

TransLink Medicaid Medical Appointment Verification Form

Please complete one (1) sheet for each of your appointments. All your trip requests must be prior authorized (OAR 410-136-0300) through TransLink to qualify for reimbursement; Original verification sheets (**NO COPIES OR FAXES**) accepted 30 days from appointment. Separate sheets by cutting along the dotted line. **Send only completed sheets.**

INCOMPLETE SHEETS WILL NOT BE PROCESSED

Questions? TransLink: 541.842.2060 | (Toll Free) 1.888.518.8160

Medical Appointment Verification Sheet

Complete ALL Sections - One Per Appointment

Client Name: _____ OHP ID: _____ DOB (mm/dd/yyyy): _____

Doctor/Clinic/Facility Name: _____ Physician Seen: _____

Address: _____ Appt. Duration (h:mm): _____ :

Appt. Purpose: _____

Appt. Date: _____ Appt. Time: _____

Physician or Authorized Representatives Signature _____ Date _____

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Send completed sheets to

TransLink Reimbursement Program | 239 E. Barnett Road, Medford, Oregon 97501

Important Information Regarding Medical Appointment Verification Sheets:

- * Use **ONLY ONE** verification sheet for each of your medical appointments. Cut along the dotted lines to separate each sheet. Each verification form contains 4 separate verification sheets. Send only completed verification sheets to TransLink.
- * **Verification sheets must be complete!** Each verification sheet must be completed for you to receive all your requested reimbursement funds. Incomplete sheets may result in your reimbursement funds being reduced significantly. Please make sure your verification sheets are complete **BEFORE** you leave your medical appointment.
- * Lodging reimbursement requires a lodging receipt (The original receipt from either the hotel or motel where you stayed). Attach your lodging receipt to your completed verification sheet. Place all information into an envelope and send to the TransLink address listed on front of this page.
- * Meal requests **DO NOT** require receipts.
- * If you did not get prior authorization from TransLink for your transportation reimbursement request, your request for reimbursement will be denied. Please remember to schedule your reimbursement request as soon as you know about your appointment.