



TO: Ambulance Providers

RE: Vehicle Registration Information Requirements

Effective March 1, 2019, the Department of Social Services (DSS) is requiring all in-state ambulance providers to have vehicle registration information on file. In-state ambulance providers will be required to have a valid Vehicle Identification Number (VIN) on all registered vehicles and will need to provide that information to DXC Technology.

It is the responsibility of the ambulance provider to maintain and, upon request, furnish to the Connecticut Medical Assistance Program (CMAP) complete and accurate vehicle registration information.

Failure to provide the ambulance's current VIN(s) will cause the ambulance provider to be dis-enrolled from CMAP and claims will not be processed after that date. The ambulance provider will then be required to re-enroll with Medicaid.

In the future, DSS will be validating registrations directly with the Connecticut Department of Motor Vehicles (DMV). All ambulance providers need to make sure their vehicles' registrations remain current with the DMV.

Maintain Vehicle Information Panel

As of January 30, 2019, ambulance providers can start providing the VIN(s) for their fleet of ambulances by using the "Maintain Vehicle Information" panel by going to the CMAP Web secure site www.ctdssmap.com.

The Maintain Vehicle Information panel allows in-state ambulance transportation providers to

view, add, update or delete the VIN(s) and the associated vehicle registration expiration date(s) for each ambulance in their fleet.

To access the Maintain Vehicle Information panel, log in to the secure Web portal account and click on demographic maintenance. Under the demographic maintenance panel, select Maintain Vehicle Information. To enter the VIN, click "Add", enter the VIN and the Vehicle Registration Expiration Date and then click "Save." (See Figure 1.) To enter additional VIN(s), click "Add" after each entry has been saved and repeat the process.

Figure 1

The screenshot displays a web application interface. At the top right, the date is "Friday, January 18, 2019" and there is a "Help" link. A navigation menu includes "Eligibility", "Prior Authorization", "Hospice", "Trade Files", "MAPIR", "Messages", and "Account". The "Account" menu is open, showing options: "Account Home", "Account Maintenance", "Account Setup", "Change Password", "Clerk Maintenance", "Demographic Maintenance" (highlighted with a red box), "Switch Provider", "Reset Password", and "Log Out".

Below the menu is the "Provider Information" form with the following fields:

Provider ID	<input type="text"/>	NPI	<input type="text"/>	Address	<input type="text"/>
AVRS ID	<input type="text"/>				<input type="text"/>
Usage	<input type="text"/>	Service Location	<input type="text"/>	City	MOOSUP
Provider Type	26 - Transportation Provider			County	Windham
Provider Specialty	260 - Ambulance			State/Zip	CT 06354-1016
Phone	860-564-7410				

Below the form is a breadcrumb trail: "Location Name Address > EFT Account > Service Language > Maintain Vehicle Information". The "Maintain Vehicle Information" link is highlighted with a red box.

The "Maintain Vehicle Information" modal window contains the following text and elements:

Please use this panel to maintain Vehicle Identification Numbers (VINs) and the associated expiration date for each ambulance currently in your fleet.

VIN	Vehicle Registration Expiration Date
VIN01072019AB	01/08/2019

Select row above to update -or- click Add button below.

Buttons: delete, add, save, cancel.

Form fields: VIN Vehicle Registration Expiration Date