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.

DXC.technology

Questions? Need assistance? Call the Provider Assistance Center Mon–Fri 8:00 am – 5:00 pm
Toll free 1-800-842-8440 or write to DXC Technology, PO Box 2991, Hartford, CT 06104
Program information is available at www.ctdssmap.com

Figure 1

DXC.technology

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