

Ohio Ambulette Provider White Paper & Resource Sheet ***September 2022***

The Ohio State Board of Emergency Medical, Fire, and Transportation Services is responsible for the licensing of Ohio's medical transportation services (air medical, ambulance, mobile ICU and ambulettes) and has adopted rules regulating medical transportation services and vehicles. Rule enforcement, including licensing and inspection processes, are carried out by the Ohio Department of Public Safety, Division of Emergency Medical Services. All medical transportation services operating in the state of Ohio are required to be licensed unless exempted from licensure as set forth in section [4766.09](#) of the Ohio Revised Code. Specifically, health care facilities, as defined in section [1751.01](#) of the Ohio Revised Code, that provide ambulette services only to patients/residents of their facility are not required to be licensed. However, any transportation provider who wishes to become a Medicaid provider and bill for services, is required to be licensed.

This White Paper & Resource Sheet has been designed to highlight the key requirements of providing ambulette services in order to apply for a Medicaid provider agreement and bill. Please note, OHCA is bringing this information to members as a result of significant access issues members are experiencing when trying to arrange nonemergency medical transportation services for their Medicaid residents. As access continues to shrink and members find themselves transporting many of their residents via their facility vans, OHCA believes all members should consider becoming licensed in order to apply for Medicaid and recover some of the costs associated with providing nonemergency medical transports for their residents.

State Statutes

Ohio laws governing ambulette service as a form of medical transportation can be found in Ohio Revised Code (ORC) [Chapter 4766](#).

State Rules

Rules to implement the laws governing ambulette services as a form of medical transportation in Ohio can be found in the Ohio Administrative Code (OAC) [Chapter 4766-3](#).

Regulatory Framework for Ohio Ambulettes

Under Ohio's regulatory framework for ambulette services, a nonemergency medical service organization is a person or organization that intends to provide services to the public on a regular basis for the purpose of transporting individuals who require the use of a wheelchair or other mobility aid to receive healthcare services in a nonemergency circumstance, and provides services for a fee, regardless of whether the fee is paid by the person being transported, a third party payer or any other person or government entity. A nonemergency medical service organization must obtain both a permit for any and all ambulette vehicles and a license to provide ambulette services. Once the permit(s) is obtained and the license approved, a nonemergency medical service organization can then apply to become a

Medicaid provider via the Ohio Provider Network Management System and bill Medicaid for medically necessary transports.

Key Regulatory Requirements

A nonemergency medical services organization is required to:

- Apply, renew and manage their license through the [MTLS online system](#)
- Pay an initial or renewal license fee of \$100 annually
- Pay a permit fee for each vehicle of \$50 annually
- Provide evidence of liability insurance in an amount of not less than \$500,000 per occurrence and not less than \$500,000 in aggregate
- Carry bodily injury and property damage insurance. Insurance shall cover each vehicle not less than \$100,000 for bodily injury to or death of any one person arising out of one accident or not less than \$300,000 for bodily injury to or death of more than one person plus \$50,000 for damage to property arising from any one accident
- Allow for an initial inspection of the ambulette headquarters and any satellite locations
- Undergo a vehicle inspection for roadworthiness. Equipment required on each ambulette includes:
 - Fire extinguisher
 - Blanket
 - Disinfectants
 - Oxygen equipment
 - Isolation equipment and
 - First aid equipment
- Keep records of all periodic maintenance and repairs made on vehicle, and be subject to periodic mechanical safety inspections
- Keep records of all transports completed to include the client name, address of pick-up and drop off locations, date and time of pick-up and drop off, name of ambulette driver and service vehicle number
- Oversee the following driver qualifications and training:
 - Driver must have a valid driver's license and be at least 18 years of age with two years driving experience
 - Upon application and annually, ensure driver does not have more than 6 points on their driving abstract
 - Driver must be certified in CPR and First Aid
 - At least once every three years, driver needs to successfully complete a passenger assistance training course. There are two commercial courses that are currently approved and available—one through the Community Transportation Association of America and another through Central Ohio Area Agency on Aging. Or, providers can develop a course of their own.

Inspection Forms

Headquarters/Facility Inspection [Form](#)

Satellite/Facility Inspection [Form](#)

Ambulette Inspection [Form](#)

Periodic Mechanical Safety Report [Form](#)

Ambulette Employee Files [Form](#)

Helpful Resources

[Ohio Emergency Medical Services](#)

[EMS Medical Transportation Overview](#)

[EMS Medical Transportation FAQ](#)

Medicaid Reimbursement

Below are the current fee screens as of Sept 2022 for each ambulette service:

A0130 Transport by wheelchair van \$25.75

S0209 Mileage, wheelchair van \$1.00 per mile

T2001 Attendant, wheelchair van \$12.00

Medicaid Provider Enrollment

To enroll as a Medicaid Provider, the nonemergency medical service organization is required to get a unique NPI and enroll through the Provider Network Management System. Resources can be found via the link below:

<https://medicaid.ohio.gov/resources-for-providers/enrollment-and-support/provider-enrollment/provider-enrollment-lp>

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