

## OAC 5123:2-9-24 (E) Documentation of services HPC transportation

(2) Service documentation for transportation shall include each of the following to validate payment for Medicaid services:

- a. Type of service.
- b. (b) Date of service. (c) Name of individual receiving service.
- c. (d) Medicaid identification number of individual receiving service.
- d. (e) Name of provider.
- e. (f) Provider identifier/contract number.
- f. (g) Origination and destination points of transportation provided.
- g. (h) Total number of miles of transportation provided.
- h. Group size in which transportation is provided.
- i. (j) Written or electronic signature of the person delivering the service, or initials of the person delivering the service if a signature and corresponding initials are on file with the provider.
- j. (k) Description and details of the services delivered that directly relate to the services specified in the approved individual service plan as the services to be provided.

## **Mileage**

You must be certified to provide HPC transportation through DoDD before you can be paid to provide transportation services.

Mileage must be in the ISP before it can be billed. You must be the authorized provider of transportation on the ISP. You will be limited to the number of miles you can bill by day and/or week. Your service coordinator can answer questions about the numbers of miles you can bill for specific time periods.

Be sure that you are aware of what transportation purposes that you can bill for. i.e. to and from doctors' appointments, grocery shopping and/or to and from work.

You will find transportation forms following this document. Check for updates and instructions online at [dodd.ohio.gov](http://dodd.ohio.gov).



## Sample Situation

Rory Drury is an independent provider who is certified to provide Homemaker/Personal Care-Transportation (ATN & FTN) and is authorized to drive two individuals, Steven and Joe, who live together in an apartment. Rory drives them to and from outings in the community and to appointments as authorized in their respective service plans. Rory is also authorized to drive Steven's friend, Chloe, to outings together occasionally when they request to go out together. Steven & Joe each have 100 miles per month authorized in their service plan. Each week, Joe and Steven sit down and make up a calendar of activities and appointments they want to schedule during the week so that they can arrange for transportation with Rory.

Rory confirms the schedule and commits that he is able to follow the schedule.

**The next page is an example of how Rory might document his services.**

**HPC Transportation (1) Log/Documentation Sheet**

Provider Name (5)		Rory Drury		Contract # (6):		123456		Driver Signature (10)		Rory Drury	
Individual Name (3):		Joe Fiditch		Med # (4):		9876543201		Waiver		IO	
Individual Name (3):		Steven Doe		Med # (4):		8765432101		Waiver		IO	
Individual Name (3):		Chloe Smith		Med # (4):		7654321001		Waiver		LV1	
Individual Name (3):				Med # (4):				Waiver			
Date	Origin (7)	Destination (7)	Miles (8)	Group Size (9)	Individual Initials (3)						
Date (2)	Origin (7)	Destination (7)	Miles (8)	Group Size (9)	JF	SD	CS				
1/2/14	33 Maple St	WalMart	3	2	X	X	X				
ISP Related Reason (11)											
1/2/14	WalMart	33 Maple St	3	2	X	X	X				
ISP Related Reason (11)											
1/3/14	33 Maple St	Main St. Theater	8	2	X	X	X				
ISP Related Reason (11)											
1/3/14	Main St. Theater	33 Maple St	8	2	X	X	X				
ISP Related Reason (10)											
1/7/14	33 Maple St	The Dental Center	2	1	X	X	X				
ISP Related Reason (11)											
1/7/14	The Dental Center	33 Maple St	2	1	X	X	X				
ISP Related Reason (11)											
1/9/14	33 Maple St	WalMart	3	2	X	X	X				
ISP Related Reason (11)											
1/9/14	WalMart	33 Maple St	3	2	X	X	X				
ISP Related Reason (11)											
1/12/14	33 Maple St	The Pizza Pan	1	3	X	X	X				
ISP Related Reason (11)											
1/12/14	The Pizza Pan	33 Maple St	1	3	X	X	X				
ISP Related Reason (11)											
1/12/14	Community Outing & Dinner	Community Outing & Dinner	1	3	X	X	X				
ISP Related Reason (11)											
1/12/14	Community Outing & Dinner	Community Outing & Dinner	1	3	X	X	X				