



**January 27, 2020**

**To: All Ambulette Transportation Providers**  
**From: MAS on behalf of NYSDOH Bureau of Medicaid Transportation**  
**Subject: Ambulette Preferred Provider Opportunity**

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The New York State Department of Health (DOH) is pleased to offer an Ambulette Preferred Provider Opportunity (PPO) for trips being arranged for eligible NYS Medicaid enrollees to/from St. Joseph's Behavioral Health located at 742 James St, Syracuse, NY 13203.

There will be one transportation provider (TP) selected to fulfill the responsibilities associated with this PPO. The selected TP will receive a flat rate per enrollee for each trip leg the enrollee is transported. The PPO rate is inclusive of all services associated with the defined modality in accordance with DOH Policy.

The selected TP must be an approved NYS Medicaid Transportation Provider and comply with New York State's rules and regulations.

Interested TPs must complete and submit the attached proposal by the required due date.

Please note MAS reserves the right to contact the TP for clarification on questions regarding the PPO application.

A three-month trip sample is provided for your review, however, please understand this data does not guarantee future trip volume.

**AMBULETTE PREFERRED PROVIDER OPPORTUNITY  
ST. JOSEPH'S BEHAVIORAL HEALTH  
742 JAMES ST, SYRACUSE, NY 13203  
PROPOSAL**

*All proposals must be completed, signed, scanned to: [ppo@medanswering.com](mailto:ppo@medanswering.com) by 4 PM on 2/11/2020.*

**Transportation Provider Company:** \_\_\_\_\_

**Provider ID:** \_\_\_\_\_

**Owner/General Manager:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SECTION 1: Proposed Flat Rate Charge Per Person/Per Trip Leg**

Flat rate: \_\_\_\_\_

**SECTION 2: Required Information**

1. Do you have a Medicaid Compliance Program as required by NYS Office of Medicaid Inspector General?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are all vehicles used by your company for transporting Medicaid enrollees properly owned/leased, registered and insured as Ambulette vehicles according to NYSDOH Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. How many properly owned/leased, registered and insured Medicaid Ambulette vehicles are in your fleet?

Number of Vehicles: \_\_\_\_\_

4. If your company is not currently providing service 24 hours/day, 7 days/week, 365 days/year, is your company able to provide 24/7/365 service for this PPO?

Yes \_\_\_\_\_ No \_\_\_\_\_

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**SECTION 3: PPO Requirements**

1. Assigned trips may not be refused.
2. Assigned trips may not be reassigned.
3. TP will be available 24 hours/day, 7 days/week, 365 days/year.
4. TP must accept all trips assignments electronically via the MAS System Online. There will be no calls or faxes from MAS.
5. For all scheduled trips, the TP must be on time for pick-ups & drop offs (within 15 minutes of the scheduled time).
6. All immediate trip requests must be picked up within 60 minutes of the MAS trip assignment.
7. TP leadership must attend all pre and post meetings and/or conference calls with DOH, MAS and St. Joseph's Behavioral Health.
8. In order to meet the high-quality expectations of the DOH and St. Joseph's Behavioral Health, the TP will commit to honoring agreements between these two entities to ensure exceptional results. Such agreements may include, but not be limited to, on-time performance, proper dress code, company identification, employee ID, pick up and drop off locations, adhering to protocols, quick and easy mutual access to organizational leadership in order to address real-time problem solving and long-term planning.
9. Additional guidelines as agreed to by St. Joseph's Behavioral Health and the TP.

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**SECTION 4: Additional Information**

In the box below, please include any additional comments relative to the services you provide that should be considered by St. Joseph's Behavioral Health and NYSDOH during the selection process.


\_\_\_\_\_  
**PRINT NAME (Owner/General Manager)**

\_\_\_\_\_  
**SIGNATURE (Owner/General Manager)**

\_\_\_\_\_  
**DATE**