

Accepting Travel Vouchers

Information for Enrolled Taxi and Lodging Providers

Alaska Medicaid is transitioning from the Medicaid travel voucher to a new tamper-proof voucher. The current travel voucher will remain valid. This flyer describes the new, tamper-proof travel voucher and how to use it.

Identifying a Valid Travel Voucher

Now, with a quick glance, you know if an Alaska Medicaid travel voucher is valid. The new travel vouchers are printed on thick, blue, tamper-proof paper. Each travel voucher has an official State of Alaska notice on the front, bottom right of the page.

You must be an enrolled service provider to accept and submit travel vouchers for payment.

Accepting a Travel Voucher

Before you provide a unit of service, what do you do?

1. Determine if the travel voucher is valid. Verify that:
 - Information is printed in the boxes and not changed.
 - Service date falls within authorized date range.
 - Paper is blue on the front side.
 - Text is black.
 - Xerox logo fades from blue to clear when heat is applied.
 - You can see a watermark when you hold it at an angle.
 - Paper is white on the back side.

2. Check the date range the person is eligible to use the travel voucher.

The day you provide the unit of service must fall within the authorized date range.

3. Make sure that a number is printed beside the unit of service you provide.

Example: If a person wants a hotel room for 2 nights, that person's travel voucher must have a "2" printed in the column to the right of lodging.

Example: If a person wants a taxi ride from the hospital to the airport, that person's travel voucher must have a "1" printed in the column to the right of Ground Taxi. All taxi vouchers are for 1 unit of service.



Spotting Invalid Travel Vouchers

Invalid travel vouchers include those that are:

- copied,
- forged, or
- altered.

Travel vouchers employ:

- thick, blue paper,
- tamper-proof markings,
- black and gray text.

4. Fill in information about the service you provided.

You are responsible for correctly adding information about charges and service dates. Complete this information before you submit the travel voucher for payment:

- Charges (Boxes 20 and/or 25)
- Actual Patient/Escort Service Dates (Boxes 26 and/or 27)
- Total Document Charges (Box 28)
- Amount Due (Box 30)
- Ticket Number/*Account* Number (Box 31)

Using Travel Vouchers for Payment

You accepted a valid travel voucher and provided a unit of service. Now, you need to submit either a paper claim or an electronic claim to bill for the units of service you provided.

For more information about submitting claims, refer to the Alaska Medicaid Training Materials at

<http://medicaidalaska.com/providers/training/materials.shtml>.

If you have questions about travel vouchers or claims, call Tara in Enhanced Providers Service at 907.644.6871 or via email tara.fowler@xerox.com.

Helpful Transportation Tips

You need to collect one travel voucher for one fare.

- Only let people ride in the taxi if their names are printed on the travel voucher.
- Only drive people to approved locations.
- Drive directly to the approved location. Do not make any stops



Helpful Lodging Tips

You need to collect one travel voucher for one room and all meals.

- Only let people stay in the room if their names are printed on the travel voucher.
- Members and escorts should share a room.
- Provide up to three consecutive meals (breakfast, lunch, and dinner) for a total cost of up to \$36 per day, per authorized person.