



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

HEALTH CARE ACCESS FOR SERVICE REQUEST FORM

For Upcoming Appointments

- Please turn in requests **five (5) business days prior** to the date of the appointment. Appointments out of the local service area must be prior authorized to be reimbursed.
- Complete the information below. Attach a copy of the medical appointment and referral for the medical appointment out of the area.

Today's Date _____

Name of Patient _____ Patient's Date of Birth _____

Address _____

Phone Number* _____

**This must be a valid phone number. We must be able to reach you to discuss your request. In some cases, you may not be eligible for everything you requested.*

Appointment Date(s) _____ Appointment Time _____ End Time _____

Appointment Location _____

Services Requested

(Please check all that apply and add dates for lodging and meals)

Volunteer Driver ☐ Local Bus ☐ Assisted Transportation ☐ Ramp/Lift ☐

Reimbursement (driving yourself or have a ride lined up):

Lodging ☐ Dates _____ My own arrangements ☐

Need help w/reservations ☐

Meals ☐ Dates _____

Mileage ☐ Parking ☐

Name of other individual accompanying _____

Signature of person requesting services _____



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Request Checklist

- Volunteer Drivers are only for individuals needing to go out of the Bemidji area or live outside of the bus route. After approval, driver will reach out to make arrangements.
- **IF YOU LIVE WITHIN THE BUS ROUTE AND NEED TO GO TO A LOCAL APPOINTMENT**, you will be authorized for the bus. After approval, you need to call PBT to make arrangements, 218-751-8765 (option 1).

Transportation assistance WITHIN 60 miles of your residence (TURNED IN 5 BUSINESS DAYS BEFORE THE APPT)

- ✓ Request form
- ✓ Verification of Appointment- Ex. Appointment notice

Transportation assistance OUTSIDE 60 miles of your residence (TURNED IN 5 BUSINESS DAYS BEFORE THE APPT)

- ✓ Referral out of the Bemidji area
- ✓ Request form
- ✓ Verification of Appointment- Ex. Appointment notice

Our office will send you an authorization letter stating what has been authorized.