

CLINICIAN CHECKLIST FOR STANDARD WRITTEN ORDER

Documentation References: [Standard Documentation Requirements Policy Article \(A55426\)](#)

A Standard Written Order (SWO) is required before your supplier can bill Medicare. It must contain all of the following:

Beneficiary's name or Medicare Beneficiary Identifier (MBI)

Order date

General description of the item:

The description can be either a general description (e.g., wheelchair or hospital bed), a HCPCS code, a HCPCS code narrative, or a brand name/model number.

For equipment - In addition to the description of the base item, the SWO may include all concurrently ordered options, accessories or additional features that are separately billed or require an upgraded code (List each separately).

For supplies – In addition to the description of the base item, the DMEPOS order/prescription may include all concurrently ordered supplies that are separately billed (List each separately).

Quantity to be dispensed, if applicable

Treating practitioner name or National Provider Identifier (NPI)

Treating practitioner's signature

Written Order Prior to Delivery (WOPD) and Face-to-Face Encounter

A WOPD is a SWO that is signed and sent back to the supplier before delivery of the item(s) to a Medicare beneficiary.

Complete a face-to-face examination with the Medicare beneficiary.

Complete or sign a WOPD within six months after the required face-to-face examination.

The date on the WOPD must be on or before the date the supplier can deliver the item(s) to the Medicare beneficiary.

The DMEPOS supplier must have on file the completed and signed WOPD prior to the delivery of the item(s). Thus, once you have signed the WOPD, please send it back to your supplier immediately.