

PROVIDER QUICK POINTS

PROVIDER INFORMATION



November 14, 2014

Reminder: Special Transportation Services Trip Sheet Documentation

Special Transportation Services (STS) providers must maintain a STS Trip Sheet documenting each ride that is provided to an eligible Minnesota Health Care Programs (MHCP) subscriber. Contracted STS vendors may use the Blue Cross and Blue Shield of Minnesota and Blue Plus STS Trip Sheet, the Minnesota Department of Human Services STS Trip Sheet (DHS-5427), or create one that includes **all** of the following information:

- STS provider name
- STS provider UMPI
- Printed driver name and date
- Recipient full name
- Recipient MHCP ID#
- Date of service
- Actual pick up time
- Drop off time
- Complete pick up and drop off address
- Signature of the medical facility to validate they scheduled the medical appointment
- Actual trip mileage
- Drivers signature and date to certify the driver rendered the ride on the date documented

All the above information is required and 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 filed in the STS provider's office and need to be available for inspection and review by Blue Plus. These records must be maintained by the STS vendor for 10 years.

Additional information

The Blue Plus STS Trip Sheet is available on providers.bluecrossmn.com. Select forms & publications, then forms: clinical operations.

Additional information on STS is documented in the Provider Policy and Procedure Manual, Chapter 11, Coding Policies and Guidelines, (Public Programs). To access the manual, go to providers.bluecrossmn.com and select forms & publications, then manuals.

Questions?

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