



Gas Reimbursement

Requirements and Instructions

Gas Reimbursement

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.

- Driver's License
- Inspection Sticker
- Vehicle Registration
- Insurance Card
- 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 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.



If you have any questions, please e-mail us at 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) emailed forms may be processed faster.