Instructions to Complete the Statewide Ambulance Certification Form

Section 1 – Patient Personal Information

Patient's Name and Address	Enter the patient's Last Name, First Name. A complete and correctly spelled name is crucial for proper patient identification. Enter the patient's home address. If the patient is a resident of an inpatient facility, enter the name and address of the facility along with room and bed number.
Telephone Number	Contact telephone number for patient, if at home, or for responsible staff person at facility
Date of Birth	Enter the patient's date of birth as mm/dd/yyyy.
Patient's Social Security #	The patient's social security number is optional.
Patient's 11-digit MA #	Enter the patient's 11-digit Medical Assistance number. Do not enter the MCO identification number.
Patient's Medicare #	If applicable, enter the patient's 9-digit Medicare number along with the applicable "letters"
Other Insurance	If applicable, enter other insurance information – ID number and name of other insurance
Recipient Covered Under Skilled Nursing Benefit?	Check Yes or No. Form will be returned if response is not checked.

Section 2- Patient Medical Information

List Underlying Medical Diagnosis and Medical Condition	Do Not Enter ICD or DSM Codes. Information supplied will be used to determine the necessity of ambulance transport
Can Patient be Transported by Sedan or Wheelchair Van	Check Yes or No
Is the Patient Bed Confined	Review the criteria listed on the form for the definition of "Bed Confined." All 3 criteria must be met. Answer Yes or No as appropriate.
If Not Bed Confined, Reason(s) Why Ambulance Service is Needed	Check all that apply. Use Other to describe any condition not listed that justifies ambulance transport

Section 3 – Use of Ambulance for Facility Discharges and Transfers

Name of Sending Facility	Where recipient will be picked up
Street Address	Provide complete street address
Floor /Room/Suite	Recipient's location within the facility
Telephone Number	Contact telephone number for responsible staff person at pick-up facility
Name of Receiving Facility	Where recipient will be delivered
Street Address	Provide complete street address
Floor/Room/Suite	Specific location in receiving facility where recipient is to be delivered
Telephone Number	Contact number for responsible staff person at receiving facility

Provider's Certification and Signature

Provider Type	Check appropriate. Only Physician and CRNP are "Authorized" to certify
Signature of Provider	Signature of provider is mandatory or will be returned which will delay transportation services
Date Signed	Enter date signed
Provider's Medical Assistance Or NPI #	Used to verify provider's participation in the Medical Assistance Program
Provider's Telephone #	Enter Provider's telephone number in the event we need to contact you
Provider's Full Address	Enter Provider's full address

Form Expiration Dates – Nursing Home and Home Bound Recipients – 90 Days from "Date Signed"
Inter-Hospital Transports – Each Trip

The Local Transportation Program Reserves the Right to Request a New Certification More Frequently As Deemed Necessary

Charles County Department of Planning & Growth Management
Transit Division
Medical Assistance Transportation Grant Program

P.O. Box 2150, La Plata, MD 20646

Phone: 301-645-0642
Fax: 301-934-0107

STATEWIDE MEDICAL ASSISTANCE PROVIDER CERTIFICATION FORM FOR AMBULANCE TRANSPORTS

PLEASE PRINT CLEARLY & COMPLETELY – FAILURE TO DO SO WILL RESULT IN DELAYS AS INCOMPLETE AND ILLEGIBLE FORMS MUST BE RETURNED

SECTION 1 - PATIENT PERSONAL INFORMATION:

Last Name:		First Name:	
Address:		City/State/Zip:	
Bldg or Facility Name:	Room/Bed #	Patient Contact/Phone:	
DOB:		Social Security Number (Optional):	
Medical Assistance Number:		Medicare Number:	Other Insurance:

Is this recipient staying in a Skilled Nursing Facility under a Medicare Part A admission? ☐Yes ☐No

Limited Transportation Benefits May Be Available to These Recipients. Please Contact Your Local Health Dept. MA Transportation Unit

SECTION 2 - PATIENT MEDICAL INFORMATION:

NOTE: Ambulance service will not be provided for the transfer of an ambulatory or wheelchair patient to a bed or examining table

Ambulance transportation is medically necessary only if other means of transport are contraindicated or would be potentially harmful to the patient. To meet this requirement, the recipient must be either "bed confined" or suffer from a condition such that transport by means other than ambulance is absolutely contraindicated by the recipient's condition.

All of the following questions must be answered for this form to be valid:

1) List the UNDERLYING MEDICAL DIAGNOSIS and describe the MEDICAL CONDITION (physical and/or mental) of this recipient that requires the recipient to be transported in an ambulance and why transport by other means is contraindicated by the recipient's condition: (DO NOT Enter ICD or DSM Codes)

Underlying Medical Diagnosis	Medical Condition
Patient Weight In Pounds:	Patient Height In Feet & Inches:

2) Can this patient safely be transported by sedan or wheelchair van (that is, seated and secured during transport)? ☐Yes ☐No
3) Is this patient "bed confined" as defined below? ☐Yes ☐No

To be "bed confined" all three of the following conditions MUST be met: (A) The recipient is *unable* to get up from bed without assistance; AND (B) The recipient is *unable* to ambulate; AND (C) The recipient is *unable* to sit in a chair or wheelchair

4) If not bed confined, reason(s) ambulance service is needed (check all that apply):

- ☐ Contractures
- ☐ Orthopedic Device – Describe:_____
- ☐ IV Fluids/Meds Required-Med:_____
- ☐ Cardiac/hemodynamic monitoring required during transport
- ☐ Restraints (physical/chemical) anticipated/used during transport
- ☐ Other -Describe:_____
- ☐ Decubitus ulcers – Stage & Location:_____
- ☐ DVT requires elevation of lower extremities
- ☐ Ventilator dependent
- ☐ Requires airway monitoring or suctioning
- ☐ Requires continuous oxygen monitoring by pre-hospital providers
- ☐ ER discharge of wheelchair patient - w/c not sent with pt.

SECTION 3 – USE OF AMBULANCE FOR *FACILITY DISCHARGES and TRANSFERS ONLY*:

Pick-Up Information		Destination Information	
Name of Facility		Name of Facility	
Street Address	Zip Code	Street Address	Zip Code
Floor Room/Suite		Floor Room/Suite	
Telephone Number		Telephone Number	

PROVIDER CERTIFICATION: To be completed ONLY by a Physician or Certified Nurse Practitioner (CRNP) and must include Medical Assistance or NPI Number

By signing this form, you are certifying:

1. The services described are medically necessary AND
2. You understand that information provided is subject to investigation and verification. Misrepresentation or falsification of essential information which leads to inappropriate payment may lead to sanctions and/or penalties under applicable Federal and/or State law.
3. This form is valid for a period not to exceed 90 days from the date of signing, or more frequently as may be required by the local Health Department.

Check Provider Type: ☐ Physician ☐ CRNP		
Signature of Provider:	Date Signed:	Provider's Medical Assistance Or NPI Number:
Printed Name of Provider:	Printed Full Address of Provider:	
Provider's Telephone Number:		