

## **CMS Required Documentation Checklist**

### **From the physician:**

- Copy of a valid physician's order (prescription) prior to the date of service on the claim that includes:
  - A detailed description of the items to be dispensed
  - The treating physician's signature
  - If the signature is illegible, a signature key that includes the typed name of the physician with credentials, the physician's signature, and the physician's initials are required
  - The date of the signature
  - The start date of the order (only required if the start date is different from the signature date)
- Copy of the Statement of Certifying Physician prior to the date of service on the claim
- Documentation (copy of progress notes) from the certifying physician's medical records prior to the date of service on the claim showing that the patient has one or more of the following conditions:
  - Previous amputation of the other foot, or part of either foot (895.0, 895.1, 896.0, 896.1, 896.2, 896.3), or
  - History of previous foot ulceration of either foot (707.14, 707.15), or
  - History of pre-ulcerative calluses of either foot (700), or
  - Peripheral neuropathy with evidence of callus formation of either foot (250.60, 250.62, 250.61, 250.63), or
  - Foot deformity of either foot (736.70), or
  - Poor circulation in either foot (250.70, 250.72, 250.71, 250.73)
- Documentation (copy of progress notes) from the certifying physician's current medical records prior to the date of service on the claim that validates the patient is under a comprehensive plan of care for his/her diabetes

### **From the shoe / insert vendor:**

- Manufacturer and product name/number of the shoes and the inserts that were provided

### **From the Pedorthist:**

- For inserts billed with Healthcare Common Procedure Coding System (HCPCS) code A5513 that are not listed on the Durable Medical Equipment Coding System (DMECS) product Classification List (those made in-house by your facility), a description of the process and materials that are used to custom fabricate the inserts
- Valid proof of delivery—including the patient's name, item delivered, and date of delivery