

### **Medicaid Transportation System (MAS) Attestation Statement**

I acknowledge that I am an employee of the Family Health Centers at NYU Langone and have received, read, and understand the rules and guidelines for using the New York State Medicaid Transportation System (MAS). I am aware that compliance with these rules is mandatory to ensure the proper management of Medicaid transportation services and to prevent any misuse or fraud. By signing this attestation, I confirm the following:

1. Understanding of MAS Rules: I have reviewed the New York State Medicaid Transportation System (MAS) rules and guidelines with my supervisor at NYU. I understand my responsibilities in relation to the use of the MAS system.
2. Compliance: I agree to adhere to all rules and procedures as outlined in the MAS guidelines. This includes, but is not limited to proper documentation, obtaining provider approval to order service, and maintaining confidentiality of all related information.
3. Training: I confirm that I have completed any required training related to the MAS system, and I am aware of how to seek additional support if needed.
4. Reporting Violations: I understand the importance of reporting any suspected violations or discrepancies related to the MAS system. I am aware of the procedures for reporting such issues and will act promptly if I encounter any concerns.
5. Consequences: I acknowledge that failure to comply with the rules and guidelines of the MAS system may result in disciplinary action up to and including termination of employment, in accordance with NYU policies.

Acknowledgment by Supervisor:

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledgment by Supervisor:

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This form will be kept in the employee's personnel file as part of their compliance documentation.

## **New York State Medicaid Transportation Program Guidelines**

- **If booking transportation for a Medicaid recipient on behalf of a provider and a provider NPI is required, all NYU staff are required to obtain the provider's permission before using the provider's NPI number. A note should be made in the patient's record that the provider approved use of their NPI number for MAS transportation.**
- The New York State Medicaid Transportation Program provides free non-emergency medical transportation to eligible Medicaid enrollees who need assistance getting to and from Medicaid-covered services
- Transportation must be for Medicaid-covered **medical** services only. Medicaid Transportation is not provided for care management services.
- Individuals must be enrolled in Medicaid, specifically in mainstream managed care or fee-for-service programs
- Medicaid beneficiaries must have a legitimate and actual unmet transportation need and may need to complete a Medicaid transportation form. This could include not having a working vehicle, not having a valid driver's license, and/or being unable to use public transportation due to physical or mental limitations
- Non-emergency transportation must be authorized by the transportation management companies (Medical Answering Services or LogistiCare) before the service is provided
- Medical Justification, for certain modes of transportation, like ambulette services, a medical practitioner must certify the need based on the patient's condition.
- The mode of transportation approved will depend on the enrollee's usual mode of transport for daily activities, the enrollee's medical condition and mobility status, the most cost-effective option that meets the enrollee's medical needs.
- Generally, transportation requests should be made at least 3 days in advance for non-emergency services, though exceptions are made for urgent needs or hospital discharges
- Available Transportation Options include public transportation (bus, subway), Livery service/taxi, Ambulette, Non-emergency ambulance, Private vehicle (with mileage reimbursement), Long-distance options: train, bus, air travel
- To Request transportation, contact Medical Answering Services (MAS) either Online by creating an account at [www.medanswering.com](http://www.medanswering.com) or by phone at (844) 666-6270.
- Provide appointment details including date, time, and location, purpose of visit, and any special needs or requirements
- **Booking Guidelines**
  - Routine appointments: Book at least 3 days in advance
  - Urgent/sick visits: Can be booked same-day
  - Public transit: Book 5 days in advance to receive passes by mail
  - Long-distance travel: Book at least 7 days in advance
- **Important Notes**
  - There are no out-of-pocket costs for approved transportation services
  - A medical practitioner must certify the need for higher levels of service (e.g., ambulette, ambulance)
  - Always notify MAS if you need to cancel or reschedule a trip
- **Tips for Efficient Use**
  - Provide accurate and complete information when scheduling
  - Be ready at the scheduled pickup time
  - Inform MAS of any changes in your medical condition or transportation needs

\*Remember: This program aims to ensure that lack of transportation is not a barrier to receiving necessary medical care for Medicaid enrollees in New York State.

