

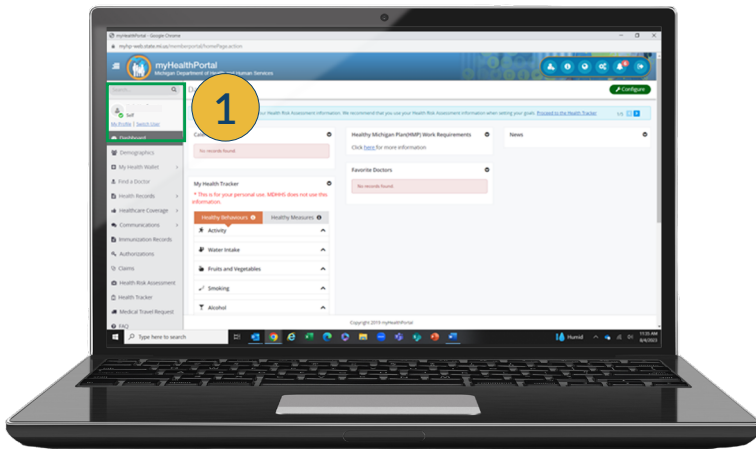
# QUICK REFERENCE: myHealthPortal Medical Transportation Request (Recurring Appointments)



The Medical Travel Request feature lets you request transportation to your Medicaid covered appointments. If you have appointments, that happen more than once, you can set up transportation for all of them at one time.

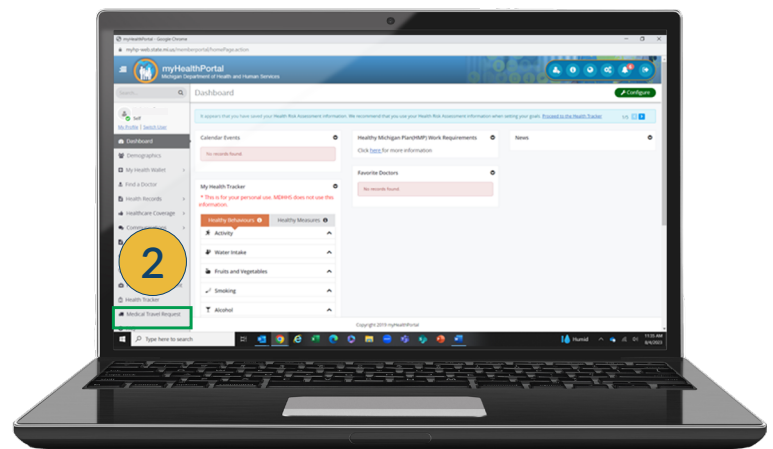
## Step 1

Log in to myHealthPortal.



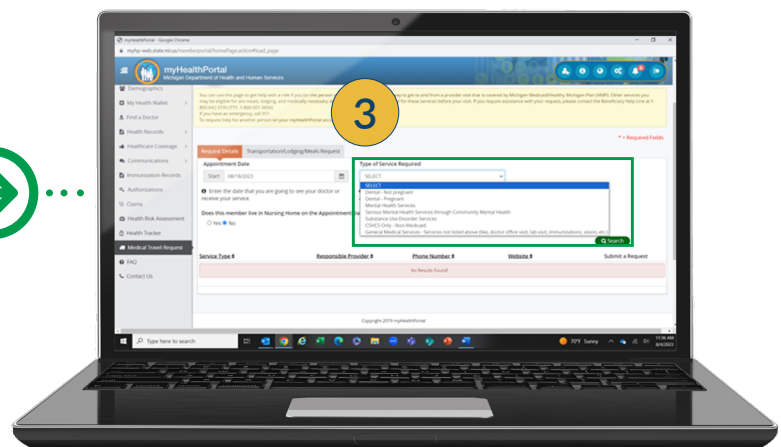
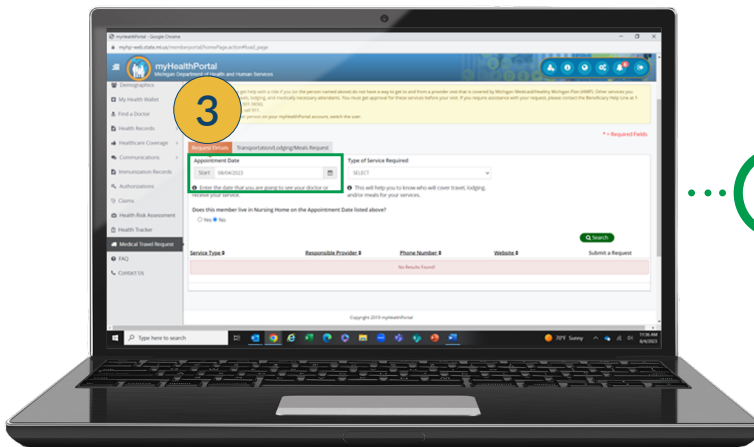
## Step 2

Click on Medical Travel Request.



