

CSHCS LHD Email Communication

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Email Type	INFO
Subject	Non-Emergency Medical Transportation reminders

Contact	Name/Department	Phone	Email Address
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Dear Colleagues,

As a friendly reminder, please check the Document Management Portal and the Community Healthcare Automated Support Services (CHASS) system for Non-Emergency Medical Transportation (NEMT) authorizations and addendums that require updates. These can be viewed by sorting “updates required” from the main screen in CHASS.

Also, only upload NEMT authorizations one month at a time and indicate the *upload date* in the document name. Please do not use the date of the authorization. These are sorted and processed by the date received so the correct date is required.

The address information on the authorization and the mileage calculated is what is reimbursed to the family and if you come across any discrepancy, please bring this to my attention.

Your cooperation is greatly appreciated.
Thank You,