A RRB-Contracted Specialty
Medicare Administrative Contractor

Responding to a Request for Ambulance Records

This check list is provided as a reminder of what to include when responding to a request for records. The documentation should include, but is not limited to:

A run sheet to document (separate for each transport):

- ☐ Name of beneficiary and date of service on all documentation
- ☐ Documentation legible and complete (including signature(s))
- ☐ Abbreviation key (if applicable)
- ☐ Identification of crew member and credentials
- ☐ Type of dispatch
- ☐ Reason for the transport
- ☐ Relevant history
- ☐ Assessment and clinical evaluations (A description of the patient’s condition and functional status at time of transfer)
- ☐ Monitoring and procedures performed
- ☐ Beneficiary’s response to treatment
- ☐ Point of pick up (place and address)
- ☐ Mileage associated with transport
- ☐ Any documentation supporting medical necessity
- ☐ Non-Emergent transports:
    - ☐ Documentation supporting bed confinement
    - ☐ Signed and dated Physician Certification Statement (must meet guidelines)
    - ☐ Documentation support why other methods of transportation are contraindicated for the beneficiary
- ☐ Beneficiary signature or signature of his or her representative
- ☐ Hospital to hospital transports: indicate the precise reason why the required services were not available at the first hospital (services not available at the first hospital, no beds available, etc.)
- ☐ Emergency room records
- ☐ For air transport, submit certification and documentation to support medical necessity for air verses ground transport
- ☐ If applicable, submit the Advance Beneficiary notice of Noncoverage (ABN) issued to the beneficiary/representative
- ☐ Check signatures to ensure legible. If missing, send a completed signature attestation. If illegible, send a signature log
- ☐ If applicable, submit your policy and procedure associated with the use of electronic signatures