

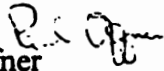
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF HEALTH**  
**MEDICAL ASSISTANCE ADMINISTRATION**  
**2100 MARTIN LUTHER KING, JR., AVENUE, S.E.**  
**SUITE 302**  
**WASHINGTON, D.C. 20020**

November 1, 1999

Medical Assistance Program  
Program Transmittal # 99-30

**MEMORANDUM**

**TO:** D.C. Medicaid Providers

**FROM:** Paul Offner   
Deputy Director

**SUBJECT:** Authorization for Medical Transportation for Doctor's Appointment

This Transmittal is to reiterate the policy for obtaining authorization for medical transportation "to and from" the doctor's office or medical facility for D.C. Medicaid recipients.

The practitioner or authorized facility must request and arrange transportation for the recipient in order for them to obtain medical care or services. The medical necessity must be substantiated by a physician's order and the justification must state that a less expensive mode of transportation cannot be used due to the limitations of the recipient's condition. This justification must be in writing and must be retained in the patient's record.

The requesting provider must contact **FIRST HEALTH SERVICES** at (202) 783-5626 for prior authorization. A prior authorization number will be given to the provider. The provider must schedule the trip with the transportation provider and must give the prior authorized number to the transportation provider to include on the claim. Under no circumstances should a practitioner or authorized facility refuse to arrange transportation for a recipient who has received proper authorization.

The Medical Assistance Administration (MAA) requires that all providers adhere to the policy regarding authorization for transportation.

If you have any questions, please call Ms. Yvonne Parker at MAA on (202) 727-9300, ext 3044.