

**Documentation References:** [Standard Documentation Requirements Policy Article \(PA\) A55426](#)

A face-to-face examination (FTF) for a condition that supports the need for the item must be conducted within six (6) months prior to writing the order.

**Documentation of FTF needs to include;**

- Date of the visit
- Beneficiary Name
- The face-to-face examination must document that the beneficiary was evaluated and/or treated for a condition that supports the need for the item(s) of DME ordered.
- The face-to-face [encounter](#) must be documented in the pertinent portion of the medical record (e.g. history, physical examination, diagnostic tests, summary of findings, diagnoses, treatment [plan](#))
- Signature of provider

**A FTF is needed for the following reasons;**

- For an initial prescription of the DME item
- When there is a change in the prescription for an accessory, etc.
- When an item is replaced
- When there is a change in the supplier

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