



## Gas/Mileage Reimbursement enrollment instructions – IHCP approval process

Welcome to the Gas/Mileage Reimbursement enrollment process.

**Important:** As an Anthem member, please call **844-772-6632** at least 48 hours prior to your appointment to schedule your trips. Let the scheduling representative know that you are a gas reimbursement member. A trip number will be given to you at that time. The trip number is required to be listed on all trip logs.

**You will only be reimbursed for trips that occur after you receive your IHCP approval.**

Please complete the steps below to enroll.

The Indiana Health Coverage Program (IHCP) will verify your eligibility. Once your application has been approved, you will be sent an approval letter with a provider ID number. This approval letter must be submitted to Anthem Transportation Provider.

**Step 1:** Have your driver enroll with the IHCP by completing the documents listed below. The documents are also attached to this letter.

- Medicaid Family Member or Associate Transportation Services Form (completed by member)
- IHCP Family Member Transportation Provider Enrollment and Profile Maintenance Packet (completed by driver)
- W-9
- Copy of current driver's license
- Copy of current auto registration
- Copy of current auto insurance

**Important:** Keep copies of every document. You will be asked to submit these documents to WellTrans.

**Step 2:** Submit the completed documents by one of the ways listed below.

### 1. Mail

IHCP Provider Enrollment Unit  
P.O. Box 7263  
Indianapolis, IN 46207-7263

### 2. Online (This method has the fastest processing time.)

- Go to [portal.indianamedicaid.com/hcp/provider/Home/ProviderEnrollment/tabid/477/Default.aspx](https://portal.indianamedicaid.com/hcp/provider/Home/ProviderEnrollment/tabid/477/Default.aspx)
- **Select:** Provider Enrollment Application – Start Application
- **Provider Classification:** Billing
- **Provider Type:** 26: Transportation Provider
- **Enrollment Request Type:** New Enrollment

**Note:** At the end of the application, you will be required to upload photos of your documents.

Your approval letter will arrive by mail or email, depending on how the application was submitted. Please allow three weeks for processing.

You may track the progress of your enrollment by calling **800-457-4584**, then press option 2, then option 3, then option 3.

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