

## **DOCUMENTATION CHECKLIST FOR TRACHEOSTOMY SUPPLIES**

### **Policy References:**

- [Local Coverage Determination \(LCD\) \(L33832\)](#)
- [Policy Article \(A52492\)](#)

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

The supplier must be able to provide all of these items on request:

[Standard Written Order \(SWO\)](#)

[Beneficiary Authorization](#)

[Refill Requirements](#)

[Proof of Delivery \(POD\)](#)

[Continued Need](#)

[Continued Use](#)

Medical records from treating practitioner as noted below

### **Medical records should contain:**

Beneficiary has an open surgical tracheostomy; **and**

Tracheostomy has been or is expected to remain open for at least three months.

### **Tracheostomy Care or Cleaning Starter Kit (A4625)**

Beneficiary has an open surgical tracheostomy that is less than two weeks old.

### **Tracheostomy Care Kit (A4629)**

Beneficiary has an established tracheostomy two weeks and older.