

To:
Specialized
Medical Vehicle
Providers

HMOs and Other
Managed Care
Programs

Change in Recertification Deadline for Specialized Medical Vehicle Providers

The recertification deadline for 2005 has been changed for specialized medical vehicle (SMV) providers. Wisconsin Medicaid requires SMV providers to accurately complete and return recertification packets by *March 31, 2005*.

Recertification Deadline Is March 31, 2005

The recertification deadline has been changed for specialized medical vehicle (SMV) providers. Wisconsin Medicaid requires SMV providers to accurately complete and return recertification packets by *March 31, 2005*.

This recertification deadline is consistent with all other Medicaid providers. If providers fail to return recertification materials by this deadline, their Wisconsin Medicaid certification will end *April 1, 2005*.

Wisconsin Medicaid will mail recertification packets to SMV providers in early January 2005. When the packets are mailed, an announcement will be made on the banner page of the Remittance and Status (R/S) Report. This R/S message will also appear on the Medicaid Web site at dhfs.wisconsin.gov/medicaid/.

Specialized medical vehicle providers will be required to submit the following recertification documentation to Wisconsin Medicaid:

- Specialized Medical Vehicle Providers Affidavit.
- Wisconsin Department of Transportation (DOT) Motor Bus/Human Service Vehicle (HSV) Inspection Report (DOT form SP4162).
- Wisconsin Medicaid Program Provider Agreement.
- Wisconsin Medicaid Provider Information Summary Form.
- Any other documentation that details changes about the SMV provider or the business (e.g., Vehicle Information Chart or Driver Information Chart).

Note: The materials in the recently streamlined recertification packet have *not* changed. Providers should complete them as usual. Providers are encouraged to review all recertification materials for accuracy before returning them to Wisconsin Medicaid.

Vehicle Inspection Reminder

If a vehicle's inspection is not current (within the past 12 months), the provider may not submit claims to Wisconsin Medicaid for transportation services involving that vehicle.

The vehicle must first be inspected by the Wisconsin State Patrol as required under chs. HFS 105.39 and Trans 301, Wis. Admin. Code.

Providers are required to submit a DOT Motor Bus/HSV Inspection Report for each vehicle listed in Wisconsin Medicaid's files with the completed recertification packet by March 31, 2005.

If a vehicle's inspection is current as of April 1, 2005, providers are only required to submit a copy of the DOT Motor Bus/HSV Inspection Report. The vehicle does not need to be reinspected.

Reporting Company Changes Reminder

Specialized medical vehicle providers are reminded that they are required to report the following changes to Wisconsin Medicaid before the changes take effect:

- Company name and/or address.
- Company ownership.
- New vehicle ownership.
- Vehicle insurance carrier or coverage.

Refer to the Specialized Medical Vehicle Services Handbook for more information about reporting company changes.

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at dhfs.wisconsin.gov/medicaid/.

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