



2620 Mineral Springs Ave,
Suite A
Knoxville, TN 37917
Phone: 865-247-4809
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Dear Patient,

Please take this packet to your doctor who treats you for your diabetes. When the forms have been completed and sent back to us with the clinical notes from your last visit, which states your need for diabetic shoe sand inserts, we will contact you to schedule an appointment. Note that all paperwork **MUST** be signed by your doctor, not a nurse, FNP, or PA. We cannot start your process of getting shoes and inserts until we have all the paperwork in our office.

If you have any questions, please feel free to contact our office.

Dear Physician,

The following documentation is required for Medicare/Insurance companies to pay for diabetic shoes and inserts. This must be provided by the physician to the supplier:

- ◆ **Clinical Notes:** These must be signed and dated by the physician and show that you are managing the patient's diabetes. Notes must also state the patients qualifying secondary conditions in the physical exam portion of the notes.
- ◆ **A detailed written order (RX):** Please include diagnosis codes for the patient.
- ◆ **CMN:** Must be completed and signed by the MD.

Please note that we cannot accept electronic signatures

Notes, RX, and CMN must be signed by an MD.

Nurse, FNP, or PA signatures will not be accepted.

For your convience we have attached a CMN and RX form, please complete and sign, and send back with clinical notes.