Obtaining Wheelchairs - Medicare

Responsibilities

- Facilitator*
- Service Provider
- Physician
- Vendor

* A facilitator is the person who drives the process, e.g., consumer, family member, case manager.

Physician -- write prescription for wheelchair assessment

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Complete the Essential Information Form

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Identify a service provider to perform the assessment

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The Evaluation

- ✓Schedule evaluation with the service provider
- ✓Inform the appropriate parties (family members care staff, etc. of appointment)
- ✓Arrange for transportation, if necessary
- ✓Provide Essential Information Form & prescription to service provider

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Service Provider – Perform Evaluation & Write Report

- ✓Obtain signatures on Assignment of Benefits Form
- ✓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 & physician
- ✓Send information to physician for his/her Letter of Medical Necessity
- ✓Request device prescription from physician
- ✓Inform the beneficiary/family of information needed for claim

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Send Essential Information Form to vendor

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Physician – send equipment prescription & Letter of Medical Necessity to vendor and facilitator

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Vendor – Prepare Paperwork

- ✓Receive Essential Information Form, prescription and Letter of Medical Necessity
- ✓Send Certificate of Medical Necessity to Physician

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Physician – send completed Certificate of Medical Necessity back to vendor

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Vendor - Order Equipment

- ✓Submit paperwork to Medicare
- ✓Order equipment
- ✓Contact case manager, service provider and consumer to arrange for delivery.

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Service Provider – Equipment Fitting & Setup

- ✓Adjust, fit or customize equipment
- ✓Provide information about care and operation of the equipment