

**TITLE: Medical Transportation Application**

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Welcome to PAVE Portal Training videos with Sandy Jones. In this training video we will review how to complete a Medical Transportation application.

We will mainly review the most important forms and sub-forms such as: Logistics sub-form, the Vehicles and Operations sub-forms and a quick review of the electronic signature form.

Once you get your application created for Medical transportation, you can start completing some basic information about your Business.

Let's review the Service Address sub-form where you will disclose the main business location and the geographic areas served by your business or organization.

For my application for ROAD RUNNER EXPRESS, I completed the service address and I need to attach a copy of the Business License associated with this location.

In the table below, I also need to disclose all the geographic areas served by ROAD RUNNER EXPRESS.

To add a geographic area served, I'll select the Add button.

In the **Add an area of service** window, I'll enter the State/county and city for the geographic area and the Business License number or Permit number associated with this area. If you do not have a permit number, select N/A checkbox and provide an explanation why you do not have a license or permit.

Once you complete the information select the Save button to add this record in the geographic areas served table.

Complete the table by adding all the geographic areas served. Once you finish, select Continue.

Remember that if you need to add additional attachment documents, you can always select the paper clip icon located on the side of your application.

I completed the Pay to address and Mailing address on this application for ROAD RUNNER EXPRESS, now I will complete the Logistics sub-form

In the logistics form you will find two sections: The Hours of Operation and the Mode of Transportation.

On the Hours of Operation section, disclose your business hours by turning the sliders from OFF to ON and complete the business hours for each day. When you complete it select Continue.

In the next section, Mode of Transportation, the type of Medical transportation allows you to select if it is Emergency or Non-Emergency. If you provide both, select both. ROAD RUNNER EXPRESS provides both types, so I selected both.

On the Mode of Transportation, you can select Aircraft or Ground transportation.

Carefully review each option and select accorded to your business. At ROAD RUNNER EXPRESS we have Fixed-wing as Aircraft and Ambulance and Wheelchair Van as mode of transportation. After selecting the options select Continue.

After the logistics sub-form is completed, We are going to review the Vehicles and Operators sub-forms. These sub-forms have been added in your application after you complete the mode of transportation.

As I selected Ambulance, Wheelchair Van and Fixed-Wing on the mode of transportation, I can see that in the Vehicles I have three sections to complete: Ambulance Vehicles, Aircraft and Litter/Wheelchair Van

I'll start with the Ambulance Vehicles. Here you will find a table where you can add all the Ambulance Vehicles for the Business. To add an Ambulance Vehicle, select the Add button

The Add Ambulance window is displayed. Here you will need to add some basic information regarding the ambulance. You will need to complete the rest of information including some required documentation later.

I completed the CHP Certification number, the issue dated for that CHP, the VIN number, Year and License plate number and select Save Ambulance.

Now you must complete the rest of the information for this Ambulance record. Such as the CHP 301 Certificate or permit, the make and model of the vehicle and a few more attachments associated to this vehicle. After you complete select Continue to save all of your information.

Perfect!!! On the Ambulance table you will be able to see he record you just added. Once you complete adding all the Ambulance vehicles, select Continue

Because I disclosed on my mode of transportation sub-form that I have a Fixed-wing aircraft I need to complete this section.

To add a record to the Aircraft table, select the Add button.

On the Add Aircraft window, select if this aircraft is a Helicopter or Fixed-Wing. I will select Fixed-wing and complete the FAA Certification number and the issue date and select Save Aircraft.

As in the previous section, you must complete the rest of the information for this aircraft.

Because I also selected a Wheelchair Van on the mode of transportation section, I need to add all of the wheelchair van vehicles. To add a Wheelchair Van vehicle, select the Add button.

Like in the previous sections, you will need to disclose a few details of the Wheelchair Van and then you will be able to add the rest of the information.

Some similar steps need to be followed to complete the Operators sub-form. On each section, select the Add button to add a pilot, ambulance driver or a Litter/Wheelchair Van driver.

When you finish adding all the operators of your business, continue completing your application.

When you complete all the other forms and need to finish the Signature social form, be aware that the person who e-signs this application must be someone with signing authority for your business.

Also, if your application is for a Type 2 NPI, the user signing this application must be disclosed in the owner/control interest form. Otherwise you will see a Signature Restriction.

The user signing this application needs to have a role of an Administrator, Manager or Authorized signer in your Business Profile. If the user has any of those roles he/she will be able to complete the signature.

If your application is for a Type 1 NPI, as a sole proprietor the only person authorized to e-sign this application is the sole proprietor.

Make sure that your first name and last name matches the Profile information social form and that you have the sole proprietor added and part of your business profile.

When you complete the E-Signature, you can verify all your attached documents in the Checklist, and submit your application from the Submit application sub-form.

I hope that this training video was helpful, will see you next time!!