

## REQUIRED DOCUMENTS TO BE IN PATIENT FILE WHEN PROVIDING POWER MOBILITY DEVICES (PMDs):

1. **WRITTEN ORDER** - Required within 45 days of the face-to-face physician visit and prior to delivery (exception: hospital or nursing home discharge)
  - Beneficiary Name
  - Description of the item that is ordered- may be general or specific
  - Date of Face to Face Examination
  - Pertinent diagnosis/conditions that relate to the need for the power wheelchair
  - Length of Need
  - Physician's Signature
  - Date of Physician Signature
  
2. **DETAILED PRODUCT DESCRIPTION**
  - HCPCs code
  - Product description (mfr name and model) of base and all options and accessories that will be billed separately (see part III of Orion screen documents)
  - Supplier's Charge
  - Medicare Fee Schedule or N/A (if no allowance available, i.e. K0108)
  - Must be signed and dated by physician
  
3. **EXAMINATION REPORT** - also known as "chart notes"
  - Can also include documents such as PT/OT seating evaluation, home health notes, and discharge notes.
  
4. **HOME ASSESSMENT**
  
5. **PURCHASE OPTION LETTER** - for PWCs, not for POVs
  
6. **DELIVERY TICKET**
  
7. **ADVANCED BENEFICIARY NOTICE (ABN)** - if applicable
  
8. **ASSIGNMENT OF BENEFIT FORM (AOB)**

Information in this document was provided by Sunrise Reimbursement Services and the Orion Group.