## Step 3

Fill in appointment date and type of service required and if the member lives in a nursing home.

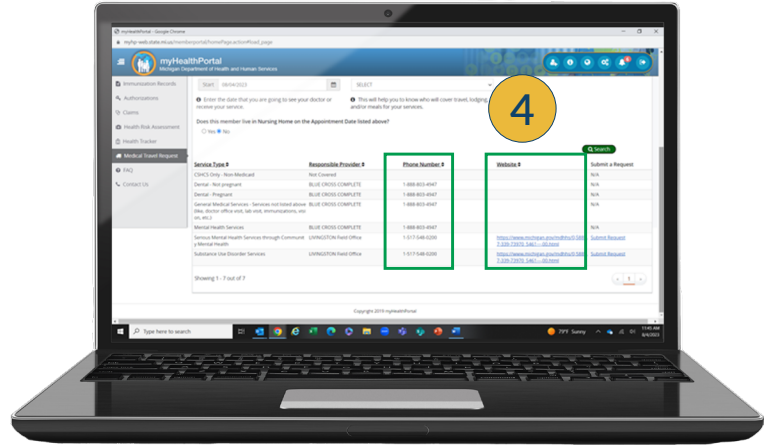


# QUICK REFERENCE: myHealthPortal Medical Transportation Request (Recurring Appointments)



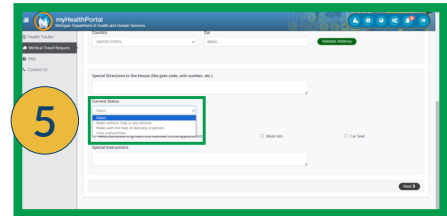
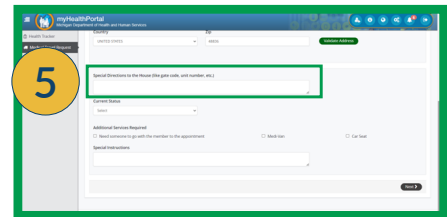
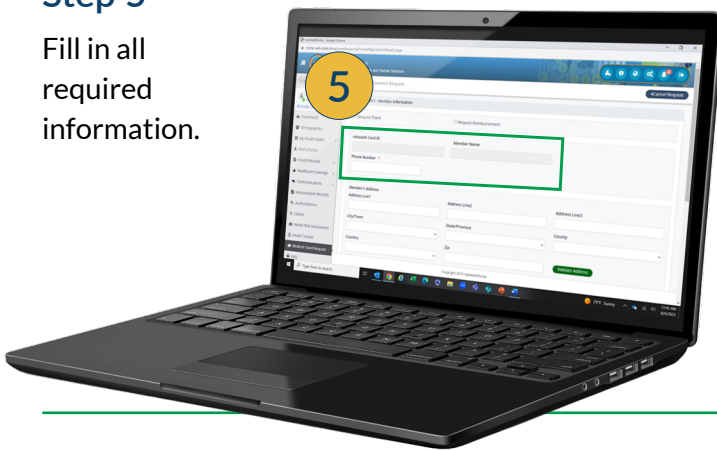
## Step 4

If **Submit Request** is not clickable please use the **phone number** and/or **website** given to complete your medical travel request. If available, click, **submit request**.



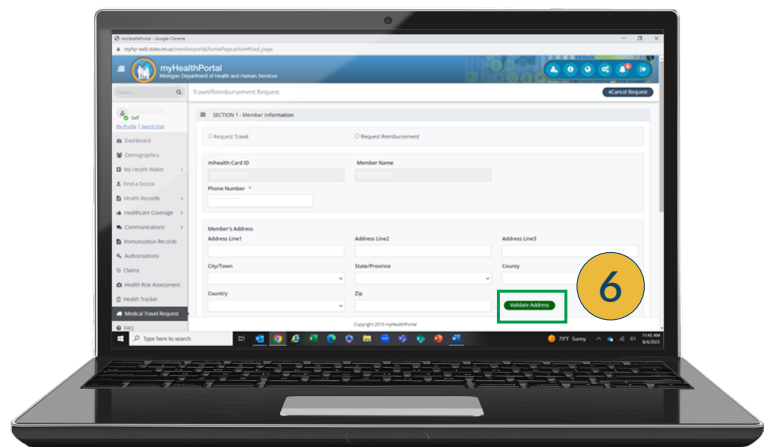
## Step 5

Fill in all required information.



