

Switching from a Non-Emergency Transportation Provider (NEMT) to Non-Medical Transportation (NMT) Provider with No Change in Vehicles or Drivers

1. Open the application and click “Logistics” under the Business Information section
2. Select the Non-Medical Transportation box
 - a. **NOTE:** Leave the Non-Emergency box checked

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Getting Started

Business Information

Business Profile

Contact Person

Addresses

Place of Business

Insurance

Logistics

Practice Information

Hours of Operation

Mode of Transportation

Summary

Which type of Transportation does your business provide? Select Medical Transportation (Emergency and Nonemergency) and/or Non-Medical transportation (select all that apply). Remember, Non-Medical transportation services can also be provided by Medical Transportation providers and Medical Transportation types of vehicles. Passenger vehicles and vans that can accommodate only one person in a wheelchair can qualify for non-medical services only

Type of Transportation

Medical Transportation

Non-Medical Transportation

Emergency

Nonemergency

3. Click Save, then continue
4. Under Practice Information, a Non-Medical Transportation subsection will populate – to ADD the existing vehicles that were added upon original submission, click the **BLUE** plus sign

Vehicles

Operators

Non-Medical Transportation

Disclosure Information

below AND/OR Select the Add button to report other non-med

VIN3	-	VAN3	-	2017	<input checked="" type="checkbox"/>
VIN2	-	VAN2	-	2016	<input checked="" type="checkbox"/>
VIN1	-	VAN1	-	2015	<input checked="" type="checkbox"/>

5. A message will pop up saying “Your NMT Vehicle will be prepopulated using this vehicle selected”. Click “Yes”
6. Repeat the steps above to add the existing NEMT Drivers as NMT Drivers
7. Once completed, click back to “Logistics” under the Business Information section and **Uncheck “Nonemergency”**. A warning message will populate stating “You are changing your Type of Transportation”
8. Click Continue, and resubmit the application