



# TLC TRANSIT

## Non-Emergency Medical and Non-Medical Transportation REQUEST TO SCHEDULE TRANSPORT

### PASSENGER INFO:

Passenger Name: \_\_\_\_\_  
First M.I. Last

### NEW PASSENGER INFO:

Payor Source: \_\_\_\_\_

DOB: \_\_\_\_\_ MED# or SSN: \_\_\_\_\_

Mobility (circle applicable): Ambulatory Wheelchair Standard or Bariatric/XL

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Reminders (circle one): Calls or Texts or None Number of Escorts: \_\_\_\_\_

Passenger Height: \_\_\_\_\_ Passenger Weight: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_

Pickup/Home Address: \_\_\_\_\_

Special Directions/Notes: \_\_\_\_\_

### RESERVATION INFO:

Date of Service: \_\_\_\_\_ Dropoff (Appt) Time: \_\_\_\_\_

Dropoff Address: \_\_\_\_\_

Bldg, Ste, Doctor, etc.: \_\_\_\_\_

Dropoff Phone: \_\_\_\_\_ Return Time/Will Call: \_\_\_\_\_

Special Directions/Notes: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

#### If the passenger has Ohio Medicaid:

- "Straight Medicaid" (no Managed Care), must have a Certificate of Necessity in place prior to their first transport
- Buckeye, Molina, Paramount Advantage can be scheduled directly with us
- All other Managed Care plans must be scheduled through the Managed Care

#### If the passenger is Privately Paying out-of-pocket:

- Credit Card payments must be called in to our office, prior to the day of transportation
- Cash or Check payments can be given to the driver at the pickup location

If the passenger is in a Transport Chair, they can ride the lift in the chair, but then must transfer to a seat.

**48-Hour Notice is Required for Schedule Requests**

**Next-Day Requests Must be Called in to the Office Directly 419-861-4000  
PLEASE SCAN or EMAIL TO info@TLCtransit.com -or- FAX TO 419-861-4001**

**\*\*PICKUP TIMES ARE ONLY CONFIRMED VIA EMAIL REQUESTS\*\***