



ME Operations
 400 Southborough Rd.
 South Portland, ME 04106

TRANSPORTATION REQUEST FORM

(For one time trip)

Must Be Submitted **2 Business Days** Prior to the Appointment Day

Please Complete All Fields of Form or Trip Will Not Be Scheduled

FAX #: 877-637-9091

PHONE #: 877-659-1305

Facility:	Trip Requestor:	Professional Title:
Requestor Phone #:	Requestor Fax #:	Trip Date:
Member Name (Last, First, MI)		Do you bill section 50 or 67 of MaineCare? (If yes, a letter is required as to why you can't transport) <input type="checkbox"/> Yes <input type="checkbox"/> No
DOB: ____/____/____	Escort: <input type="checkbox"/> Yes <input type="checkbox"/> No	
MaineCare ID #:		

Trip requested is for a MaineCare covered service Yes No

LEVEL OF SERVICE:

<input type="checkbox"/> Ambulatory
<input type="checkbox"/> Wheelchair: Weight:_____ Height:_____ Stairs: <input type="checkbox"/> Yes <input type="checkbox"/> No *Able to sign: <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 * Is Wheelchair <input type="checkbox"/> Electric <input type="checkbox"/> Manual * Does wheelchair fold <input type="checkbox"/> Yes <input type="checkbox"/> No
Door – Door Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____

PICK-UP INFO

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

DROP-OFF INFO

Dr. Name:		
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	Treatment Type:
<input type="checkbox"/> One Way or <input type="checkbox"/> Round Trip	Return Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	

To be processed ALL fields MUST be completed and legible. Failure to do so could result in trip not being processed.

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.”