## Step 6

Click **Validate Address**.

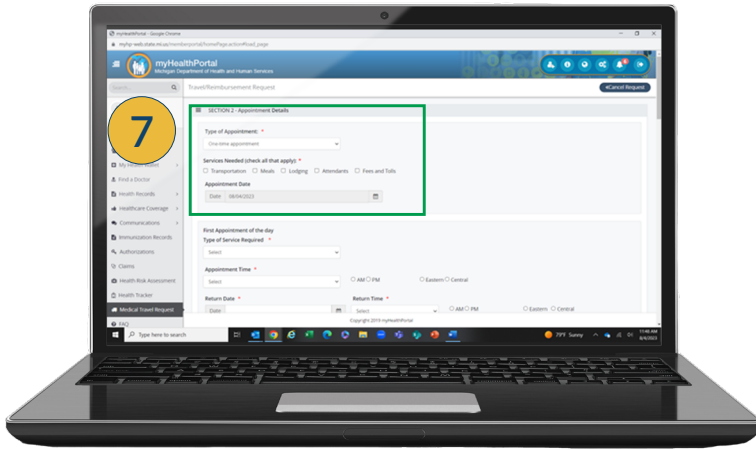


# QUICK REFERENCE: myHealthPortal Medical Transportation Request (Recurring Appointments)



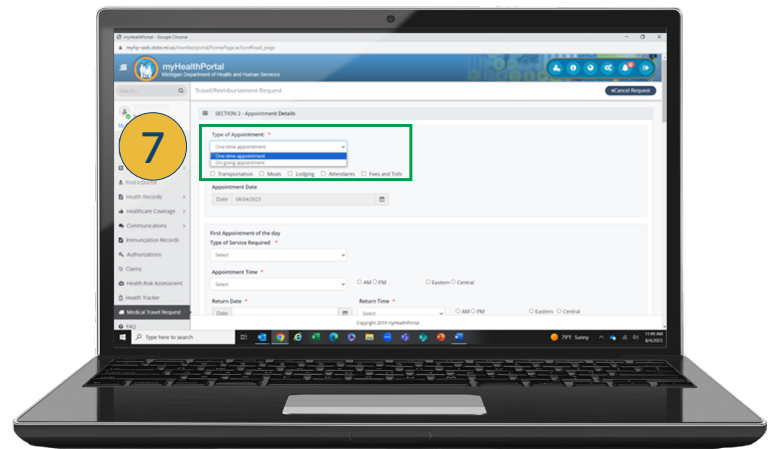
## Step 7

Fill in appointment details.



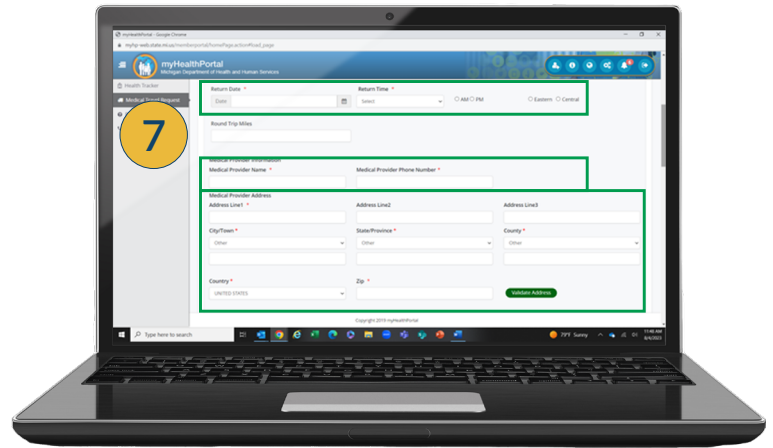
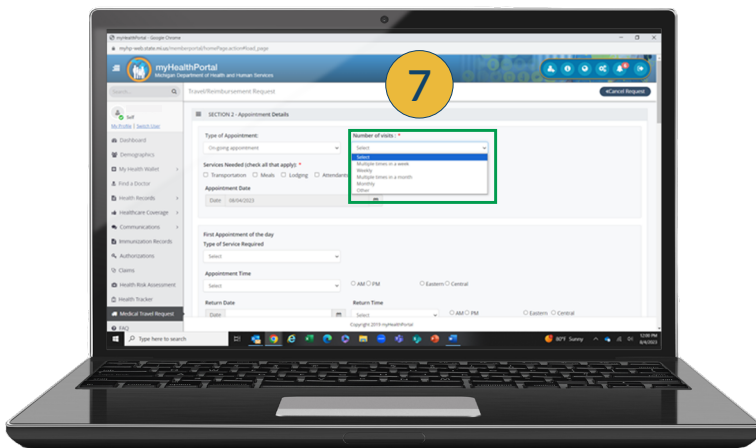
## Step 7 (continued)

Choose if the appointment recurring.



