



# Gas Reimbursement

Requirements and Instructions

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## MEMBER REQUIREMENTS

Members must:

- Be eligible for Medicaid Non-Emergency Transport (NEMT) on the date of service
- Have a confirmed trip booked through MediTrans

## DRIVER REQUIREMENTS

For drivers to be paid, they cannot live at the same address as the member. MediTrans must have all the following current documents on file for the driver. Also, each driver can only transport up to five members across all Healthy Louisiana Medicaid plans, except where there are more than five enrollees in the same household.

- Social Security Number (for IRS form 1099)
- Driver's License (driver must be 18 years of age or older)
- Inspection Sticker
- Vehicle Registration
- Insurance Card (insurance must meet or exceed the minimum insurance required by the State of Louisiana)
- Gas Reimbursement Enrollee Form

## MEMBER INSTRUCTIONS

1. Call MediTrans before the day of your appointment to schedule your trip and give your Gas Reimbursement payee's name.
  - a. Please state how you would like to receive your Gas Reimbursement Enrollee Form – via mail or email.
  - b. If you do not have access to email, please call at least five business days before your appointment to receive the forms by mail.
  - c. You will receive blank Gas Reimbursement Forms; but if the trip is not in our system, your payee will not be able to be reimbursed.
2. At your appointment, both you and a healthcare professional must sign the form.
3. The driver must sign the form.

4. Send completed forms and copies of required documents to [gas@meditrans.com](mailto:gas@meditrans.com) or mail them to:

MediTrans Billing- ATTN Gas Reimbursement  
102 Asma Boulevard Ste.200  
Lafayette, LA 70508

5. All signatures must be present and documents for your driver must be completed. MediTrans will return any incomplete forms with a notice of what is missing.
6. All trip logs must be submitted within 365 days of the trip date.

If you have any questions, please e-mail us at [gas@meditrans.com](mailto:gas@meditrans.com). Our hours of operation are Monday – Friday, 7 am to 7 pm.

Gas Reimbursement Enrollee Forms can also be completed and emailed to [gas@meditrans.com](mailto:gas@meditrans.com). Emailed forms may be processed faster.