Dispensing Order – can be called or faxed into the supplier and must contain:

- Description of the item
- Prescribing clinician’s name
- Prescribing clinician’s signature (if a written order)
- Beneficiary’s name
- Date of the order

Detailed Written Order (DWO) – required for all separately billable items or accessories. If the DWO is completed by someone other than the prescribing clinician, the prescribing clinician must review the content and sign and date the DWO which must contain:

- Beneficiary’s name
- Date of the order
- Prescribing clinician’s signature
- For drugs:
  - Name
  - Dosage or concentration (if applicable)
  - Frequency of administration (if applicable)
  - Duration of infusion (if applicable)
  - Quantity to be dispensed
  - Number of refills
- For supplies:
  - List all supplies that are separately billable and for each include:
    - The frequency of use (if applicable)
    - The quantity dispensed
- All items, options or additional features that are separately billed or require an upgraded code - The description of items can be either a narrative description (e.g. nasal mask), a HCPCS code, a HCPCS code narrative, or a brand name/model number.

5 Element Order (5EO)

- Beneficiary’s name
- Date of the order
- Signature of the prescribing practitioner
- Prescribing practitioner’s National Practitioner Identifier (NPI)
- Item of DME ordered – The description can be either a narrative description (e.g. manual wheelchair), a HCPCS code, a HCPCS code narrative, or a brand name/model number.