

cascades east
transit



**OREGON HEALTH AUTHORITY
&
DEPARTMENT OF HUMAN SERVICES**

MEDICAL TRANSPORTATION PROGRAM GUIDE

Main number: (541) 385-8680
Toll free: (866) 385-8680
TTY relay service: 711 or 1 (800) 735-2900
Fax: (541) 548-9548

Cascades East Transit (CET) is a division of Central Oregon Intergovernmental Council (COIC). COIC is under contract with the State of Oregon, Oregon Health Authority (OHA), to operate the Medical Transportation Program for eligible Department of Human Service (DHS) clients in the following counties: Crook, Deschutes, and Jefferson.

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Introduction

CET arranges non-emergent medical transportation for eligible Oregon Health Plan Plus (OHP Plus) clients traveling to covered medical services. Non-emergent Medical Transportation is provided to OHP Plus clients when no other options are available. Rides depend on a transportation provider availability. In order to ensure a ride is available, please call to schedule a ride as far in advance of your appointment as possible.

Client Eligibility

CET is responsible for verifying eligibility prior to providing services. This includes determining if you are in a managed care plan. CET assumes full financial risk if they serve a person who is not confirmed by Department of Human Services (DHS) as eligible for the service performed. There is no cost to client for authorized transportation services.

Selection of Medical Providers

To be eligible for Medical Transportation Program services clients need to choose a medical care provider in their local area. Local area means "in or near" the city or town they live in. If a provider is not available in your respective city or town, clients can ask for a ride to the nearest location where the service can be found. Clients have the right to choose any medical care provider. However, choosing a medical care provider outside of the client's local area, or not at the nearest location where providers are available, they are responsible for their own ride, this is not a covered service.

Scheduling a Ride

Scheduling rides is available Monday through Friday from 7:00 AM to 4:00 PM. CET is closed all major holidays. Individuals are asked to schedule a ride at least 2 business days in advance. To schedule a ride call CET at:

Phone number (541) 385-8680

Toll Free Phone number 1(866) 385-8680

Oregon Relay Service 711 or 1 (800) 735-2900

Client Information

A Customer Service Representative will verify your eligibility and will need the following information:

- Your name
- Your address
- Your phone number
- Physician/Facility name
- Physician/Facility address
- Physician/Facility phone number
- Date of appointment
- Time of appointment
- Pick-up Time after appointment
- Medical reason for appointment (to verify covered services)
- Any special mobility needs (such as a wheelchair or service animal)
- Any specific directions to your home or medical facility

When to Be Ready

Be ready 15 minutes before scheduled pickup time. Transportation providers should arrive within the 15 minutes before or after the scheduled pickup time, or within 90 minutes after a call to request a return ride. If this does not happen, please call CET at (541) 385-8680 or toll free 1(866) 385-8680. Do not call the transportation provider to reschedule a ride. If client is not ready for the ride when the transportation provider arrives, the provider will wait 5 minutes. After 5 minutes, the provider can go to the next destination and the trip will need to be rescheduled.

Cancellation and No-Show Policy

When you need to cancel a ride or your appointment time changes, you must call CET as soon as possible. You can call to cancel rides Monday through Friday, 7:00 AM to 6:00 PM except major holidays. If you cannot call during the above hours you can call the After Hours Line at the same number, press 9, and leave a complete message; be sure to spell the name of the scheduled rider, give the date and time of the ride, and a phone number in case more information is needed.

When you are not ready at the pickup time, or have not canceled the ride before the provider leaves to pick you up, the ride is considered a No-Show. Continual No-Shows may result in a specific transportation provider refusing to continue providing service, since transportation providers do not get paid for No-Show rides. Because of the limited number of transportation providers under contract with CET, it is very important that you make every reasonable effort to avoid No-Shows and cancel unnecessary rides in advance. Failure to do so may limit available transportation resources, placing undue burdens on CET and making transportation more difficult for all our clients. If you continually No-Show, then CET may impose special conditions and reasonable restrictions on your future rides, including but not limited to: limiting the number of rides you can schedule at a time, limiting you to a specific provider, and requiring confirmation calls prior to each ride.

Service Hours

Non-Emergent Medical Transportation services may be provided 24 hours a day, 365 days a year. However, it may be difficult to arrange transportation that takes place after hours or on weekends or holidays, please be sure to call as far ahead as possible during normal business hours to schedule rides that are necessary for these times.

CET Customer Service Representatives are available to set up new rides Monday through Friday, 7:00 AM to 4:00 PM. The Call Center remains open to assist you with other needs until 6:00 PM. CET is closed Saturday, Sunday, and the following major holidays: New Year's Day; Memorial Day; Independence Day (July 4); Labor Day, Thanksgiving; and Christmas Day. If you have an urgent need for a ride when CET is closed you can call the After Hours Line (same phone number) to check to see if a provider may be available in your area to provide you with a ride. Follow the instructions on the phone message to check if there is a provider in your area. After Hours Rides are limited in most areas and not available in others, scheduling in advance is always the best way to obtain a ride. If your need is an emergency call 911, CET does not provide emergent transportation.

