

OXYGEN ORDER CHECKLIST

Please provide the following documentation when ordering oxygen:

- Patient demographic information
- Face to face chart notes stating why the patient is being prescribed oxygen therapy and alternative treatment measures that have been tried
- Proof of qualifying saturation levels - physician signed testing and/or chart notes documenting SaO₂ <88% with explanation of how the test was performed such as at rest, with exertion, and on room air - an Arterial Blood Gas (at rest/awake) indicating PO₂ at or below 55 mmHg
- Oxygen Standard Written Order (SWO) required elements:
 - Patient Name
 - Order Date
 - Specific oxygen equipment ordered with liter flow, duration, and method of delivery – 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
 - Treating practitioner name or NPI
 - SWO date must be on or prior to delivery date and needs to be on file prior to billing