

## MEDICAL TRANSPORTATION REIMBURSEMENT & PRIOR APPROVAL PROCEDURES

TO: Medical Assistance Recipients

RE: Non-Emergency Medical Transportation

### NOTICE OF ACCESS SERVICE AVAILABILITY TO ELIGIBLE MINNESOTA HEALTH CARE PROGRAM RECIPIENTS

#### BROWN COUNTY HUMAN SERVICES

1117 Center Street

New Ulm MN 56073

507-359-6500 or 1-800-450-8246

*Effective January 1, 2024, through December 31, 2025*

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 Brown County Human Services MHCP Biennial Health Care Access Plan will pay for the most cost effective form of transportation to get you to a primary care provider within 30 miles of your home and a specialty care provider within 60 miles of your home. Transport beyond those respective distances will require referral based on medical necessity or health plan referral and approval from the county/tribe. If you have your own vehicle and can drive, you must use it whenever possible.

- If you drive your car or have a friend, someone in your household or a relative that may drive your car for you, you will be paid. Every quarter the base rate will be adjusted by one percent up or down for every increase or decrease of ten cents for the price of gasoline as posted publicly by the United States Energy Information Administration exceeds \$3.00 per gallon. The new quarterly rate will be posted and communicated by the Minnesota Department of Human Services.
- Mileage can only be reimbursed when the MA recipient is in the vehicle. A mileage database is used to determine mileage using the closest route.
- If you have more than one appointment on the same day at the same provider, you may only be reimbursed for one round trip. Appointments that occur less than 1.5 hours apart will only be reimbursed mileage for one trip to the appointment location. Mileage for returning home between appointments less than 1.5 hours apart will not be reimbursed.
- If a volunteer driver provides transportation, the volunteer driver will be paid up to the IRS business deduction rate effective on the date the access transportation service was provided.
- Bus, light rail, or other similar commercial carrier standard rider fares will be reimbursed at the rate charged. You must have authorization from the transportation coordinator in order to receive reimbursement for these transportation and ancillary service costs.
- If your doctor says that you must have medical care which you cannot get within 30 miles of your residence for primary care or 60 miles from your residence for specialty care, you may be eligible for transportation, meals, lodging, and parking reimbursements to help you get care. Services must not be available from a closer provider capable of providing the level of care needed. This would include there not being another provider within the 30/60 mile limits of your residence capable of providing the level of care needed.
- If someone must go with you to get necessary medical care, they may also be reimbursed meals and lodging costs when also approved for you at the same rate.
- You may also be eligible for reimbursement of transportation and related expenses during the months you were found to be eligible before the date you applied.

- If you appeal a decision on your MA or MinnesotaCare case, you are eligible for reimbursement of transportation, related ancillary service expenses and, if necessary, childcare costs incurred while you are attending the appeal hearing.

### **TO GET PAID**

Contact Brown County Human Services Transportation Coordinator at 507-359-6521 or 1-800-450-8246 Monday - Friday between 8:00 am and 4:30 pm to request prior authorization. You must request prior authorization for any primary care trip over 30 miles from your address or any specialty care over 60 miles from your address. If someone is required to attend the medical appointment with you, this also requires prior authorization. This includes all medical transportation and ancillary services that fit into the above statement.

All prior authorization requests must include the following:

Bring, mail, email, or fax your appointment notice. A completed Transportation 30/60 Mile Exception Request Form (BRIM124) must be on file. BRIM124 is required to be completed by an attending physician, nurse practitioner, clinical nurse specialist, physician assistance or other qualified medical personnel and it must be stated by the person completing the form, that there are “no providers within the 30/60 mile radius or closer that the “referred to” provider capable of providing the medically necessary level of care needed” by the recipient. Client preference does not meet this requirement. The Transportation Coordinator will make this form available to any MA enrollee requesting prior authorization to attend medical appointments outside the 30/60 mile radius as listed above.

The appointment notice and BRIM124 must be provided to your local county/tribal agency worker prior to reimbursement approval. Attach the appointment proof and receipts to the MA claim.

**YOU MUST PROVIDE** itemized receipts for meals, lodging, and parking, except for parking meters, with the signed claim form. State whether your car or another person’s vehicle was used for transportation.

- **Meals** are paid up to the following maximum amounts only if the medical appointment is more than 60 miles from your home and the following timelines are true.
- Breakfast: \$5.50 – only if you have been prior authorized to stay overnight or if you need to leave home before 6:00 am to reach your medical appointment on time
- Lunch: \$6.50 – must be in transit or at appointment between 11:00 am and 1:00 pm
- Dinner: \$8.00 – only if you have been prior authorized to stay overnight or if the medical appointment requires you to drive after 7:00 pm.

**Note:** Time to eat the meal is not part of the travel time consideration. Meals must be consumed in one sitting at one location with one itemized receipt.

- **Lodging** must be prior authorized and not to exceed \$70.00 per night unless authorized for a greater amount by the local agency or tribe. Lodging can be prior authorized for an appointment greater than 60 miles from your residence and the appointment is scheduled for 7:00 am or earlier.
- **Parking fees** will be paid at actual cost. The least costly parking option must be utilized. Valet parking will not be reimbursed.

**IF YOU CHOOSE** to get medical care from a provider that is not within 30 miles for primary or 60 miles for specialty care from your home, you may have to pay for your own transportation and ancillary service costs. This includes emergencies when you can get the services needed at a closer location.

**IF YOU HAVE A MEDICAL EMERGENCY** contact your worker immediately after the emergency to request reimbursement of allowable expenses.

**IMPORTANT REMINDER:** If you want to be paid, you must get authorization to incur costs before you get certain non-emergency medical transportation or related ancillary services. Prior authorization to incur a transportation or ancillary service cost is not required for emergencies, retroactive eligibility, and appeal hearings. Reporting, billing, and receipt documentation is still required.

Claims should be submitted monthly, if possible, quarterly at a minimum. Submit claims timely. Claims that are **over six months old** may not be reimbursed.

**\*\*Complete Medical Assistance Access plan is posted on the Brown County website for reference & review\*\***

**If you're enrolled in a managed care plan, contact the health plan to arrange transportation.**

**South Country Health Alliance members call: Ride Connect at 1-866-567-7242**

**Blue Plus members call: Blue Ride at 1-800-340-8648**