



Beltrami County Health & Human Services

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## HEALTH CARE ACCESS FOR SERVICE REQUEST FORM

\*\*\*For Upcoming Appointments\*\*\*

***Please reference the check-list on the back of this form to  
determine what is needed to make a request.***

Name of Patient \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone Number\* \_\_\_\_\_

\*Appointment Date(s) \_\_\_\_\_ Appointment Time \_\_\_\_\_ End Time \_\_\_\_\_

Appointment Location & Address \_\_\_\_\_

\*Mode 5 - No appointment details needed

**Please check all fields that apply and add dates for lodging, meals, and parking.**

☐ **Reimbursement** (driving yourself or have a ride lined up)

☐ Mileage

☐ Meals: When? \_\_\_\_\_

☐ Lodging: When? \_\_\_\_\_

☐ Parking Fees: When? \_\_\_\_\_

**Need a ride? Please select appropriate boxes:** ☐ Round-trip ☐ One-way

☐ Local Bus\* (lift available)

☐ Volunteer Driver or Unassisted Mode 3\*

☐ Assisted-Transportation (mode 4) \***Specialized Transportation Authorization Required**

☐ Ramp/Lift (mode 5) \***Specialized Transportation Authorization Required**

Add'l Information: \_\_\_\_\_

\* **Volunteer Driver & Local Bus - no assistance  
(can load a walker/fold-able wheelchair)**

Other individual accompanying: \_\_\_\_\_

Signature of person requesting services: \_\_\_\_\_ Date: \_\_\_\_\_

## **REQUEST CHECK-LIST**

- ❖ **PrimeWest Clients** can call PW Transportation to request a ride at 888-814-6643
- ❖ **BluePlus Clients (PMAP program)** call BlueRide at 866-340-8648

### **Transportation needed WITHIN 60 miles of your residence**

- TURN IN AT LEAST 5 BUSINESS DAYS BEFORE THE APPT
  - Request form
  - Verification of upcoming Appointment
    - Example - Appointment notice or schedule

### **Transportation needed OR reimbursement for services OUTSIDE 60 miles of your residence**

- TURN IN AT LEAST 5 BUSINESS DAYS BEFORE THE APPT
  - Request form
  - Referral out of the Bemidji area or medical necessity from LOCAL primary provider
  - Verification of upcoming appointment -
    - Example - Appointment notice or schedule
- **If you are in need of a ride to a local appointment and live within the bus route**, you will be authorized to use the public transportation.  
Paul Bunyan Transit, 218-751-8765.
- **Volunteer Drivers or Mode 3 - Non- Assisted Transportation**  
This option is only available for individuals who either:
  - Live outside the Bemidji bus route, or
  - Need transportation to destinations outside the Bemidji area.
- **Assisted Transportation (Mode 4 or 5):** For straight MA clients, call Acentra Health at 844-681-8144 to determine eligibility for specialized transportation.
  - Mode 4 has to be arranged through the county every time.
  - If you are approved for Mode 5, after initial authorization you may call the transportation provider directly to schedule your rides.
- **Our office will send you a prior authorization notice stating what has been authorized.**

***Prior authorization is not required for reimbursement to attend local appointments within 30 miles for primary care or within 60 miles for specialty care.***