***Comfort Footwear Etc***

***MT Medical, LLC***

Therapeutic shoes for persons with diabetes

1. For Patients:

THIS IS DOCUMENTATION YOU HAVE TO OBTAIN

* Detailed Written Order (top part of our form)- This may be completed by either podiatrist, APRN, PA, Orthopedic Doctor or Doctor ( MD or DO) treating your diabetes. *(It has to be dated, properly filled including diabetes code, at least one of secondary diagnosis, and prescribing physician signature, printed name, NPI, address and telephone number)*
* Doctors Statement (bottom part of our form)- This must be completed by the Doctor treating your diabetes (if PA or APRN filling the form, MD or DO have to cosign with printing name and NPI number) Diabetes diagnosis has to be filled and at least one of conditions below have to be marked.
* Progress notes - Please obtain the progress notes from both prescribing physician and physician treating your diabetes. Notes from prescribing physician have to mention that your need for diabetic shoes and either moldable or custom molded diabetic inserts were prescribed. Notes from prescribing physician have to be within last 6 months, notes from treating Dr – within 90 days
* Insurance information (if you are a new patient or your insurance has been changed since last time you saw us). Please provide your insurance information.

1. After you obtain all above mentioned information you can mail, fax or hand deliver to our office (all the information – on the top of the page).

* Remember- it takes time to review your information, so if you hand deliver it, we might not be able to verify everything while you are in the office.
* Our staff will review your documentation, verify eligibility and try to approve with insurance (if needed).
* We will make a reasonable attempt to obtain missing information from your doctor ( by calling or faxing the request)
* We will contact you after your documentation reviewed. Please give us 7-10 days to give time to your doctor to respond in case we requested extra information from them. If we have enough information from your physicians, we will invite you to make an appointment for evaluation.

***Please note :***

***Multiple calls to Comfort Footwear Etc to check status, or check if we received paperwork from your doctors will only delay the process. We thank you and really appreciate your patience. We work very hard to expedite your orders as much as we can.***