## Step 7 (continued)

Select the cadence and frequency of your appointments.

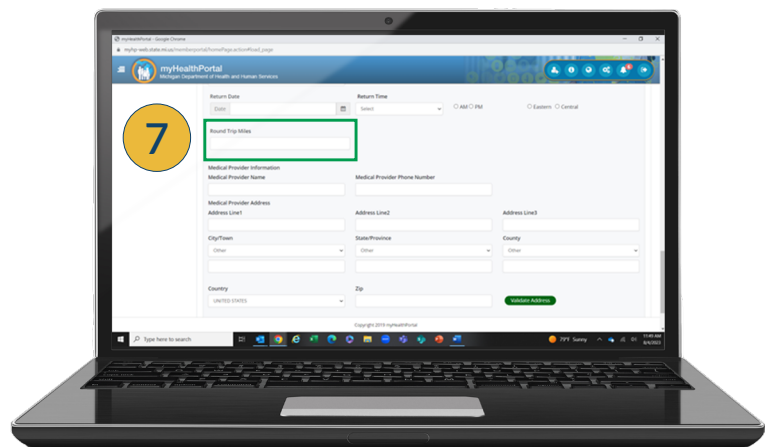
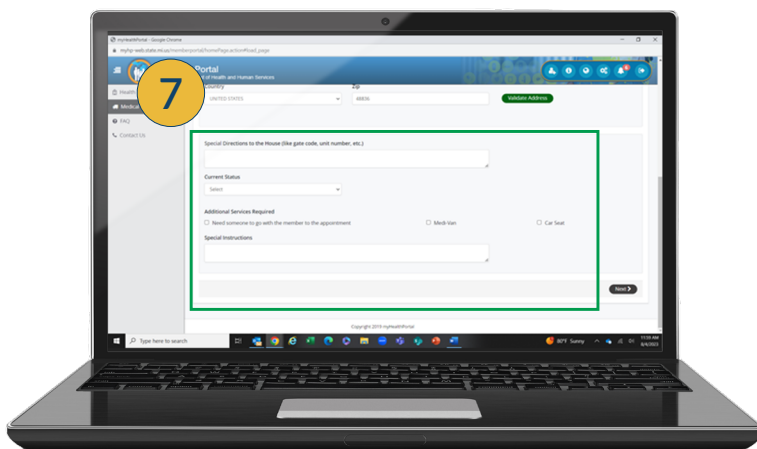
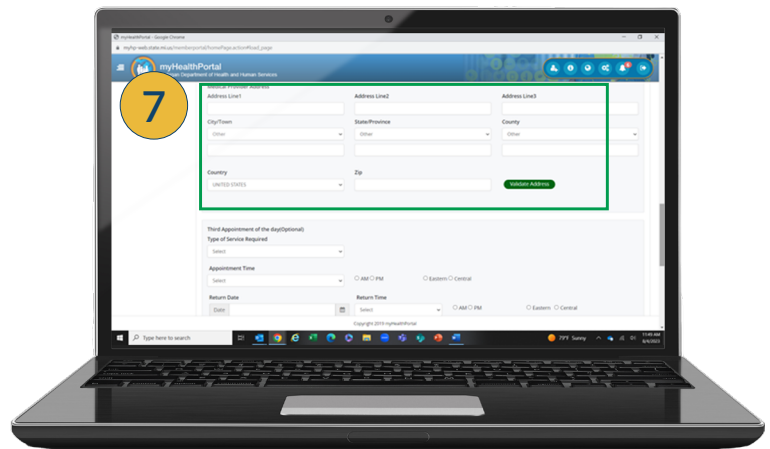
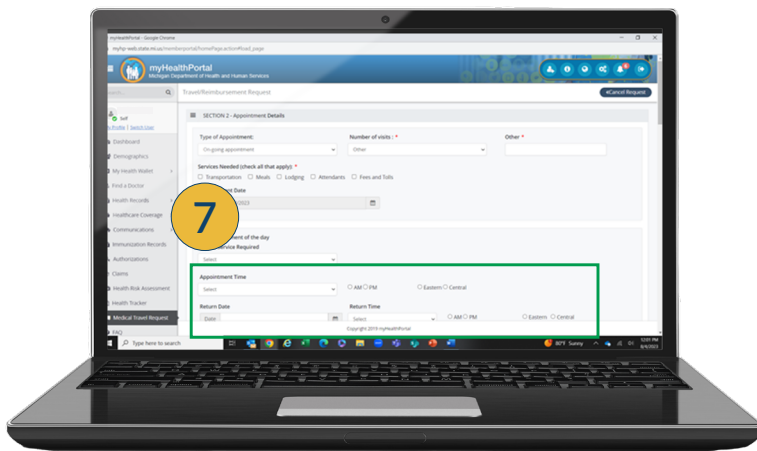


