



MEDICAID/CHOICE Mileage Tracker



Caregiver (PRINT): _____ Client (PRINT): _____

Pay Period: _____

Date	Specific Location(s)	Miles

Client Signature: _____

ONE MEDICAID/CHOICE MILEAGE TRACKER PER CLIENT PER PAY PERIOD

- Mileage Tracker is due to the office on Mondays following the pay period. **Email to: payroll@healathomeindy.com**
- Mileage claim allowance: Up to 1 mile per Attendant Care/Home and Community Assistance hour worked with client.
- Mileage cannot be “saved” and rolled over to other weeks.
- Mileage is reviewed by the agency owner, Tim Paul. Owner approved miles are paid at \$0.42 per mile. It is possible that not all mileage claimed is paid out.
- **Mileage tracker must include specific locations visited. Client or client representative must sign for each Mileage Tracker Form.**

MEDICAID WAIVER/CHOICE TRANSPORTATION/ERRANDS GUIDE

What transportation can caregivers provide?

Caregivers can provide transportation for life essential outings in the community including:

- Grocery store
- Food Bank/Pantry
- Pharmacy
- Bank
- Dr's appointment
- Physical Therapy
- Dialysis

What is my mileage allowance per week?

- Mileage is only allowed for two services:
1. Attendant Care (ATTC) and 2. Home and Community Assistance (HCA)
- Medicaid Waiver/CHOICE Mileage allowance:
 - Mileage is reviewed by agency owner, Tim Paul, and is ultimately at his discretion to approve.
 - Mileage allowance is based on the number of ATTC and/or HCA hours you work with your client per week.
 - Up to 1 mile per hour worked with client may be reimbursed at a rate of \$0.42 per mile.
Example: If your ATTC and/or HCA schedule is 8 hours, 5 days per week = 40 miles per week
 - Mileage must be recorded on mileage tracker and must include all locations visited.
 - Client or client representative must sign for each Mileage Tracker Form.
 - Mileage tracker to be turned into payroll department on Monday following the week worked at:
payroll-indy@comfortkeepers.com.
- If mileage tracker is late or incomplete, reimbursement will **not** be approved and processed.
- If you do not know how many miles you are permitted to drive per week, please call the office.
- Mileage does **NOT** "save" or roll over from week to week if unused.

Can my client put gas in my car?

- **NO** – Clients or family members are not permitted to give caregivers money to put gas in their vehicles in any way, shape, or form. This could lead to immediate termination.

Can I drive my client's vehicle if they ask me to?

- Caregivers are permitted to drive a client's vehicle **IF** the agency has a copy of the client's auto insurance on file for the vehicle AND caregiver has a valid driver's license.
 - Please call for verification.
- If the caregiver drives the client's vehicle, there are no agency limits on mileage (client may set limitations).
- If the caregiver drives the client's vehicle, there is no mileage reimbursement to the caregiver.

Can I ride with my client if they drive?

- **No** – caregivers are not permitted to ride with a client or family member if the client or family member is driving due to liability reasons.

If my client uses public transportation, "Medicaid cab" or other transportation service can I ride with them?

- **Yes** – as long as the public transportation allows it. If there is a fee for an additional rider, the client is responsible for paying that fee for caregiver to ride with them.

Caregivers **CANNOT** provide transportation/errands for any friends or family members of a client.

Caregivers **CANNOT** take a client to the Emergency Room when client is having a medical emergency. **Call 911**

Mileage is **NOT** allowed under VA, Medicaid PA or Respite home health aide services.

Questions? Call the office