

## OHP Medical Travel **SINGLE VISIT** Verification Form

See reverse side for completion instructions

**QUESTIONS? Call CET at: 541-385-8680 ~ or ~ Toll Free 1-866-385-8680**

**Complete ALL Sections - One Per Visit - Incomplete Forms Will Not Be Processed**

Client Name:		DOB:	Ph #
Visit Date:	Visit Purpose:		
Clinic or Facility Name:			
Facility Address:			
Facility Phone #:		Appointment Time:	
Medical Provider Seen:		Time Visit Complete:	
Signature of Provider Seen or Office Rep:		<b>I AM REQUESTING:</b> (see reverse) <input type="checkbox"/> Mileage <input type="checkbox"/> Lodging Eligible Meals for: <input type="checkbox"/> Patient <input type="checkbox"/> Escort	
Printed Name of Signer:			
Date Signed:			

Mail or Deliver Completed Visit Forms **Within 45 days of Visit** to:  
**CET TR Program, 343 E Antler Ave, Redmond, OR 97756**

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## Important Information About Filing for TR Help

See the **OHP Medical Transportation Reimbursement (TR) Guide** for more info.

**OR**, you can call CET for help @ **541-385-8680** ~ or ~ toll free **1-866-385-8680**

- ☑ **ALL** trip requests must be called in to **CET** to qualify for help with travel costs. Please **call 48 hours before** your visit when possible. Requests called in after a visit can be reimbursed only when it is verified the visit was unplanned & urgent.
- ☑ **Take** your **Medical Appointment Verification Form** to your visit with you. Make sure the form is **signed by the medical provider before** you leave their office.
- ☑ Be sure you complete a **Single Visit Verification Form** for each medical visit. **OR**, if you see the same medical provider several times in one month you can use the **Multiple Visit Verification Form** for visits to one provider. Ask **CET** for forms, or print them off the web site at <http://coic.org>
- ☑ Visit Verification Forms **must be complete**. Incomplete forms may be returned to you to finish, or, may result in your travel reimbursement being less than expected.
- ☑ Meals and lodging help applies to travel outside of Central Oregon. Meal requests do not require receipts. For lodging requests you must turn in the original receipt from the hotel or motel. Call **CET**, or see the TR Guide for more info.
- ☑ Return completed, signed, forms to **CET** within 45 days of your medical visit to:

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