



Can a family member or friend drive you to your doctor? Yes! MTM will also pay your family member or friend for the car mileage. **To make sure the driver is paid; your doctor must sign a form showing you went to your appointment.**

Here is how it works:

1. The whole form must be filled out **except** for the space for Physician/Clinician Signature.
2. Take the form with you to your appointment and have your doctor sign it.
3. You can use the form for more than one trip. The form can be used for up to seven trips.
4. **There can only be one driver on the form.** A new form must be filled out for each person driving you to see your doctor.
5. When the form is filled out, send it to:

**Electronically (Preferred Method)**

[payme@mtm-inc.net](mailto:payme@mtm-inc.net)

**Fax**

1-888-513-1610

**Mail**

MTM, ATTN: Claims Department  
16 Hawk Ridge Drive  
Lake St. Louis, MO 63367

6. When we receive your form, we will mail your payment within 15 days.
7. If you have any questions, please call 1-888-513-0703.

**Trip Log**

**Driver Name:** Jane Doe **Member Name:** John Doe  
**Driver Address:** 100 S. Main St. **Member ID:** 0012345678  
**City:** Sandford **State:** FL **Zip Code:** 32773  
**Driver Phone:** ( 555) 123-4567 **Relationship to Member:** Sister

Date of Trip	Trip Number	Doctor Name/Phone Number	Physician/Clinician Signature	Number of Miles Driven
7/21/2021	Z0123456TS0A	Name: Dr. James Smith	<i>Dr. Smith</i>	28
		Phone: (555) 555-5555		
7/23/2021	Z0123457TS0A	Name: Dr. James Smith	<i>Dr. Smith</i>	28
		Phone: (555) 555-5555		
		Name:		
		Phone:		
		Name:		
		Phone:		
		Name:		
		Phone:		
		Name:		
		Phone:		

This information is available free in other languages. Please contact our customer service number at 1-888-513-0703 (TTY: 711) Monday through Friday, 8 a.m. to 5 p.m. Agency of Health Care Administration complies with applicable Federal civil rights laws and does not discriminate based on race, color, national origin, age, disability, or sex.

Esta información está disponible en otros idiomas de manera gratuita. Comuníquese con nuestro número de servicio al cliente al 1-888-513-0703 (TTY: 711) de lunes a viernes, de 8 a.m. a 5 p.m. Agency of Health Care Administration cumple con las leyes de derechos civiles federales aplicables y no discrimina basándose en la raza, color, origen nacional, edad, discapacidad, o sexo.