



West Virginia Operations
 Facility Department 602
 Virginia St. E Charleston,
 WV 25301 Fax: (855)
 882-5998

TRANSPORTATION REQUEST FORM

(For single date trip requests)

Must be submitted 5 business days prior to the appointment day.

Trip requests with less than a 5-business day notice must be called in.

To be processed ALL fields MUST be completed and legible; failure to do so will result in the trip request being denied.

Facility:		Trip Requestor:		Professional Title:	
Requestor Phone:		Requestor Fax:		Trip Date:	
Member Name (Last, First, MI):			Special Needs: (Please include special equipment or pick-up/drop-off instructions) <input type="checkbox"/> Car Seat (Member must provide car seat)		
DOB: / /		Escort: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Insurance Type:		Medicaid ID #:			

LEVEL OF SERVICE AND LEVEL OF ASSISTANCE:

Curb-To-Curb Door-To-Door Hand-To-Hand

Ambulatory Wheelchair Mileage Reimbursement Public Transit

Medical Condition that Requires Wheelchair: _____

Weight: _____ Height: _____ Stairs(#): _____ Wheelchair Type: Manual Power
 (Height and weight are required for all wheelchair requests)

Member is able to transfer from his or her wheelchair, in and out of a vehicle safely: Yes No

PICK-UP INFORMATION

P/U Facility Name/Residence:		Phone:	
Address/Apt:		City, State ZIP:	

DROP-OFF INFORMATION

D/O Facility/Complex Name:		Phone:	
Address/Suite:		City, State Zip:	
Appointment Time: <input type="checkbox"/> AM <input type="checkbox"/> PM		Will Call: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> One Way or <input type="checkbox"/> Round Trip		Return Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Appointment Reason:		Does your facility provide its own transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No Requested Provider Name: ("not guaranteed")	

NAME: _____ SIGNATURE: _____ DATE: _____

Caution: This information contains confidential and proprietary trade secrets, the release of which could cause competitive harm. It is not subject to disclosure under any freedom of information act or open records act law or regulation. Do not further disclose.