



Texas Medicaid and Children with Special Health Care Needs (CSHCN) Services Program

Non-emergency Ambulance Prior Authorization Request

Submit completed form by fax to: 1-512-514-4205

Requesting Provider Information

Provider Name: Date Request Submitted: TPI: NPI: Taxonomy: Contact Name: Phone: Fax: Ambulance Provider: Advance EMS Ambulance Provider Identifier: 000729602

Client Information

Client Name (Last, First, MI): Date of Birth: Client Medicaid/CSHCN Number: Client weight: Is the client morbidly obese? Yes No

Are all other means of transport contraindicated? Yes No If no, this client does not qualify for non-emergency ambulance transport. Is the client currently an inpatient at a hospital facility? Yes No Note: Any ambulance transports for clients who are inpatient at a hospital are the responsibility of the hospital.

Client's Current Condition Affecting Transport - Check Each Applicable Condition

Physical or mental condition affecting transport: Client requires monitoring by trained staff because: Oxygen, Airway, Suction, Cardiac, Comatose, Life support, Behavioral. The client is able to sit in which of the following while up during the day: Wheelchair, Geri-Chair, Cardiac Chair, None. Is the client able to stand unassisted? Does the client use an assistive walking device? The client is "bed-confined" (i.e. unable to sit in a chair, stand and ambulate)?

If the client is bed-confined explain the functional, physical and/or mental health condition indicated for a transport:

Does the client pose immediate danger to self or others? Yes No If YES, explain the circumstances:

Does the client require physical restraint during transport above ambulance standards? Yes No If Yes, select type of restraint: Wrist, Vest, Straps, Other:



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- Continuous IV therapy or parenteral feedings *
- Chemical sedation *
- Decreased level of consciousness*
- Isolation precautions (VRE, MRSA, etc.) *
- Wound precautions *

- Advanced decubitus ulcers *
- Contractures limiting mobility *
- Must remain immobile (i.e., fracture, etc.) *
- Decreased sitting tolerance time or balance *
- Active Seizures *

* Provide additional detail (i.e. type of seizure or IV therapy, body part affected, supports needed, or time period for the condition) or provide detail of the client's other conditions requiring transport by ambulance.

Extra Attendant

Reason:

Reason for Transport:

Hospital discharge? Yes No If yes, expected transport time: _____

Other purpose? Yes No

Explain: _____

Origin: _____

Destination: _____

Method of Transport: Ground Fixed Wing Helicopter Specialized

Request Type:

One-time, Non-repeating

Recurring *

Number of days being requested: _____ days (2-60 days)

Begin Date: ____/____/____

* Physician signature required for recurring request.

NOTE: For an exception to the one-time or recurring request type refer to the Non-emergency Ambulance Exception request in the medical policy.

Reason For Repetitive Transport (2-60 day request type)

Dialysis Radiation Therapy Physical Therapy Hyperbaric Therapy

Other (explain): _____

Estimated number of visits needed to go to dialysis or therapy? _____

Explain why the needed services could not be provided at less cost where the client is located:

Certification:

I certify that the information supplied in this document constitutes true, accurate, and complete information and is supported in the medical record of the patient. I understand that the information I am supplying will be utilized to determine approval of services resulting in payment of state and federal funds. I understand that falsifying entries, concealment of a material fact, or pertinent omissions may constitute fraud and may be prosecuted under applicable federal and/or state law which can result in fines or imprisonment, in addition to recoupment of funds paid and administrative sanctions authorized by law.

Name: _____ Title: _____ Provider Identifier: _____

Signature: _____ Date Signed: ____/____/____



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Provider Instructions for Non-emergency Ambulance Prior Authorization Request Form

This form must be completed by the provider requesting non-emergency ambulance transportation. [Medicaid Reference: Chapter 32.024(t) Texas Human Resources Code]

All non-emergency ambulance transportation must be medically necessary. Texas Medicaid, CSHCN Services Program, and Medicare have similar requirements for this service to qualify for reimbursement. This form is intended to accommodate all of the programs' requirements. For additional information and changes to this policy and process refer to the respective program information: Texas Medicaid's Provider Procedures Manual, CSHCN Services Program Provider Manual, and Banner Messages; and to Medicare's manuals, newsletters and other publications.

