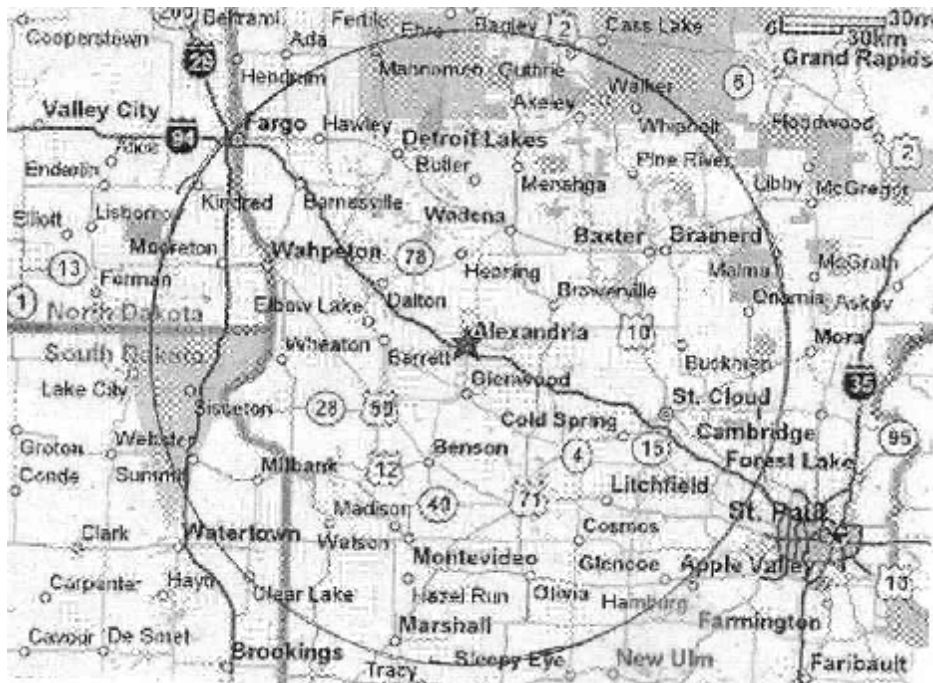
Michael J. Woods, Director

320-762-2302
Fax: 320-762-3833
TDD: 320-762-8151

MEDICAL MILEAGE REIMBURSEMENT PROCEDURE

Effective August 1, 2005, prior authorization is not required for medical transportation if the service provided is within the **local trade area (120 miles)**. See map below.

- For personal vehicle use, contact Social Services to request a mileage form (320-762-2302).
- For Rainbow Rider transportation, call Rainbow Rider directly at **1-800-450-7770**.
- Any medical transportation reimbursement for services outside the **local trade area (120 miles)** will continue to require prior authorization.



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Notice of Access Service Availability To Eligible Minnesota Health Care Recipients

You may be able to get paid for expenses to help you get medical care or to attend an appeal hearing. You may also receive reimbursement when your eligibility is made retroactive.

Please read this information sheet carefully.

The Douglas County Social Services Health Care Access Plan will pay for the most cost effective form of transportation to get you to your medical provider. If you have your own vehicle and can drive, you must use it whenever possible.

Services available for recipients receiving medical care from an MA/GAMC certified provider:

Mileage reimbursement:

- 20 cents per mile for non-emergency transportation if you drive or have someone in your household or a friend or a relative that may drive you.
- 50.5 cents per mile (or current IRS rate) for non-emergency transportation by volunteer drivers through Rainbow Rider or foster care providers.

Parking fees reimbursed at actual cost.

Douglas County volunteer drivers at 50.5 cents per mile (or current IRS rate).

Taxicab, bus, or other commercial carrier fare is reimbursed at actual cost.

Meals: The maximum reimbursement for meals is:
Breakfast - \$5.50 Lunch - \$6.50 Dinner - \$8.00

Lodging: Limited to \$50.00 per night unless prior approved by the local agency.

When another individual is needed to accompany the recipient or to be present at the site of a health service, the accompanying individual will be reimbursed for the cost of meals, transportation, and lodging at the same standard as the recipient. Reimbursement may be made of more than one person if required by the physician's treatment plan.

Transportation and other related travel expenses of family members of recipients in covered treatment programs, such as chemical dependency, is covered if the family member's involvement is part of the recipient's written treatment plan.

If persons had travel expenses during the three retroactive MA months and are later found eligible, they may be eligible for reimbursement at the rates stated in this plan.

Procedures to Obtain Services:

Prior authorization may be arranged in writing or by telephone to the provider of the service. Prior authorization from the recipient's financial worker will always be required for the following situations.

- Lodging and meal expenses for an MA recipient and/or accompanying individual.
- Transportation and related expenses outside of the local trade area. The local trade area is defined in Attachment A.
- When the agency has determined that the transportation reimbursement has been misused (for instance, if an able-bodied individual living on a public bus route uses a taxicab rather than a bus).

Access to services within the local trade area do not need to be prior authorized.

Emergency Needs Procedure: Prior authorization is not required. In emergency situations, recipients/applicants must secure transportation and related expenses using the most cost effective and medically necessary transportation. Recipients/applicants are required to notify this agency as soon as possible after the emergency to secure reimbursement of expenses.

Billing and Payment Procedures:

Providers of transportation and other travel-related services must submit bills for services to Douglas County Social Services for payment. The bill should include date of service, origin, and destination of the transportation mileage from point A to point B, and the cost of service. Origin/destination must be to a covered or coverable service in order for this bill to be paid under this plan. Bill must be initialed by provider.

Recipients and other persons eligible for reimbursement for costs of transportation and other related services shall submit to Douglas County Social Services actual receipts, when available, or signed, dated, and itemized statements of mileage and/or other allowed expenses.

All bills will be paid by Douglas County Social Services within 30 days of receipt. Financial Workers may choose to provide a recipient with a voucher for transportation or other travel-related service.

Service Restrictions:

Payment shall be made for the most cost effective available means of transportation, which is suitable to the recipient's medical needs. As mentioned in Section 1.B, prior authorization of transportation and other related travel expenses may be required except when there is an emergency or in cases of retroactive eligibility.

INTERPRETER SERVICES

Interpreter services are available upon request. Contact your worker for more information.