



# Standing Order Request Form for Appointments Occurring 3 Days or More per Week

Utah Facility Department Fax: 877-637-9079 M – F 8:00 a.m. to 5:00 p.m.

Non-emergency medical transportation is **not** available for clients who can transport themselves without mileage reimbursement.

Client's Name: \_\_\_\_\_ DOB: \_\_\_\_-\_\_\_\_-\_\_\_\_ Gender: M\_\_ F\_\_ Medicaid # \_\_\_\_\_  
Name of parent/guardian (if applicable): \_\_\_\_\_ Phone ( ) \_\_\_\_-\_\_\_\_  
Appointment Days: ( ) Sunday ( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday ( ) Saturday  
Start date: \_\_\_\_\_ Requested by: \_\_\_\_\_ Relation to the member: \_\_\_\_\_ Phone ( ) \_\_\_\_-\_\_\_\_

Level of Service:  
( ) **Ambulatory**: Can walk. ( ) **Escorted** ( ) **Door to Door** ( ) **Curb to Curb**  
( ) **Wheelchair**: Requires a lift-equipped wheelchair van ( ) **Wheelchair**: Can transfer with out assistance  
Other Medical considerations: \_\_\_\_\_  
Patient Condition: \_\_\_\_\_ Facility NPI #: \_\_\_\_\_  
Treatment Type: \_\_\_\_\_ Procedure Code(s): \_\_\_\_\_  
Can the client sign the Driver's Log? Yes: \_\_\_\_ No: \_\_\_\_ If no, is client's inability to sign permanent? Yes: \_\_\_\_ No: \_\_\_\_  
Please explain if client's inability is permanent: \_\_\_\_\_  
**Transportation provider currently transporting client:** \_\_\_\_\_ Phone ( ) \_\_\_\_-\_\_\_\_

**Pick Up:** Check if it's the person's home ( ) or a facility ( ). If a facility, please name it: \_\_\_\_\_  
**Please confirm the client's pickup address with the client as some clients change residence frequently.**  
Pick up street address: \_\_\_\_\_ Bldg: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_-\_\_\_\_ Cell: ( ) \_\_\_\_-\_\_\_\_  
Additional Instructions: \_\_\_\_\_  
Appointment Time: \_\_\_\_\_ AM / PM Suggested Pick Up Time from Home: \_\_\_\_\_ AM / PM

**Drop Off At:** Facility Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Street address: \_\_\_\_\_ Bldg: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_-\_\_\_\_ Cell: ( ) \_\_\_\_-\_\_\_\_  
Additional Instructions: \_\_\_\_\_ Physician Name: \_\_\_\_\_  
Return Pick Up Time: \_\_\_\_\_ AM / PM Please specify if trip is: One-way trip: ( ) or Round trip: ( )

**Authorization:** I request non-emergency medical transportation for the named client only for those days when the client will receive a covered service at the named facility. I affirm that the information above is accurate, and that I am a physician, physician's assistant, nurse midwife, or nurse practitioner, social worker.  
Signature: \_\_\_\_\_ Date: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Please print your name: \_\_\_\_\_ Phone: ( ) \_\_\_\_-\_\_\_\_

**For ModivCare use only:** Recertified: \_\_\_\_\_ Terminated: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Reason for recertifying/terminating the standing order: \_\_\_\_\_