NEMT Private Auto Providers

NEMT rides are often provided by transportation companies under contract with the Broker. An individual in the community may also be approved to provide NEMT transportation in a private vehicle and be reimbursed for the trip. These NEMT rides are called **Private Auto Providers.**

Requirements

Private auto providers may be reimbursed for trips that are to transport **Medicaid-eligible recipients** to a **Medicaid-covered service** located at a **Medicaid-approved provider**. Other requirements include:

Every ride provided by a Private Auto Provider must be authorized by Medicaid **prior** to the NEMT ride, otherwise payment by Medicaid will not be made.

Only a person who applied and has been approved may drive a NEMT rider under the Private Auto Provider program. **No other person may drive as a substitute.**

Only the vehicle that was approved under the Private Auto Provider program may be used for a NEMT trip. **No other vehicle may be used as a substitute.**

A Private Auto Provider **cannot** be a family member or someone who lives in the same household as the person receiving the NEMT ride. A Private Auto Provider **may be** a friend, co-worker, or community member.

Payment

Private Auto Providers are assigned a Medicaid billing number and are paid monthly for approved, documented trips. The payment rate is a per mile rate set by Medicaid.

Scheduling

Private Auto Provider transportation is scheduled just like other NEMT rides – through the Broker.

NEMT Private Auto Providers

Steps to become a Private Auto Provider

Step 1: Request an application

Contact the Regional Transportation Broker for the area where the rides will be provided. Request a Private Auto Provider application packet.

Step 2: Submit to Broker

Complete the application and submit all required information to the Regional Transportation Broker. The "effective date" on all forms should be the date the application is submitted.

Step 3:Background
Check

The Broker will review the application, ensure a background check is conducted, sign the application, and then forward the completed application and supporting documents to the Kentucky Transportation Cabinet.

Step 4: Transportation Cabinet Review

The Kentucky Transportation Cabinet will review the application, verify driver license and vehicle registration, sign the application, and then forward the application and supporting documents to Medicaid Provider Enrollment.

Step 5: Medicaid Approval

Next, the applicant will receive an approval letter from Medicaid Provider Enrollment. Medicaid will assign a Provider ID number to the Private Auto Provider. This is how the private auto provider will be paid.

Step 6: Private Auto Provider Training The Private Auto Provider provides a copy of the Medicaid approval letter to the Regional Transportation Broker. The Broker will train the approved Private Auto Provider on program eligibility, billing, and invoicing procedures.

For further questions on the process of becoming a NEMT Private Auto Provider, contact:

Kentucky Transportation Cabinet Office of Transportation Delivery Phone: (502) 564-7433





