
Medicaid Transportation – Verification of Medicaid Transportation Abilities (Form-2015) Policy and Procedure

POLICY:

When traveling to medical appointments Medicaid enrollees are expected to use the same mode of transportation used to carry out daily activities. In some instances, an enrollee's medical condition necessitates a specific mode of transportation such as taxi/livery, ambulette, or ambulance. The Medicaid Transportation program will pay for the lowest cost, most medically appropriate mode of transportation as justified by an enrollee's medical practitioner.

Medical practitioners are required to complete the Verification of Medicaid Transportation Abilities (Form-2015) to provide a medical justification when requesting a specific mode of transportation for an enrollee.

In order to be approved, the Form-2015 must:

- Be fully completed.
- Clearly describe the diagnosis/medical condition which necessitates the requested mode of transportation.
- Describe how the condition prevents the enrollee from using a lower, less costly mode of transportation.
- Include the anticipated length of time the enrollee requires the requested mode of transportation.

The Form-2015 must be reviewed and signed by one of the following licensed medical professionals:

- Physician
- Physician's Assistant
- Dentist
- Registered Nurse
- Nurse Practitioner
- Occupational Therapist
- Physical Therapist
- Licensed Master Social Worker (LMSW)
- Licensed Clinical Social Worker (LCSW)
- Mental Health Counselor

An approved Form-2015 can cover one trip or multiple trips, including recurring appointments known as standing orders. The Form-2015 must be updated by the medical provider when the enrollee's status changes in any way. The Department of Health and its transportation managers may ask for an updated Form-2015 at any time to support the requested mode of transportation and ensure it remains medically appropriate.

The Form-2015 does not replace the requirement for obtaining prior authorization from the Department's transportation manager. Rather, the Form-2015 is used in conjunction with a prior authorization to support the request for a specific mode of transportation.

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In New York City and Long Island, the Form-2015 is NOT required when an enrollee travels via mass/public transit. For the rest of the state, the Form-2015 is NOT required for the taxi/livery level of service when an enrollee resides further than $\frac{3}{4}$ of a mile from a mass/public transit route.

The Form-2015 may be rejected if:

- It is not fully completed.
- It is not signed and dated by the enrollee's medical provider using their own NPI number.
- It is signed by a medical provider other than the titles listed above.
- It is illegible.
- The medical justification does not adequately support the need for the requested mode of transportation.
- The medical justification contains only a diagnosis or diagnosis code without speaking to the individual's ambulatory needs.

In an effort to ensure reliability and reduce fraud/abuse or misuse, the Department will be alerted if a pattern is identified where a medical provider submits Form-2015s on behalf of several enrollees all indicating a similar medical justification. The medical provider may be required to meet with the transportation manager to discuss the enrollees' needs and proper completion of the Form-2015. The medical provider may be required to resubmit the Form-2015 with updated, correct information for the enrollees.

PROCEDURE:

The Form-2015 can be obtained by 1) visiting the transportation manager's website, 2) calling the transportation manager, or 3) requesting the Form-2015 from a physician. Once the Form-2015 is obtained the following steps must be taken:

1. The Form-2015 must be fully completed and signed by approved medical personnel (see list on page one). The completed Form-2015 must clearly describe the diagnosis/medical condition which necessitates the requested mode of transportation.
2. Once the Form-2015 is completed, it must then be submitted to the transportation manager for review and approval.
3. The transportation manager is contractually required to ensure the request for a specific mode of transportation is appropriate and may ask for additional information to determine the legitimacy of the request. Any omission of the requested information will cause a delay in a determination.
4. Once the information is reviewed, enrollees will receive notification by the transportation manager of the determination.