

**SHADED AREAS ARE TO BE COMPLETED
BY TRANSPORTATION PROVIDER ONLY**

FOR NON-EMERGENCY SITUATIONS

REQUESTING PHYSICIAN

1. Complete the following patient eligibility information from the patient's Medicaid identification card:

Identification number, patient's name, sex, birth date, ID card expiration date, and case name. Coupon cases also require completion of the category code and section number. For newborns, if the newborn does not have an identification number, enter the eligible mother's identification number and FM 99.

2. Check the applicable EPSDT Referral block. "YES" must be checked when the patient is being referred for treatment or diagnosis of a condition discovered during an EPSDT examination.
3. Indicate if the patient has other medical or liability coverage, name of the carrier, date of accident if applicable, and if the illness or the injury was related to work, automobile, third party or other. Enter the requesting physician provider number.
4. Complete the transportation request portion indicating cities, date of travel, hospital, and physician or provider where patient is being sent.
5. Indicate "no" for emergency, whether attendant required or not, and whether ticket should be one way or roundtrip. Refer the patient/attendant to the DHS caseworker if lodging or food is required.
6. Provide the diagnosis and recommended treatment.
7. Print or type the physician name, sign, and date this form.
8. Forward all four copies to the Fiscal Agent at P.O. Box 2561, Honolulu, Hawaii 96804-2561.
9. If the travel is of a urgent nature (same day travel), the Form 208 must be faxed to the Medicaid Fiscal Agent at (808) 952-5562 and the Med-QUEST Division will contact the requesting provider by phone and/or fax.
10. If the request is approved, a copy will be returned to the physician. Either the provider or the patient should contact the Med-QUEST division to make the appropriate airlines reservations. Airlines should not be contacted directly.

11. The Form 208 will serve only as the authorization for travel. Airline carriers will no longer accept the Form 208 as an airline ticket. All travel must be ticketed through the Med-QUEST Division.

DHS MEDICAL CONSULTANT

1. Review the information on the form and approve, disapprove or defer as appropriate.
2. Return a copy to the requesting physician.

TRANSPORTATION SERVICES PROVIDER

1. This form only serves as an authorization for travel. Do not accept this form as an airline ticket. Reservations must be coordinated with the Med-QUEST Division.