



# 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  $\text{SaO}_2 \leq 88\%$  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 a  $\text{PO}_2$  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 National Provider Identifier (NPI)
  - + Treating practitioner's signature
  - + SWO date must be on or prior to delivery date and needs to be on file prior to billing

 Phone \_\_\_\_\_

 Fax \_\_\_\_\_