

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

Effective 1/1/2024

Beltrami County Health and Human Services
616 America Ave NW
Bemidji, MN 56601-3802
218-333-8023

You may be able to be reimbursed for expenses you incur for 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 Beltrami County Health Care Access Plan will pay for the most cost effective form of transportation to get you to the closest provider to your home. Transport beyond 30 miles from your residence for primary care and 60 miles from your residence for specialty care will require referral based on medical necessity or health plan referral and approval from Beltrami County. If you have your own vehicle and can drive, you must use it whenever possible. A copy of your vehicle registration or auto insurance card is required if documentation is not in your file.

- 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 at a rate of 22 cents a mile. Note: A check will NOT be issued for reimbursement under \$3.00 for mileage. (For Medicated Assisted Treatment programs either Paul Bunyan Transit or PRS Transportation will be authorized. Personal mileage reimbursement is not allowed)
- If someone else drives your car or their own car to provide transportation for you, round-trip mileage will be reimbursed from your home to the facility, not the driver's home. Inclement weather is NOT considered for incurred travel expenses.
- If you live within a service area covered by public transit you must use this method to go to and return from your medical appointment if you do not have your own vehicle or another person cannot drive you. Any member who is eligible for one public transit trip for a medically necessary covered service may select to receive a 10 punch transit pass. Members who do not have any transportation needs in any given month, or who have received a transit pass from another program administered by a county or tribe are not eligible for a 10 punch pass. If an individual received a 10 punch pass and wants subsequent passes in the

same month verification that all trips were used for medically necessary covered services is required.

- Bus, light rail, or other similar commercial carrier standard rider fares will be paid directly to the provider once the provider has received pre approval from Beltrami County. In pre-approved circumstances reimbursement can be provided to the client for the purchase of a bus pass.
- If you do not have a vehicle, family member or friend to drive you to your medical appointment and cannot use public transit a volunteer driver may be assigned through Health Care Access Services.
- 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.
- If your doctor says that you must have medical care which you cannot get within 60 miles of your residence and the care is a HEALTH CARE PROGRAM COVERED SERVICE, 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 60 mile limits from your residence capable of providing the level of care needed.
- If someone must go with you to get necessary medical care (per physician or treatment plan documentation), they may also be reimbursed meals and lodging costs when also approved for you at the same rate. Medical Necessity for an additional person to travel with you will be monitored for yearly updates.
- 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. Reimbursement must be requested within 90 days of being determined eligible for Medical Assistance.
- If you no show or late cancel (less than 24hr notice) for a ride that has been scheduled through Beltrami County three times you will be required to utilize public transportation or mileage reimbursement and will not be eligible for a higher level of transportation.
- If you appeal a decision on your MA case, you are eligible for reimbursement of transportation, related ancillary service expenses and, if necessary, child care costs incurred while you are attending the appeal hearing.

TO GET PAID

Prior Authorization for Health Care Access Service is required.

You must submit your request for medical transportation, lodging and meals no less than five business days in advance of your appointment. Failure to do so is not considered a medical emergency. You must include an appointment

confirmation from the medical facility and a referral from a local physician when the appointment is more than 30 miles for primary care, or 60 miles for specialty care, from your residence.

YOU MUST PROVIDE receipts for meals, lodging, and parking, except for parking meters, proof of appointment attendance at the medical service and complete all areas on the reimbursement form including your signature. Provide trip mileage and state whether your car or another person's was used.

- Meals are paid up to the following amounts: Breakfast - \$5.50, Lunch - \$6.50, Dinner - \$8.00. Meals are considered prepared and must be consumed during the trip. You must be traveling 90+ miles one way from your home to be eligible for meals. Breakfast is from 6:00am – 11:00am, lunch is from 11:00am – 3:30pm and dinner is from 3:30pm - 7:00pm. Meal authorization depends on the appointment time out of the local area.
- Lodging must be prior authorized and is limited to \$50.00 per night unless a higher rate is prior authorized by the County. Beltrami County will use rates listed at <https://www.gsa.gov/travel/plan-book/per-diem-rates> when authorization for lodging is approved. If you are able to leave home at 6:00 a.m. or later, in order to make an early a.m. appointment, the Agency will not authorize overnight lodging for the night preceding the appointment date (unless you provide a statement from your Health Care professional that explains why, medically, you are unable to travel on the day of your appointment). Medical Necessities for lodging will be monitored for yearly updates. **Lodging arrangements are not set up for medical appointments out of the local area by Beltrami County Health Care Access Services. Any additional lodging requirements (like a credit card at check-in to cover incidentals) are the responsibility of the client.** When scheduling your medical appointments, you may wish to consider travel time to and from your residence to the medical facility. Lodging is limited to \$50.00 a night with prior authorization through Health Care Access Service, unless a higher rate is prior approved. Beltrami County will use rates listed at <https://www.gsa.gov/travel/plan-book/per-diem-rates> when authorization for lodging is approved.
- Parking fees will be paid at actual cost. The least costly parking option must be utilized. For example: single entry/exit rate vs weekly permit rate vs monthly permit rate, etc. as necessary for the health care appointment or services.

Recipients and other persons eligible for reimbursement for costs of transportation and other related services MUST submit to the Beltrami County Medical Assistance Transportation Specialist actual receipts for allowed expenses, proof of attendance at scheduled appointment and a completed reimbursement form. Reimbursement for MA access services will be made within 30 days of receipt of required documentation.

If you, or a household member, require Health Care Access Services to be extended for medical reasons, contact a Health Care Professional at the medical facility with your medical need. The Health Care Professional will be asked to document your medical need, fax it to Beltrami County @ 218-333-8307 and contact Beltrami County verbally at 218-333-8023. If Health Care Access Services can be authorized for your extended medical need, arrangements will be made through the medical facility staff and our agency.

If you received or will receive reimbursement from ANY other source (i.e. Tribal, VA, Worker's Compensation, etc.) for medical transportation, lodging or meals, you must report and verify the amount to Beltrami County and you will receive County reimbursement less the amount from the other source.

If you are transferring into Beltrami County and are in the middle of a medical treatment that cannot be interrupted, you must provide documentation of the date treatment started and the anticipated end date.

If you are attending an outpatient Medicated Assistive Treatment(MAT) facility (Opioids), medical updates are required for compliance and continued services provided by health care access services.

IF YOU CHOOSE to get medical care from a provider that is not within, 30 miles for primary care 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 Beltrami County at 218-333-8023 immediately after the emergency to make arrangements for reimbursement of allowed 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.