



ADAPTIVE
PROSTHETICS & ORTHOTICS
 808 Belanger Street • Houma, La 70360

Checklist for Therapeutic Shoes

Check off once completed	Activity	Responsible Person	Requirements
1	Visit to document diabetes management	Certifying MD/DO	-Within 6 months prior to delivery -Before Orthotist assessment
2	Visit to document qualifying assessment of foot condition	Certifying MD/DO, other MD/DO, DP, PA, NP, CNS Only if assessment is dated prior to certifying statement. MD/DO agreement date & signature must be prior to or same date of statement	-Within 6 months prior to delivery. -If other than MD/DO, MD/DO must obtain, sign, date & indicate agreement with records. Must document in MD/DO medical record in agreement same day or prior to -Can be done at DM management visit with certifying MD/DO -Before Orthotist assessment
3	Completed Certification of Statement	Certifying MD/DO	-3 months prior to delivery -Renew one year after previous statement on file. -can be completed at visit to document diabetes management with Certifying MD/DO -Must document in medical record specific detail of qualifications a-f -Before Orthotist assessment
4	Providing dispensing order to supplier (original Rx for shoes/inserts)	Prescribing Physician Can be MD/DO, DPM, PA, NP, CNS	-Can be obtained at MD/DO visit -Before Orthotist assessment
5	In-person visit evaluation & selection of shoes	Orthotist	-After visit with certifying MD/DO -obtain completed certification statement, foot assessment and medical record documentation
6	Signed DWO	Certifying MD/DO	-Given to patient upon in-person evaluation/selection -Needed before delivery
7	Delivery shoe insert fitting	Orthotist	-Signed DWO also includes certifying conditions -In-person evaluation & fit and delivery of selected shoes and inserts

*1 - 4 must be provided to Adaptive at time in-person visit to ensure qualification of shoes/inserts

*6 must be provided prior to delivery appointment

**Forms alone are NOT acceptable, must have detailed specific documentation in medical records from MD/DO