

Billing for Travel Time for DORS-Approved Benefits Planning Providers

DORS has agreed to cover the cost of reasonable travel time for approved benefits planning services providers as part of the fee-for-services model when the service is provided at a site other than the provider's location. Following are instructions for DORS staff and providers.

DORS Staff:

- Please make every effort to schedule several consumers, including those from different units or caseloads, to be seen by the benefits planning provider on the same day so as to minimize travel time for the provider.
- Consider proximity of the benefits planning providers as well as other factors when selecting the provider.

Benefits Planning Providers:

- Please submit a separate invoice for travel time (aside from the invoice for the service) for DORS consumers on the day of or subsequent to service provision. General requirements for invoices are included on the [Provider/Vendor Fact Sheet](#).
- Include travel time from your home or office, whichever is closer to the DORS office or other location of the meeting.
- Specify the travel time, to include time left and time arrived.
- Include on the invoice the names of all DORS consumers provided services on that day, and the appointment times of each consumer. *Do not include the names of individuals who were scheduled but did not attend the service – they should be included if and when they actually attend and receive the service. (In the event no scheduled consumers attended the service, use one of the names of those scheduled on the invoice and indicate on the invoice that they did not attend.)*
- Travel time is paid at a rate of \$35 per hour; prorate to the closest 15 minutes.
- See sample invoice for travel on Page 2.

DORS Staff:

Once the invoice for travel is received, the Office Supervisor or designated support staff will:

- Review it for accuracy.
- Amend the Benefits Counseling Authorization for one of the consumers to pay for the travel time. Service Category of Transportation is to be used; Description field should state "Travel time for Benefits counselor," and use rate of \$35/hour.
- Indicate on paid invoice the name of the consumer whose case is charged for the travel time.
- Make copies of the paid invoice for each consumer's case file.

Sample Invoice for Travel Time – Benefits Planning Services

Benefits Planning Services of Maryland, Inc.
2000 Argonne Drive
Laurel MD 21218

INVOICE

Invoice date: xx/xx/xxxx

Federal Tax ID: xxxxxxxxxx

Bill to: DORS Office requesting Benefits Planning Services
Address of DORS Office

Remit to: Benefits Planning Services of Maryland, Inc.
2000 Argonne Drive, Laurel, MD 21218

Description of Services: Travel time for Benefits Planning Services as follows

- **Date of Service:** 1/15/2011
- **Location of Service:** DORS Frederick Office
- **Consumers seen and appointment times:** Mary Doe, 10:00 am, James Roe, 11:00 am; and Ronald Low, 1:00 pm.
- **Travel time:** Provider Office to Frederick DORS and return 1 hour 15 minutes.
- **Amount due:** 1.25 times \$35 per hour = \$43.75

Amount of Invoice: \$43.75