

# Standard Written Order (SWO) and Written Orders Prior to Delivery (WOPD) Information:

DMEPOS suppliers are no longer required to obtain an initial/dispensing order from a physician prior to delivering products. All other documentation requirements are still in place. The only change is the name of the Dispensing Written Order (DWO) is now SWO.

## Standard Written Order (SWO)

All claims for items billed to Medicare require a written order/prescription from the treating practitioner as a condition for payment. This written order/prescription is referred to as the **Standard Written Order (SWO)**.

- Beneficiary's name or Medicare Beneficiary Identifier (MBI)
- Order date
- General description of the item
  - The description can be either a general description (e.g., wheelchair or hospital bed), a HCPCS code, a HCPCS code narrative, or a brand name/model number
  - For equipment - in addition to the description of the base item, the SWO may include all concurrently ordered options, accessories or additional features that are separately billed or require an upgraded code (list each separately)
  - For supplies - in addition to the description of the base item, the DMEPOS order/prescription may include all concurrently ordered supplies that are separately billed (list each separately)
- Quantity to be dispensed, if applicable
- Treating Practitioner Name or NPI
- Treating practitioner's signature\*

\*Signatures must comply with the CMS signature requirements outlined in CMS Internet-Only Manuals 100-08, Program Integrity Manual (PIM), Chapter 3, Section 3.3.2.4. Signature and date stamps are not allowed. Upon request by a contractor, DMEPOS suppliers must provide documentation of the completed SWO.

## Written Orders Prior to Delivery (WOPD)

A WOPD is a completed SWO that is communicated to the DMEPOS supplier before delivery of the item(s). Pursuant to Final Rule 1713 (84 Fed. Reg Vol 217).