



## SEARHC Patient Travel Policies

The following is required to complete Medicaid and PRC travel:

- An appropriate referral and appointment letter must be received **at least 10 days** in advance of the date of travel.
- Patients are required to notify the travel department of any upcoming appointments.
- If required by Medicaid, the appropriate Certification of Medical Necessity (COMN) is fully completed (including the provider's signature).
- If an escort is required, the Escort Support form must also be filled out and signed by the provider **at least 10 days** before the travel date.
- SEARHC will not authorize patient travel when the patient has lost the travel tickets; when the patient refuses to abide by the rules or regulations of the transportation provider; or when the patient fails to travel in accordance with travel arrangements approved by a third-party payer such as Alaska Medicaid except for urgent/emergent travel.
- Patients who leave against medical advice, do not travel when scheduled, or do not keep scheduled appointments may be responsible for their own travel and housing for any subsequent appointments.

COMN and Appointment Letters can be submitted via fax **907.966.8895** or via email at [pttrvl-all@searhc.org](mailto:pttrvl-all@searhc.org).

If you have any questions, please contact Patient Travel at **833.966.8747**.

