

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.