## Obtaining Wheelchairs - Medicaid

Responsibilities Physician -- write prescription for wheelchair assessment Facilitator\* Complete the **Essential Information Form** Service Provider Identify a service provider to perform the assessment Physician Vendor The Evaluation \* A facilitator is the person who drives the ✓ Schedule evaluation with the service provider process, e.g., consumer ✓Inform the appropriate parties (family members, care staff, etc. family member, case of appointment manager. ✓ Arrange for transportation, if necessary ✓ Provide Essential Information Form & prescription to service provider Service Provider - Perform Evaluation & Write Report ✓ Obtain signatures on <u>Assignment of Benefits Form</u> ✓ Perform full evaluation ✓ Determine most appropriate device based on needs and costs ✓ Provide facilitator & consumer a summary of recommendations ✓ Complete evaluation report ✓ Forward report to facilitator, consumer, vendor, Medicaid/MCO & physician ✓ Send information to physician for his/her <u>Letter of Medical Necessity</u> ✓ Request device prescription from physician ✓Inform the beneficiary/family of information needed for claim Provide Essential Information Form to vendor Physician – Prescription & Medical Necessity Send Letter of Medical Necessity to Medicaid/MCO Send equipment prescription & Letter of Medical Necessity to vendor, facilitator AND Medicaid/MCO Vendor – Prepare Paperwork ✓ Receive Essential Information Form, prescription and Letter of Medical Necessity ✓ Send Certificate of Medical Necessity to physician Physician - send completed Certificate of Medical Necessity back to vendor Vendor - Order Equipment ✓ Call Medicaid/MCO for authorization ✓ Submit documentation to Medicaid/MCO ✓ Order equipment ✓ Contact facilitator, service provider and consumer to arrange for delivery. Service Provider – Equipment Fitting & Setup ✓ Adjust, fit or customize equipment

✓ Provide information about care and operation of the equipment