



WI TRANSPORTATION REQUEST FORM

(For one time trip)

Must be submitted within 72 hours prior to the appointment date
Please complete all fields on the form or trip will not be scheduled

FAX # 888-589-6164
PHONE # 888-589-6163

Facility Name:		Trip Requestor:		Date of Trip:	
Member's Name (Last, First, MI)				Insurance Type:	
Medicare ID #			Special needs:		
DOB: ___/___/___		Escort: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone #	Fax #				
LEVEL OF SERVICE:					
<input type="checkbox"/> Ambulatory <input type="checkbox"/> Wheelchair <input type="checkbox"/>					
Wheelchair: Please provide the following information					
Type of Wheelchair: <input type="checkbox"/> MANUAL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> SCOOTER <input type="checkbox"/> N/A					
Weight:		Height:		Stairs:(how many steps):	
				Ramp: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the member able to transfer to a sedan vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No					
PICK-UP INFO					
Facility Name/Residence:				Phone #	
Address:				City, State ZIP	
DROP-OFF INFO					
D/O Facility/Complex Name:				Phone #	
Address/Suite:				City, State, ZIP	
Appointment Time <input type="checkbox"/> AM <input type="checkbox"/> PM				Return Time: <input type="checkbox"/> AM <input type="checkbox"/> PM OR	
<input type="checkbox"/> One Way or <input type="checkbox"/> Round Trip				Will Call <input type="checkbox"/> Yes <input type="checkbox"/> No	

In order to be processed ALL fields MUST be completed and legible. Failure do so could result in trip Not being processed (Must be submitted 72 hours prior to the appointment day)

NAME (Please Print): _____ SIGNATURE: _____ DATE: _____