



Tillges Certified Orthotic Prosthetic Inc.

www.tcop | tillges@tcopinc.com

(888) 221-5939 toll free | Fax (651) 771-6553

The following documentation is required in order for us to provide Diabetic shoes and inserts. Thank you for your understanding and cooperation.

Detailed Prescription or Valid written order that contains:

- Beneficiary's name
- Detailed description of item(s) to be dispensed including each separately billed component. The most common component codes used are: A5500(shoes),and A5513(inserts)
- Treating physician's signature
- Date the Treating physician signed the order

Documentation of Foot Examination with a description of abnormalities/conditions that will need to be accommodated by the shoe/inserts. This in person exam can be performed by a DPM, PA, Nurse Practitioner, M.D.,D.O. When this information is not presented by the patient at time of evaluation allow us 10 to 11 days to obtain.

Diabetic Verification from the certifying physician (must be M.D. or D.O.) who is treating the patients' systemic diabetes condition specifying the following:

- Patient has diabetes mellitus; and
- Patient has one of the following:
 - Previous amputation of the other foot, or part of either foot, or
 - History of previous foot ulceration o either foot, or
 - History of pre-ulcerative calluses of either foot, or
 - Peripheral neuropathy with evidence of callus formation or either foot, or
 - Foot deformity of either foot, or
 - Poor circulation in either foot

Medical history and Documentation (Physicians progress notes) of an in person visit with the patient by a certified physician (M.D. or D.O.) who is managing the patient's system diabetes condition within 6 months of the date of the prescription specifying the criteria listed in diabetic verification. If this information is not presented at the time of evaluation we will need 10-11 days to obtain.

When your prescribing physician is a M.D. or D.O allow us **10 to 11** days to obtain records. When prescription is not from M.D. or D.O. allow us **14 to 21** days to obtain all records. **Your insurance will make you responsible for cost of shoes and inserts when proper documentation is not obtained.**

IF YOU HAVE NOT BEEN CONTACTED TO SCHEDULE YOUR NEXT APPOINTMENT AFTER TWO WEEKS PLEASE CONTACT OUR OFFICE AT 651-772-2665.

Maplewood Office

1570 Beam Avenue, Suite 100
Maplewood, MN 55109
(651) 772-2665
Fax (651) 771-6553

Woodbury Office

563 Bielenberg Drive, Suite 110
Woodbury, MN 55125
(651) 735-0818
Fax (651) 735-1232

Minneapolis Office

817 Portland Avenue South
Minneapolis, MN 55404
(612) 341-3660
Fax (612) 341-3664

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