

**Instructions for “Sample Physician Certification Statement – Version 1.4”**

**Terms of Use:** this is a sample form only, designed to assist ambulance services in complying with applicable Medicare signature requirements. This form and the instructions are not legal advice and no attorney-client relationship is formed by their use. This is not an official form of any governmental agency and may not reflect requirements of state law where you live, or of other payors. Any individual or entity using this form (“user”) or any modified version of it does so with the understanding that the user bears all responsibility for compliance with all applicable laws and regulations, and the user agrees that the designers of this form are not responsible for its use by any user. Do not use this form or any modification of it if you do not agree to the terms and conditions of this license. This form may be modified by the user to meet the user’s needs, though we bear no responsibility for any modifications. This form is licensed only for use by individual ambulance services; and should not be forwarded to any other organization. Any other use or distribution requires our express written permission.

**Who Should Use This Form:** this form is a sample of a Physician Certification Statement (PCS). A PCS is a form that is required for most non-emergency ambulance transports of Medicare patients. This form is not required for emergencies.

**Customizing This Form:** users should delete the title “Sample Physician Certification Statement for Non-Emergency Ambulance Services – Version 1.3” and replace it with a title appropriate to their organization, such as “ABC Ambulance Physician Certification Statement” or may use a title such as “Physician Certification Statement for Non-Emergency Ambulance Services.”

**Completing This Form:** this form should be filled out only by a person authorized by Medicare regulations to complete PCS forms for non-emergency ambulance services. For *scheduled, repetitive* patient transports (such as dialysis), the PCS may only be completed by the patient’s attending physician. For *unscheduled/non-repetitive* transports, the PCS should be completed by the patient’s attending physician whenever possible, but may also be completed by a Physician Assistant, Clinical Nurse Specialist, Registered Nurse, Nurse Practitioner, or Discharge Planner.

**Section I – General Information** – this Section contains information such as patient name, transport date, and other general information. Please note that this Section has a place for a “Repetitive Transport Expiration Date.” A PCS may be good for up to 60 days *from the date signed*, but only for transports that are scheduled and repetitive (such as a dialysis patient) and must only be signed by the patient’s attending physician.

**Section II – Medical Necessity Questionnaire** – this Section should be completed only by the person authorized to sign the form under Medicare regulations. Please note that there is no specific format for medical necessity to be documented on a PCS form; this is

merely one sample approach; users should use any approach that is suitable for them and that complies with the applicable Medicare regulations.

**Section III – Signature of Physician or Healthcare Professional** – this Section is where the patient’s attending or other appropriate healthcare professional signs the form. In cases of scheduled, repetitive transports of Medicare patients, the form must be signed by the attending physician. For unscheduled/non-repetitive non-emergency transports, the form may be signed by one of the other individuals listed.

In Section III, this sample form also contains language that may be used by the person signing the form to sign on behalf of the patient authorizing the ambulance service to submit the claim under Medicare’s applicable signature regulations. Those regulations permit “a representative of an agency or institution that did not furnish the services for which payment is claimed but furnished other care, services or assistance to the beneficiary” to sign on behalf of the patient to authorize submission of a claim to Medicare in cases where the patient is mentally or physically incapable of signing himself. However, because not every patient for whom a PCS form is completed will be “physically or mentally incapable of signing” themselves, the person signing the PCS should, if applicable check the box in Section III that states that the patient is incapable of signing his/her name, and then, if that is the case, should also write in a specific reason why the patient is unable to sign.