

**Diamond Medical Equipment**  
1324 N. Farrell Court 102, Gilbert AZ 85233  
480.926.4363 FAX 480.926.4364

Items Needed for Durable Medical Equipment to be dispensed

**ORDER (DWO - Detailed Written Order) MUST BE SIGNED AND DATED BY DR**

We have a simple to use DWO Form.

Date of Order  
Dr. Name  
Dr. NPI #  
Pt. Name  
Detailed Description of Equipment  
Length of Need  
Dx  
Start Date  
Dr. Signature w/ Signature Date

**Additional Documentation**

**1. Face Sheet and Insurance Information**

The Following must be **READABLE, SIGNED & DATED** by the Dr

2. H & P
3. Supporting Progress Notes
4. Supporting PT/OT notes
5. **Face to Face visit or Progress Note requesting DME with proper verbiage from Physician**

If done by a N.P. or P.A. needs to be countersigned by a M.D. or D.O.

F2F can be written by an employee of the physician or facility, but must be documented as follows "written by \_\_\_\_\_ acting as scribe for (Drs name)"

We have a simple to use page with LCD language for F2F progress note.

Can NOT be written on a Dr. order.

**Must be dated/written prior or same day to the order written.**

**7. CMN for Oxygen. Sent to Dr to fill in LON, Dianosis codes, section b, sign and Date, then fax back to Diamond Medical**

Please note for Oxygen, sats need to be done 48 hrs to discharge from a facility, or 30 days prior to order if taken in outpatient setting.