

****IMPORTANT INFORMATION** PLEASE READ****

Signature Forms

Section 1

A Patient's signature must be received for **each** Medicare transport.

Section 2

There are exceptions to the rule if a patient is **physically or mentally incapable of signing**. You **must** note the reason why the patient is unable to sign. The following people can sign for the patient:

1. Patient's legal guardian
2. Patient's health care power-of-attorney
3. Relative or other person who receives government benefits on behalf of patient
4. Relative or other person who arranges treatment or handles patient affairs
5. Representative of an agency or institution that furnished care, services, or assistance to the patient

A CREW MEMBER CAN NOT SIGN IN SECTION 2

Section 3

This section should be filled **only if the patient is physically or mentally incapable of signing and there is no authorized representative available or willing to sign on the patient's behalf**. Section 3 must be completely filled out before sending the claim to Medicare.

Starting January 1, 2009 this section can be filled out for emergency and non-emergency runs.

Crew member must sign Section 3A. He/she also must note:

1. The reason why the patient is incapable of signing
2. The name and location of the receiving facility
3. The time of arrival at the receiving facility

The receiving facility representative needs to sign in Section 3B.

If you are unable to get the facility representative signature you must obtain one or more of the following:

1. Patient care report (signed by representative or facility)
2. Facility face sheet/admission record
3. Patient medical record
4. Hospital log or other similar facility record