If you need to cancel a ride when CET is closed you can call the After Hours Line and press 9 to leave a message. Be sure to spell the name of the scheduled rider, give the date and time of the ride, and a phone number in case more information is needed. The message will be picked up at 6:00 AM the next work day.

Types of Non-Emergent Medical Transportation

Non-Emergent Medical Transportation is scheduled with the most appropriate and most cost-effective mode of transportation that meets your needs. Depending on your situation, this could be bus tickets, taxi cab, wheelchair van, stretcher van, or other types of transportation, as necessary. Rides may be shared. Other Clients may be picked up or dropped off along the way. When it is possible, you may be asked to try to schedule multiple appointments on the same day to avoid repeated trips.

Service Description

When authorized by CET, Non-Emergent Medical transportation providers may come to the door of the home or the main entrance of the medical facility to let you know they are ready to transport you.

Non-Emergent Medical Transportation providers may assist you into the main entrance lobbies of medical facilities, but will not assist you into medical rooms or other areas of the building. If you require further assistance, you will need to provide your own personal care attendant (please see Personal Care Attendant section).

- Non-Emergent Medical Transportation providers do not enter your room except for a hospital discharge or a stretcher car transport.
- Non-Emergent Medical Transportation providers do not help you get ready for transport (feeding, dressing, etc.).
- Non-Emergent Medical Transportation providers do not transfer you between bed and wheelchair, wheelchair and vehicle, etc.
- Non-Emergent Medical Transportation providers do not help you with any personal needs while you are being transported. If you will need help at the medical facility, help to eat, go to the rest room, etc., you will need to bring a care attendant to assist you with these personal tasks.
- Not all Non-Emergent Medical Transportation providers are able to help you up and down steps if you are in a wheelchair. If you use a wheelchair, please be sure to inform CET of any steps you may have to go up or down in order to ensure you are scheduled with an appropriate provider.
- Non-Emergent Medical Transportation providers are prohibited from requesting or receiving fares or tips.

Personal Care Attendant

A personal care attendant must accompany you if you are unable to travel by yourself to your appointments. You are responsible for providing your own personal care attendant. One personal care attendant can travel with you at no cost. Additional riders may have to pay a fare or a shared ride cost. CET only provides the transportation and is not responsible for wages, meals, or other costs associated with your personal care attendant.

Children

Children under age 12 must have one adult attendant with them at all times. The attendant may be the child's parent or legal guardian, an adult relative, an adult expressly identified in writing by the parent or legal guardian as an attendant, or a Department of Human Services (DHS) employee or volunteer. The adult attendant can go with the child at no cost. Children age 12 and over do not require an adult attendant for transportation. However, one adult attendant may still travel with children under age 18 at no cost. Most medical procedures for children under 18 require adult consent and supervision. Transportation providers do not provide supervision for children sent for medical services without an attendant. The adult attendant must provide and install car seats that are necessary under current statewide vehicle regulations.

- Non-Emergent Medical Transportation providers do not provide or help clients to install or remove car seats.
- Car seats may not be left with Non-Emergent Medical Transportation providers during the child's appointment because the same provider will not necessarily provide the return ride.

Wheelchair/Mobility Aids

If you use a wheelchair, non-emergent medical transportation providers will assist you up and down curbs if you ask. Not all Non-Emergent Medical Transportation providers are able to help you up and down steps if you are in a wheelchair. If you use a wheelchair, please be sure to inform CET of any steps you may have to go up or down in order to ensure you are scheduled with an appropriate provider. If your wheelchair is oversized, you must tell CET so the right vehicle can be sent. An oversized wheelchair is bigger than 30 inches wide, 48 inches long, or more than 600 pounds when occupied. If you use a scooter, you may be asked if you want to transfer into a vehicle seat for your own safety, but you are not required to do so. If your scooter does not have tie downs to secure it in the vehicle the provider is not required to transport you in your scooter. Mobility aids such as walkers or canes need to be safely stowed in the vehicle once you have been seated. The non-emergent medical transportation provider will help you secure your equipment if necessary. Portable oxygen tanks must be secured while being transported. Service animals *trained to assist* persons with disabilities are permitted on all CET contracted vehicles. You must notify CET in advance if you need to bring a service animal on the ride. This does not include a "comfort" pet.

Safety Belts

You and all passengers are required to comply with all regulations regarding safety belt use. Passengers who require safety belt extensions must notify CET of this need when scheduling a ride. Passengers with the Oregon Department of Transportation safety belt exemption card must carry the card and show the card to the driver before every trip. Passengers using wheelchairs must use the lap and shoulder belt.

Client Confidentiality

Discussing or providing client information, except for normal business purposes, is strictly prohibited.

Client Feedback

Concerns and compliments can be made by calling CET at:

Phone number (541) 385-8680

Phone number Toll Free 1 (866) 385-8680

Oregon Relay Service 711 -or- 1 (800) 735-2900

Fax number (541) 548-9548