

Sec. 17b-262-681. Documentation

(a) All required documentation shall be maintained for at least five (5) years in the DME provider's file subject to review by the department. In the event of a dispute concerning a service or an item provided, documentation shall be maintained until the end of the dispute or five (5) years, whichever is greater.

(b) Failure to maintain all required documentation shall result in the disallowance and recovery by the department of any amounts paid to the DME provider for the item or service for which the required documentation is not maintained or provided to the department upon request.

(c) The licensed practitioner's original prescription for DME shall be on file with the DME provider and shall be subject to review by the department. Such prescription shall specify the items ordered.

(d) The department requires that DME providers maintain fiscal and medical records to fully disclose services and goods rendered or delivered to Medicaid clients. A new prescription is required prior to replacement of DME.

(e) A signed receipt is required for all deliveries of DME, documenting that the client or, if the client is unable to sign, a designated representative other than the DME provider or the DME provider's employees, took delivery of the item. The receipt for DME, regardless of format used, shall, at a minimum, contain the following elements:

- (1) provider's name;
- (2) client's name;
- (3) itemization of DME delivered, including:
 - (A) product description;
 - (B) brand name;
 - (C) model name and number;
 - (D) serial number (if applicable);
 - (E) quantity delivered;
 - (F) amount billed per item; and
- (4) date of delivery.

(f) All prescriptions for DME regardless of format used (e.g., CMN, prescription pad, or letter) shall, at a minimum, contain the following elements:

- (1) the client's name, address, and date of birth;
- (2) diagnosis for which the DME is required;
- (3) detailed description of the DME, including quantities and any special options or additions;
- (4) length of need for the DME use;
- (5) name and address of prescribing practitioner; and
- (6) prescribing practitioner's signature and date signed.

(g) All requests for purchase of DME to replace an item shall be fully explained, documenting the continuing medical necessity and including reasons for the replacement and the reason that repairs are not feasible or are more costly than replacement.

(Adopted effective August 22, 2000)