



## **Iowa Medicaid Meals and Lodging Reimbursement Policy**

TMS Management Group, Inc. ("TMS") serves eligible Iowa Medicaid Members by brokering non-emergency transportation services. Effective October 1, 2010, Iowa Medicaid Members will be required to coordinate all non-emergency transportation trips through TMS Management Group, Inc. ("TMS"). If out of county travel coordinated by TMS is required, an Iowa Medicaid Member may be reimbursed for meals and lodging during scheduled transportation. TMS processes reimbursements for meals and lodging during the time period of the out of county travel. The purpose of the Iowa Medicaid Meals and Lodging Reimbursement Policy is to provide guidance for reimbursement to Medicaid Members for meals and lodging based on per diem rates. **Receipts are required for all meals and lodging reimbursements.**

### **Reimbursement Rates:**

**Meals** – Meals are reimbursed for Medicaid Members when their medical appointment(s) and related travel require them to **travel out of county** and be absent from their current place of residence or pick up location for an extended period of time. Meals are not reimbursed for time periods when a Medicaid Member is staying in a location for reasons unrelated to scheduled travel for medical appointments. Meals are reimbursed in accordance with IAC 441-78.13(5) d. The Medicaid Member must submit receipts to be reimbursed for each meal up to the maximum amount.

### **Per meal rates Oct 2010 – Sept 2011**

<b>Meal</b>	<b>Requirements</b>	<b>Meal Maximum</b>
Breakfast	A Member who departs before 6:00 a.m. and returns prior to lunch may be reimbursed actual expenses up to the allowable maximum for breakfast.	\$5
Lunch	A Member who departs after 6:00 a.m. and returns before 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum for lunch.	\$8
Breakfast AND Lunch	A Member who departs before 6:00 a.m. and returns after lunch, but prior to 7:00 p.m. may be reimbursed actual expenses up to the maximum for breakfast and lunch.	\$5 + \$8 = \$13
Dinner	A Member who departs after lunch and returns after 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum for dinner.	\$15
Lunch AND Dinner	A Member who departs after 6:00 a.m. but prior to lunch, and returns after 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum for lunch and dinner.	\$8 + \$15 = \$23
All Meals	A Member who departs prior to 6:00 a.m. and returns after 7:00 p.m. may be reimbursed actual expenses up to the allowable maximum for all three meals.	\$5 + \$8 + \$15 = \$28



**Lodging** - Lodging expenses incurred will be approved for reimbursement when the round trip and the needed medical service cannot be completed in the same day and overnight travel is required. Reimbursement rates are based on the primary destination city (the city where the medical services are received). The reimbursement amount is the maximum amount that will be reimbursed based on a receipt for lodging expenses. If the destination city is not specified in the tables below, use the standard rate of \$77 for all other destinations in Iowa or surrounding states. Lodging reimbursement will not be paid when the stay is in the home of a relative or acquaintance or if a stay is for reasons unrelated to scheduled travel for medical appointments. Lodging is reimbursed in accordance with IAC 441-78.13(5) d.

**Per diem lodging rates for Iowa Oct 2010 – Sept 2011**

Primary Destination	County	Lodging Maximum
Iowa City	Johnson	\$77
Cedar Rapids	Linn	\$81
Des Moines	Polk	\$83
West Des Moines	Dallas	\$95
Standard Rate for Iowa	All Counties	\$77

**Per diem lodging rates for out of State Oct 2010 – Sept 2011**

Primary Destination	County	Lodging Maximum
Omaha, NE	Douglas	\$93
Rochester, MN	Olmsted	\$95
Sioux Falls, SD	Minnehaha	\$77
Standard Rate	All Counties	\$77
Minnesota	All Counties	\$77
Wisconsin	All Counties	\$77
Illinois	All Counties	\$77
Nebraska	All Counties	\$77
Missouri	All Counties	\$77
South Dakota	All Counties	\$77

**Attendants/Medically necessary escorts:** Reimbursements may also be made to an attendant or medically necessary escort accompanying the Medicaid Member during the trip. Your physician/medical provider must sign on the Iowa Medicaid Meals and Lodging Reimbursement Form to indicate that the attendant/escort is necessary for the overnight travel due to medical or safety reasons. Both the Medicaid Member and the escort must submit their request on the same reimbursement form.

**Scheduling:** If an Iowa Medicaid Member wants to seek reimbursement for Meals and Lodging, the Medicaid Member **must also have their trip scheduled through TMS.** The Member must call **1-866-572-7662** to make trip reservations. The trip is to be scheduled **72 hours in advance of an appointment.**



When contacting TMS, the Medicaid Member will need to provide the following information: full name, home address, telephone number, and Medicaid ID number. A TMS Operator may also request additional information to verify the trip such as physician name, physician address, etc... Each time a trip is scheduled, the TMS Operator provides a unique Trip Confirmation ID Number(s). **The Trip Confirmation ID number(s) is required to be written on the Meals and Lodging Reimbursement Form.**

**Reimbursement Processing:** A copy of the Iowa Medicaid Meals and Lodging Reimbursement Policy and Iowa Medicaid Meals and Lodging Reimbursement Form is mailed to a Medicaid Member from TMS upon request. TMS processes claims for reimbursement of meals and/or lodging when the completed and signed reimbursement form is returned to TMS.

Instructions:

1. Fill in all of the blanks on the Iowa Medicaid Meals and Lodging Reimbursement Form completely and legibly except for areas requiring a physician/medical provider signature. That will be completed by your physician or a representative from their office.
2. Ensure that the Dates of Transport and Trip Confirmation ID Number(s) indicated on the form are accurate. TMS will verify that your reimbursement request corresponds to an overnight trip entered in the system.
3. Put data relating to one round trip on the reimbursement form. Each time you request reimbursement for meals or lodging, a fully completed form must be returned to TMS.
4. Attach all receipts for meals and/or lodging to the reimbursement form.
5. Mail the **original signed form and receipts to: TMS Management Group, Inc. 5800 Fleur Drive, Room 231 Des Moines, IA 50321-2854.** Processed and paid reimbursement forms are not returned. Please retain a copy if you would like to keep the information for your records.

**Additional Reimbursement Processing Requirements:**

1. Iowa Medicaid Meal and Lodging Reimbursement Forms must be received within 30 days of your appointment or they may be denied. Reimbursement forms that have been returned to you for additional or incomplete information must be resubmitted within 30 days. Any requests for review regarding meals and lodging reimbursement or denied reimbursements must be submitted within 30 days of the date on the Notice of Decision letter.
2. TMS will process payments within 10-20 business days of TMS's receipt of a fully completed, signed, and valid reimbursement form via U.S. Mail.
3. Payment will be issued by check in the Medicaid Member's name and sent via U.S. Mail to the Medicaid Member's address. Payments for attendants/medically necessary escorts will be made payable to the attendant and sent via U.S. Mail to the Medicaid Member's address.
4. TMS may deny a claim for Iowa Medicaid Meals or Lodging Reimbursement if the trip is not scheduled through TMS, is not an overnight trip, or if the destination is not a facility that delivers Medicaid compensable services as determined by Iowa Medicaid Enterprise. Reimbursement forms submitted with incomplete information will not be processed until all requested information is received.



Make copies of the reimbursement form if you need to submit more than one reimbursement claim. **Your physician/medical provider must sign each reimbursement form in order for you to be paid for each reimbursement.** Unsigned forms will not be processed and will be returned via US Mail.

Please call the TMS Operators at **1-866-572-7662** if you have any questions.