1. **Requesting Provider Information**—Enter the name of the entity requesting authorization. (i.e., hospital, nursing facility, dialysis facility, physician).
2. **Request Date**—Enter the date the form is submitted.
3. **Requesting Provider Identifiers**—Enter the following information for the requesting provider (facility or physician):
 - Enter the Texas Provider Identifier (TPI) number.
 - Enter the National Provider Identifier (NPI) number. An NPI is a ten-digit number issued by the National Plan and Provider Enumeration System (NPPES).
 - Enter the primary national taxonomy code. This is a ten-digit code associated with your provider type and specialty. Taxonomy codes can be obtained from the Washington Publishing Company website at www.wpc-edi.com.
4. **Ambulance Provider Identifier**— Enter the TPI or NPI number of the requested ambulance provider. If the ambulance provider changes from the provider you originally requested, notify TMHP of the new provider by phone (1-800-540-0694, Option 3) or fax (1-512-514-4205).
5. **Client Information**— This section must be filled out to indicate the client's name in the proper order (last, first, middle initial). Enter the client's date of birth and client number. The client's weight must be listed in pounds. Check yes if the physician has documented that the client is morbidly obese.. If a client is currently an inpatient at a hospital facility, any ambulance transports are the responsibility of the hospital. One time ambulance transports that are related to a hospital discharge may be considered for prior authorization.
Do not complete the remainder of the form when a client is an inpatient at a hospital facility.
6. **Client's Current Condition**—This section must be filled out to indicate the client's *current condition* and not to list all historical diagnoses. Do not submit a list of the client's diagnoses unless the diagnoses are relevant to transport (i.e., if client has a diagnosis of hip fracture, the date the fracture was sustained must be included in documentation). It must be clear to TMHP when reviewing the request form, exactly why the client requires transport by ambulance and cannot be safely transported by any other means.
7. **Details for Checked Boxes**—For questions with check boxes at least one box must be checked. When sections requiring a detail explanation the information must be provided (i.e., if contractures is checked, please give the location and degree of contracture[s]).
8. **Isolation Precautions**—Vancomycin-Resistant Enterococci (VRE) and Methicillin-Resistant Staphylococcus Aureus (MRSA) are just two examples of isolation precautions. Please indicate in the notes exactly what type of precaution is indicated.
9. **Transport Time**—This field must be filled out for all hospital discharge requests. The anticipated time of transport must be entered in order to ensure the request was initiated prior to the actual time of transport.
10. **Request Type**—Check the box for the request type. A One Time, non-repeating request is for a one day period. A Recurring request is for a period of 2-60 days. The provider must indicate the number of days being requested along with the begin date.
11. **Name of Person Signing the Request**—All request forms require a signature, date, and title of the person signing the form. A One Time request must be signed and dated by a physician, physician assistant (PA), nurse practitioner (NP), clinical nurse specialist (CNS), registered nurse (RN), or discharge planner with knowledge of the client's condition. A Recurring request must be signed and dated by a physician, physician assistant (PA), nurse practitioner (NP), clinical nurse specialist (CNS). The signature must be dated not earlier than the 60th day before the date on which the request for authorization is made.
12. **Signing Provider Identifier**—This field is for the TPI or NPI number of the requesting facility or provider signing the form.



Texas Medicaid and Children with Special Health Care Needs (CSHCN) Services Program

Non-emergency Ambulance Exception

Submit completed form by fax to: 1-512-514-4205

Requesting Provider Information

Provider Name: Date Request Submitted: TPI: NPI: Taxonomy: Contact Name: Phone: Fax: Ambulance Provider: Advance EMS Ambulance Provider Identifier: 000729602

Client Information

Client Name (Last, First, MI): Date of Birth: Client Medicaid/CSHCN Number: Functional, physical or mental health debilitating condition affecting transport:

Request Type

By checking the boxes below and signing this form: I attest that the client has a permanent debilitating condition... I attest that the client has a debilitating condition... Additional information:

Documentation

The following attachments must be submitted with the request: 1. Nonemergency Ambulance Prior Authorization Request 2. Documentation supporting client's debilitating condition... NOTE: Documentation submitted with statements "client has a debilitating condition" is insufficient.

Certification:

I certify that the information supplied in this document constitutes true, accurate, and complete information and is supported in the medical record of the patient. I understand that the information I am supplying will be utilized to determine approval of services resulting in payment of state and federal funds.

Name: Title: Provider Identifier: Signature: Date Signed:



Provider Instructions for Non-emergency Ambulance Exception

This form must be completed by the provider requesting a non-emergency ambulance exception. All non-emergency ambulance exception requests must have the physician document that the client has a debilitating condition and require recurring trips that will extend longer than 60 days.

- 1. Requesting Provider Information**—Enter the name of the entity requesting authorization. (i.e., hospital, nursing facility, dialysis facility, physician).
- 2. Request Date**—Enter the date the form is submitted.
- 3. Requesting Provider Identifiers**—Enter the following information for the requesting provider (facility or physician):
 - Enter the Texas Provider Identifier (TPI) number.
 - Enter the National Provider Identifier (NPI) number. An NPI is a ten-digit number issued by the National Plan and Provider Enumeration System (NPPES).
 - Enter the primary national taxonomy code. This is a ten-digit code associated with your provider type and specialty. Taxonomy codes can be obtained from the Washington Publishing Company website at www.wpc-edi.com.
- 4. Ambulance Provider Identifier**— Enter the TPI or NPI number of the requested ambulance provider. At a later date, if the ambulance provider changes from the provider you originally requested, notify TMHP of the new provider by phone (1-800-540-0694, Option 3) or fax (1-512-514-4205).
- 5. Client Information**— This section must be filled out to indicate the client's name in the proper order (last, first, middle initial). Enter the client's date of birth and client number.
- 6. Request Type**—Check the box for the request type. In the first box the physician is attesting that the client has a permanent debilitating condition. In the second box the physician is attesting that the client has a debilitating condition which is expected to last for a continuous period of no less than 12 months. The physician may provide additional information if needed.
- 7. Documentation**—The provider must submit the completed Nonemergency Ambulance Exception form, the Nonemergency Ambulance Prior Authorization Request form and documentation supporting client's debilitating condition.(i.e. surgical report, summary of history, physical therapy evaluation summary)
- 8. Physician Signature**—The request must be signed and dated by a physician. Stamped or computerized signatures and dates are not accepted. Without a physician's signature, TPI or NPI number provided and date, the form is considered incomplete. The signature must be dated not earlier than the 60th day before the date on which the request for authorization is made.