

# PROVIDER BULLETIN

## PROVIDER INFORMATION



March 30, 2015

### **Reminder: Common Carrier Providers Mileage Trip Log Documentation**

Per the Minnesota Department of Human Services (DHS) regulations, Common Carrier providers must maintain a mileage trip sheet documenting each ride that is provided to an eligible Minnesota Health Care Programs (MHCP) subscriber. Contracted Common Carrier providers may use the Blue Cross and Blue Shield of Minnesota (Blue Cross) Common Carrier Mileage Trip Form or create one that includes **all** of the following information:

- Printed driver name and date
- Recipient full name
- Recipient signature
- Blue Cross Subscriber #
- Date of service
- Scheduled appointment time
- Actual pick up address
- Actual drop off address
- Pick up time
- Drop off time
- Total trip mileage
- Driver signature and date, along with the following statement: I certify that this trip sheet is an accurate account of the miles I actually drove, on the dates and at the times stated.
- Transport Company Name
- Blue Cross Provider #

All the above information is required. Any information that is missing will result in claims being denied and/or the recoupment of previously paid claims. The completed trip sheets must be on file in the Common Carrier provider's office and need to be available for inspection and review upon request by Blue Plus. These records must be maintained for 10 years by the Common Carrier provider.

#### **Additional information**

The Common Carrier Mileage Trip Form is available on [providers.bluecrossmn.com](http://providers.bluecrossmn.com). Select forms & publications, then forms: clinical operations.

#### **Questions?**

If you have questions regarding this process, please contact Jeanne Muench at **(651) 662-3198**.