

Updated Self Drive/FFN Reimbursement Form Information and FAQ

Dear MaineCare Member,

After a successful launch of a Self Drive Reimbursement form for multiple appointments we have made some revisions and are ready to transition to using the new form for all appointments. Older versions of the form may have missing or outdated information on them which is no longer accurate.

Can I use this form for more than one appointment?

Yes, as long as each of the appointments is at the same facility and with the same department. For example, if you go to the hospital for speech therapy twice a week, you can put up to 7 of the appointments on each form.

Can I use this form for the same Department but seeing a different Service Provider?

Yes. As in the example above, if you see a different therapist in the same facility and department, you may use the same form for both appointments.

Can I use this form for multiple departments in the same facility?

No. If you are going to one facility, such as a hospital, but are going to different departments, you must use a separate form. For example, speech therapy, radiology and lab appointments would require 3 separate forms.

Can I use this form for more than one driver?

No. Our policy is to pay the driver of the vehicle. This requires that we receive separate form(s) for each driver. Please remember that each facility/dept also needs separate form(s).

What information do I need to complete on the form?

All fields are required, unless noted. The form is separated into sections. Forms missing any information will be returned to the member with a letter detailing why the form was returned.

- MaineCare Member (or guardian) is responsible for completing the following sections before arriving at the appointment:
 - MaineCare Member Information
 - Medical/Service Provider Information
 - Member Appointment Info sections before the appointment
- The Driver is responsible for completing:
 - Driver Information section
- The Service Provider will need to complete:
 - Authorized MaineCare Service Provider section with their signature and the appointment date

What happens if one of my appointments is turned in after 60 days?

All forms are date stamped on the date we receive them. A copy of the form will be returned for any appointments that are more than 60 days from the appointment date, as they are not eligible for reimbursement. Please send forms frequently and allow for delays in the postal service to avoid this.

The instructions say no photocopies will be accepted, but you sent me a photocopy.

Some of your appointments were able to be reimbursed, and we have the original forms with original signatures on file. We will put a and initials below the date stamp if we have copied the form for return purposes. Please follow the instructions on the return form notification, and if the appointment is still eligible, you may return the copy for reimbursement. Your original submission of the forms requires live (not photocopied) signatures from the Member (or guardian), Driver and Service Provider(s).

I am dropping off the member and will need to pick them up later, do I need two signatures?

No. Please get one signature per appointment. Appointments are generally round trip and you would put the appointment start time in the time box. If you are only driving one way, you can note OW (One Way), AM, or PM. If you are driving both ways, you can put RT (Round Trip) if you prefer, but it is not needed. Per policy we can only reimburse for mileage while the MaineCare Member is in the vehicle.