



Beltrami County Health and Human Services

616 America Avenue NW, Suite 330 • Bemidji, MN 56601

Phone (218) 333-8023

Fax (218) 333-4131

matransportation@beltramicountymn.gov

Dear Health Care Program Enrollee:

Enclosed you will find a copy of Beltrami County's UPDATED Health Care Access Service Policy along with the Notice of Access Service Availability to Eligible Minnesota Health Care Program Recipients. You may be able to get reimbursed for expenses to help you get medical care or to attend an appeal (Access Services issues only).

Residents of Beltrami County are to use the **nearest available clinic**. If your appointment is out of 30 miles for primary care and 60 miles for specialty care radius of your residence **you will be required to provide a referral** from your local Health Care professional that confirms the services, you need are not provided at a closer location.

Process for Requesting Healthcare Access Services:

- To be reimbursed for transportation to a covered medical service **within** 30 miles for primary care and 60 miles for specialty care of your residence:
 - Verify attendance at covered service with signature on the reimbursement form.
 - Complete reimbursement form.
 - Submit documents to MA Transportation Specialist at Beltrami County.
- To be reimbursed for transportation for covered medical services **outside** 30 miles for primary care and 60 miles for specialty care radius.

A minimum of 5 days prior to the appointment:

 - Provide a referral from your primary provider out of the Bemidji area.
 - Provide verification of the upcoming appointment such as an appointment notice.
 - Complete upcoming appointment request form.

A copy of your vehicle registration or auto insurance card is required if documentation is not in your file.

- You will receive a letter from Beltrami County with information as to what will be authorized.

- Submit documents to MA Transportation Specialist at Beltrami County.

Following your appointment:

- Provide verification of attendance such as a summary of care or letter/email/fax from provider stating patient attended appointment.
- Provide copies of itemized receipts for meals (over 90 miles from residence) or lodging (depending on prior approval).
- Complete the reimbursement form, no signature necessary for outside of 30 miles for primary care and 60 miles for specialty care radius.
- Submit documents to MA Transportation Specialist at Beltrami County.

- To Request Transportation assistance to a covered medical service **within** 30 miles for primary care and 60 miles for specialty care of your residence.

A minimum of 5 days prior to your appointment:

- Provide verification of appointment such as an appointment notice.
- Complete upcoming appointment request form.
 - You will receive a letter from Beltrami County with information as to what will be authorized.

- To Request Transportation assistance to a covered medical service **outside** 30 miles for primary care and 60 miles for specialty care of your residence.

A minimum of 5 days prior to the appointment:

- Provide a referral from your primary provider.
- Provide verification of the upcoming appointment such as an appointment notice.
- Complete upcoming appointment request form.
 - You will receive a letter from Beltrami County with information as to what will be authorized.
- Submit documents to MA Transportation Specialist at Beltrami County.

Following your appointment:

- Provide verification of attendance such as a summary of care or letter/email/fax stating you attended the appointment.
- Provide copies of itemized receipts for any meals or lodging (depending on prior approval).
- Complete the reimbursement form, no signature necessary for outside of 30 miles for primary

care and 60 miles for specialty care radius.

- Submit documents to MA Transportation Specialist at Beltrami County.

Failure to contact MA Transportation Specialist in a timely manner to schedule medical transportation or authorization of lodging and/or meals is not considered a medical emergency.

If your appointment gets cancelled by your health care provider or you decide to cancel/reschedule a medical appointment after your medical transportation needs have been authorized, please call, and leave a message with MA Transportation Specialist immediately at 218-333-8023 so they can cancel the transportation arrangement and/or authorized service that was made.

When there is an **extended** hospitalization or medical clinic appointment, lodging and meals may be revised from the prior authorization through a Health Care Professional at the medical site. The Health Care Professional should contact MA Transportation Specialist at 218-333-8023 along with documentation of the medical necessity via fax to 218-333-4131. Note: Most hospitals have lodging available in the patient room or hospital facility for **one** adult when the patient is a minor. Lodging will NOT be provided for medical facilities offering these patient care services.

In order to ensure timely reimbursement for eligible expenses, you are encouraged to submit mileage reimbursement requests **monthly**. Please attach all expense receipts (gas receipts are not needed), verification of attendance and complete the mileage reimbursement form. Failure to submit your Health Care Access Service requests in an orderly arrangement may result in the return of the items submitted to you with the expectation that you organize and re-submit. This could delay services to you.

If you find yourself in need of medical transportation and/or related services, or you have questions about the procedures, please call MA Transportation Specialist at 218-333-8023.

Thank you,

Medical Assistance Transportation Specialist
Beltrami County

Attachment: Notice of Access Service Availability to Eligibility Minnesota Health Care Program Recipients.

(Revised 8/24/26)