

WINKLEY

orthotics & prosthetics

Documentation Checklist for Diabetic Shoes and Inserts

- You have seen the doctor (M.D. or D.O.) that manages your diabetes (diabetic care doctor) within the last 6 months. Progress notes from this appointment must be obtained and document they are managing your diabetes. **This appointment must be done by an M.D. or D.O.**
- You have had a diabetic foot exam by either your diabetic care doctor, podiatrist, another M.D or D.O., physician assistant, nurse practitioner, or clinical nurse specialist within the last 6 months.
- Progress notes from your diabetic foot exam must be obtained and document the need for diabetic shoes **and** inserts and at least one of the qualifiers listed below:
 - History of partial or complete amputation of the foot
 - History of previous foot ulceration
 - History of pre-ulcerative callus
 - Peripheral neuropathy **with** evidence of callus formation
 - Foot deformity
 - Poor circulation

Your diabetic care doctor is required to co-sign progress notes if done by another provider.

- A Statement of Certifying Physician (SCP) form must be signed by your **diabetic care doctor** (M.D. or D.O.). This form certifies you are diabetic, have one of the above qualifiers, being treated under a comprehensive plan of care for your diabetes, and you are in need of diabetic shoes and inserts. This form is valid for 90 days from the signature date.
- A detailed prescription for diabetic shoes and inserts from your diabetic care doctor or the individual that performed your foot exam.
- When all the supporting paperwork above is received and approved, the shoes and inserts will be ordered and/or fabricated.