

TRAVEL PREAUTHORIZATION FORM

ASEA Health Trust

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Website: www.aseahealth.org

Use this form to submit a **request for preauthorization** for reimbursement of travel expenses.

- Reimbursement is provided for travel expenses (not to exceed coach class airfare and not paid with air miles) **only** if you have a condition which cannot be treated locally.
- Travel must be **pre-approved** to be eligible for reimbursement of expenses.
- Please complete the patient section of the form and ask the referring physician to complete the required medical information section.
- **You are responsible** for the submission of this form for preauthorization, not your provider.
- Fax or mail your form to the ASEA Health Trust Administrator at the number or address shown above **before you travel**.
- Please see your Plan Booklet for benefits, limitations and restrictions.

PARTICIPANT INFORMATION (to be completed by the employee)

Employee name:	SSN or Alternate ID:
Mailing Address:	
Email (optional):	Phone #:
Patient name:	Patient date of birth:
Relationship to employee: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Same-Sex Domestic Partner <input type="checkbox"/> Child	
Method of travel: <input type="checkbox"/> Air <input type="checkbox"/> Ground	Estimated date of departure: _____ Return date: _____

REQUIRED MEDICAL INFORMATION (to be completed by the referring physician)

Physician name:	Phone number:
Email address:	
Patient diagnosis code(s):	
Specify preoperative tests and date(s) (if any):	
Name and address of the facility providing treatment:	
Is this the nearest facility available to provide treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, what is the name and address of nearest facility?	
Why is the nearest facility not being used?	
Reason for travel: <input type="checkbox"/> Diagnostic testing <input type="checkbox"/> Surgery <input type="checkbox"/> 2nd Surgical opinion <input type="checkbox"/> Other treatment	
1st procedure:	2nd procedure:
If diagnostic testing, state recommended tests, CPT codes and date of tests:	

If travel will be required for treatment on a continuing basis, provide details:

Is a companion required to travel with the patient? Yes No

If yes, complete the following:

- Patient is under the age of 18 and will be accompanied by the child's parent or legal guardian.
- Patient is an incapacitated adult who is disabled, crippled or immobilized.
- Patient's condition or treatment will render the patient unable to receive and evaluate information, communicate responsible personal decisions, and may exhibit an inability to meet his/her own personal needs for medical care, nutrition, clothing, shelter, safety or carry out the activities of daily living.

Note: A letter of medical necessity from the attending physician detailing the patient's incapacity is required to be submitted with a request for a travel preauthorization request that includes a companion.

CERTIFICATION

I certify that the above is true, correct and complete.

Signature of physician:

Date:
