

4766-3-05

**Transportation records.**

(A) Each licensed ambulette service shall maintain accurate records concerning the transportation of each client;

(1) All client transportation records shall be generated and completed immediately upon completion of the transport and shall include the following:

(a) Client name;

(b) Address of:

(i) Client pick up location; and

(ii) Client destination (drop off location);

(c) Date and time of:

(i) Ambulette arrival at client pick up location; and

(ii) Ambulette arrival at client destination (drop off location);

(d) Name or ID number of ambulette driver.

(B) Each licensed ambulette service shall maintain a current certificate of liability insurance issued by an insurer licensed to do business in this state that includes a thirty day notice of cancellation to the board in compliance with the terms set forth in R.C. 4766 listing Ohio medical transportation board as certificate holder.

(C) A licensed ambulette service shall make all client transportation record(s) and ambulette maintenance/repair records available to the board or its designee, upon demand, during any inspection, announced or unannounced.

(D) Client transportation records shall be maintained by the licensee for a period of seven years after the date of transport.

Replaces: 4766-3-03

Effective:

R.C. 119.032 review dates:

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Certification

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Date

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