

Wilkin County Family Service Agency
 PO Box 369 • 227 6th St. N Breckenridge, MN 56520
 T. 218-643-7161 F. 218-643-7175

WILKIN COUNTY MEDICAL ASSISTANCE CLAIM

 DRIVER'S NAME

 RECIPIENT NAME (PERSON RIDING)

 DRIVERS ADDRESS

PHONE #: _____

MONTH: _____

DATE	DESTINATION/PURPOSE	MILEAGE	MEALS/B.L.D.	HOTEL	OTHER (Itemize)
		Total:	Total:	Total:	Total:

\$.22 per mile / \$5.50 breakfast / \$6.50 lunch / \$8.00 dinner

TOTAL AMOUNT OF THIS CLAIM: _____

***** MUST ATTACH ALL RECEIPTS AND APPOINTMENT PROOFS IN ORDER TO RECEIVE REIMBURSEMENTS *****

This form needs to be returned to our Agency by the 10th of each month in order for you to receive reimbursement and is to CONTAIN ONLY THE CLAIM FOR THE PRIOR MONTH.
 (For example – January claims need to be submitted on or before February 10th)

I certify that this statement, the amounts claimed, and attachments are true, correct, and complete to the best of my knowledge and believe the payment for the amount claimed has not been received.

 DATE

 SIGNATURE OF DRIVER

Dear Recipient:

Please review as changes and updates to this program have been made.

Effective immediately, regulations have been put into place for proof of appointments that we must follow in order to approve your claim.

Proof of all appointments must include a note stating who you were seen by for your appointment with the time and date you were seen. Most clinics have a generic appointment letter they can provide to patients when requested, please use this when available. The After Visit Summary sheet with your appointment information from Sanford and/or Essentia will still be accepted. Time stamped receipts for prescription pick-up must also be provided for reimbursement claims. To receive reimbursement for parking, the original receipt must be included with your mileage claim form. Meal reimbursement claims must include an itemized receipt in order to receive reimbursement and motel receipts must be a copy from the motel.

- Meals that occur 30 miles or less one-way from your home will not be approved for reimbursement. Time taken to “eat the meal” is not part of “travel time” consideration. The maximum reimbursement for meals is:
 - Breakfast - \$5.50; Must be in transit or at the medical appointment prior to 6:00 AM
 - Lunch - \$6.50; Must be in transit or at the medical appointment 11:00 AM to 1:00 PM
 - Dinner - \$8.00; Must be in transit or at the medical appointment after 7:00 PM
- Lodging for appointments that occur 90 miles or more one-way from your home must receive prior approval from the Wilkin County Family Service Agency to receive reimbursement. Lodging for appointments that occur 90 miles or less one-way from your home will not be approved for reimbursement. Special exceptions may be made under certain circumstances. Prior approval is REQUIRED from the Wilkin County Family Service Agency to receive reimbursement for an exception.

We will not reimburse any mileage if the individual is not in the vehicle who has the medical appointment. We will no longer be accepting appointment cards, computer printouts of appointments, or provider initials on the mileage claim form.

If we do not receive the proper proof for your appointment, your claim will not be processed. You must provide proof that you were seen. We also cannot process your claim without a signature.

There may be times that we will call the health care provider to verify that you attended your appointments.

Feel free to contact Annie with any questions or concerns you may have regarding the new regulations at 218-643-7161 or you may email her at aboesen@co.wilkin.mn.us.

Thank you,

Cindy Noetzelman, Financial Assistance Supervisor