

Mid Columbia Medical Transportation Brokerage

802 Chenoweth Loop Rd, The Dalles, Oregon 97058

Toll Free Phone: 1-877-875-4657

Toll Free Fax: 1-855- 541-1517

Hours: Monday-Friday, 8:00am-5:00pm

MILEAGE REIMBURSEMENT UPDATE

NOTIFY US:

- For reimbursement to occur, you are required to call the Transportation Brokerage at least **two** working day in advance to have all mileage, lodging, and meals **authorized prior** to your medical appointment.
- Keep track of when you called and whom you spoke to when calling in your appointment.
- If your appointment changes to another date, notify the brokerage immediately.

AT YOUR APPOINTMENT:

- Put the client name and month on the form. Fill in all other information needed.
- Take your verification form to all of your appointments.
- After your appointment, have the office staff sign their name and put your departure time on the form.
- Each form provides five appointments and can be sent at anytime.

SUBMITTING FORMS:

- Submit your mileage verification form by mail, by fax, or drop it off in person at the MCCOG front desk.
- The brokerage is unable by phone to verify each time a verification form is received or not. You are welcome to resend a verification form.
- If signed verification forms are not received within 45 days of the appointment, you will not be reimbursed.

CHECKS:

- Checks are mailed to your mailing address. Checks are not available to pick up in person at the brokerage.
- If a child has the appointment, please tell the brokerage when you call, whom the check should be made payable to.
- Your check stub will include the date of appointment(s) and what you are being reimbursed for; please hold on to it for future reference.
- A reimbursement requested for an amount under \$10.00 will be held on to until other reimbursements are added to it to reach the required \$10 minimum for a check to be issued.
- Reimbursement guidelines are set up by the State. Mileage is reimbursed at .25¢ per mile. Lodging is reimbursed at \$40 per night. Meals are reimbursed per strict guidelines by the state.

If you need more verification forms, contact the brokerage. If a DHS driver takes you to your appointment you are not eligible for mileage reimbursement. If you carpool to an appointment, only the client providing transportation can be reimbursed, not both.

Please wait 30 days from the date of your appointment before calling the brokerage with questions. If you have not been reimbursed for an appointment, you must resend the verification form to the brokerage. You may also send a statement in writing of the date(s) you have not been reimbursed for.