



## **Medical Provider Electronic Data Interchange (EDI) Forms**

Dear Medical Provider:

LogistiCare offers a secure web portal designed to allow medical facilities to request trips and standing orders from LogistiCare electronically. LogistiCare will provide two (or more upon request) administrative logins to the web portal for each medical facility. The medical facility administrators are required to manage access to the web portal for all other users at their facility.

To use the portal, you must register with our Facilities department. The attached user forms must be filled out, signed and faxed to LogistiCare's California Facility Department at 1-877-601-0535 to request transportation services.

The LogistiCare Facility department will call or fax the user login information to the user. Once your administrative users are setup, those users can create additional logins for other employees at your facility as needed.



**Medical Facility  
EDI Administrator User Form**

Please Type or Print Clearly

Date: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Medicaid Provider Number or NPI Number: \_\_\_\_\_

- Access: Select one option:  
 Add New Administrative User  
 Inactivate Administrative User  
 Password Reset

User Name: \_\_\_\_\_  
User Email Address: \_\_\_\_\_  
User Job Title: \_\_\_\_\_

By signing this form, I hereby agree that:

- I will abide by all federal and state regulations pertaining to protected health information (PHI) including the Health Insurance Portability and Accountability Act (“HIPAA”).
- I will only provide portal access to employees at my medical facility that have a need to request or review transportation requests.
- I will remove terminated users or users who no longer need access to the portal immediately.
- LogistiCare may remove portal access for me or my medical facility at any time, with or without cause.
- I will use the system in accordance with LogistiCare’s documented instructions.
- I will not share my user ID or password with another user.
- I understand that the intentional entry of invalid or false information is unlawful and may have significant adverse legal repercussions.
- I will notify LogistiCare immediately if I believe a security incident has occurred.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Title: \_\_\_\_\_

(Witness must work at the same medical facility)

**TO BE COMPLETED BY LOGISTICARE FACILITY DEPARTMENT:**

User ID Assigned: \_\_\_\_\_  
Employee Completing Request: \_\_\_\_\_  
Date Completed: \_\_\_\_\_

**FAX to LogistiCare’s California Facility Department: 1-877-601-0535**