



# STANDARD WRITTEN ORDER (SWO) DOCUMENTATION REQUIREMENTS

EFFECTIVE WITH DATES OF SERVICE ON OR AFTER JANUARY 1, 2020, A STANDARD WRITTEN ORDER (SWO) MUST BE COMMUNICATED TO A SUPPLIER BEFORE BILLING FOR ANY ITEM OF DMEPOS.

Someone other than the treating practitioner may complete the SWO of the item unless statute, manual instructions, the contractor's LCD or policy articles specify otherwise. However, the treating practitioner must review the content and sign the document.

WOPDs are not required at this time except for PMD, that Apria does not provide.

An SWO must contain all the following elements:

- Beneficiary's name or Medicare Beneficiary Identifier (MBI)
- Order date
- General description of the item
  - The description can be either a general description (e.g., wheelchair or hospital bed), a HCPCS code, a HCPCS code narrative, or a brand name/model number
  - **For equipment** — In addition to the description of the base item, the SWO may include all concurrently ordered

options, accessories or additional features that are separately billed or require an upgraded code (List each separately)

- **For supplies** — 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, if applicable
- Treating practitioner's name or National Provider Identifier (NPI)
- Treating practitioner's signature

Upon request by a contractor, DMEPOS suppliers must provide documentation of the completed SWO.

**For more information, go to the full list of CMS Medicare requirements at [www.CMS.gov](http://www.CMS.gov).**

As of the release of this publication, the U.S. is under the COVID-19 Public Health Emergency (PHE) and some of the guidelines in this document may be subject to PHE-related waivers. Please see CMS Current Emergencies/Coronavirus Waivers and Flexibilities for additional information and updates related to COVID-19 waivers.

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