# QUICK REFERENCE: myHealthPortal Medical Transportation Request (Recurring Appointments)



## Step 7 (continued)

Enter your **appointment time**, the **return date and time** you would like to be picked up, **how many appointments this request will be for**, **special instructions for the driver**, **special equipment** needed for transportation, and the **approximate number of miles** for the trip. Mileage information can be found using tools like google maps. **For on-going appointments, the pick-up address and time of day must be the same for each appointment.**

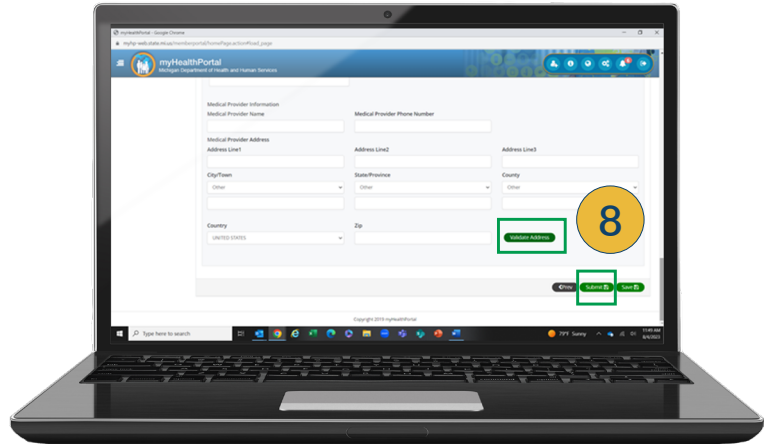


# QUICK REFERENCE: myHealthPortal Medical Transportation Request (Recurring Appointments)



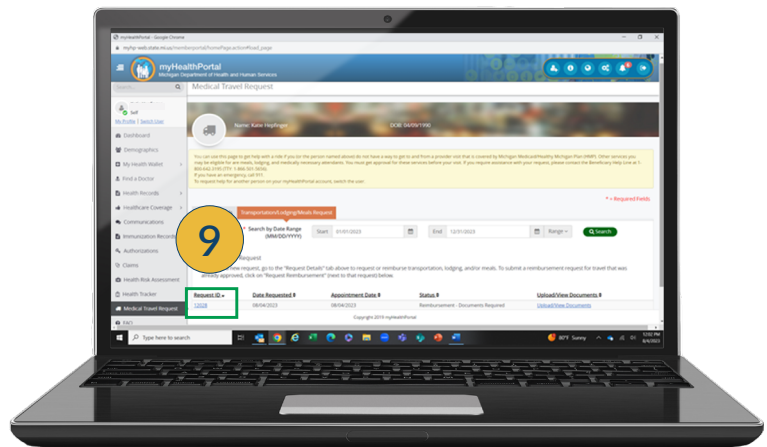
## Step 8

Click **Validate Address** to verify your provider's location. Click **Submit** when completed.



## Step 9

Your request has been submitted. You will be returned to the **Medical Travel Request** landing page. You should see a **request ID number**. You can click on this number to view all the information you have submitted.



This feature is also available on the myHealthPortal at <https://myhbclid.state.mi.us>. If you have general questions, email Beneficiary Support at [beneficiarysupport@michigan.gov](mailto:beneficiarysupport@michigan.gov) or call the Beneficiary Help Line at 800-642-3195, TTY: 866-501-5656. For information about the app or more help with features, visit <https://michiganhealthit.org/myhealthbutton/> or contact us at [myHealthButton@michigan.gov](mailto:myHealthButton@michigan.gov). Download the myHealthButton app from Google Play or the Apple App Store.