



## Medical Office and Clinic Checklist/Process for DME Products

1. For each patient we need the following documents faxed to **207-221-9622**:

- MedCOR's Detailed Written Order (DWO) signed by the patient's physician.  
Must include the following:
  - 3 Dates: Date of Order, Face to Face Date, and Physician's Signature Date
  - Patient Information
  - Product prescribed (including right/left specification, refills, etc.)
  - ICD10
  - Physician information including signature and date
- Patient Demographics/Face Sheet
- Patient Insurance Information
- Relevant Medical Notes to support diagnosis and prescription

2. Once referral is received by MedCOR we begin the Patient Intake Process:

- MedCOR verifies patient insurance eligibility and contacts the patient directly to discuss financial responsibility.
- MedCOR schedules an appointment (if needed – walk-ins are also welcome) for patient to be measured and fitted.
- MedCOR services patient with appropriate items. If a special order is needed, MedCOR will place the order and contact the patient when we receive the order in.

Please note:

MedCOR is bound by strict regulations and guidelines for insurance services. We might have to call clinic referral sources and/or doctor's offices several times to get all accurate information on file in order to service your patient. This is due to strict Medicare regulations which are followed by most insurance carriers.