

Standard Written Order Requirements

New Medicare Requirements for Medical Order as of January 1, 2020

Only one type of order is needed for DME claims with dates of service January 1, 2020 or after. This means the following are no longer required:

- Preliminary/Dispensing order
- Detailed Written Order (DWO)
- Five Element Order (5EO)/Written Order Prior to Delivery (WOPD)
- Seven Element Order (7EO)
- Detailed Product Description (DPD)

SWO Required Elements

- Beneficiary's name OR Medicare MBI (HICN's are no longer acceptable)
- Order date
 - Only 1 date is required on the Order, that date is the date the referral was communicated to the DME provider
- General Description of the item
 - The description can either be a general description (e.g. mastectomy bra), a HCPCS code, a HCPCS code description, or a brand name/model number.
- Quantity to be dispensed
 - Can be the 1 month quantity or the 3 month quantity
- Treating practitioner's name OR NPI
- Treating practitioner's signature
- The Order is good for 12 months
- Any item billed to Medicare MUST have a completed SWO prior to the claim being submitted for payment.

Who is qualified to be an Ordering Practitioner?

<u>Practitioner</u>	<u>Orders</u>	<u>Criteria</u>
Physician	ALL	MD or DO treating the patient
Nurse Practitioner & Clinical Nurse Specialist	Sign the SWO	Practicing independently of a physician Treating the patient for the condition Have their own NPI Permitted by State Law
Physician Assistant	Sign the SWO	Practicing under MD or DO supervision Treating the patient for the condition Have their own NPI Permitted by State Law

Face to Face (F2F) Requirements for SWO:

- Must be documented in the medical record
- Can be H&P, hospital discharge or progress note
- Supporting documentation
 - Nurses notes
 - PT/OT notes
 - RT notes
 - Lab, xray, blood work

NOTE: SWO's for refills can be written at the time of the patient's annual health review and presented to the DME provider at a later date. However, the SWO is still only valid for 12 months from the date written.

Signature Requirements for SWO:

- Legible handwritten or electronic signature is the ONLY acceptable signature
 - Stamped signature are NOT acceptable
 - Stamped dates are NOT acceptable
 - Signature log is required for any signature that is illegible and must include the PRINTED name, initials, signature and credentials of signer
 - No signature on the SWO or medical record makes it INVALID