



## Custom-made Orthotic & Modified Orthopedic Footwear INSURANCE PACKAGE CHECKLIST

We suggest sending the following documents to the insurance company for re-imburement. **This does not guarantee payment** and the insurance company may request more information.

### Documents to be sent in with the claim.

If the patient is submitting the claim, the documents are given to the patient on the dispensing date:

Practitioner	Proof of Manufacturing	Proof of Purchase	Insurance Letter	GaitScan™ Report	Receipt
Custom Orthotic Claim	✓		✓	✓	✓
Modified Orthopedic Footwear Claim	✓	✓	✓	✓	✓

1. **Proof of Purchase:**

This document gives the brand, style, width, size and color of the shoe with no pricing.

2. **Proof of Manufacturing:**

This will give a detailed description of the materials and the casting technique used to make the orthotic.

Simply log into your account on the TOG web site and click on Order Tracking. Type in the patient's last name and click SEARCH. Next to the patient name click on POM. A new tab will open in your Explorer tool bar with the POM. Click on PRINT. The POM is not available until the orthotic has gone through Quality Control and has been shipped.

3. **Insurance letter:** TOG provides A sample insurance letter that includes:

- |   |                            |  |
|---|----------------------------|--|
| a. Biomechanical exam findings and date | d. Materials used          | h. Lab Chief Medical Director            |
| b. Diagnosis                            | e. Footwear features       | i. Health care provider name             |
| c. Recommended treatment                | f. Fee breakdown           | j. Clinic name, address and phone number |
|   | g. Lab contact information |  |

4. **Receipt of payment:** This is the receipt from your clinic that the patient has paid, in full, unless you are direct billing the insurance company.

### Documents that the patient provides:

1. Claim form from the employer
2. Copy of the approval letter if the claim was send to pre-determination

*Note:*

*To the extent TOG provides clients with code description, these are provided for informational purposes only. Use of these codes should not be viewed as a recommended practice for all situations.*

*Acceptance and reimbursement according to these codes varies, and it's not guaranteed by TOG.*

*For more complete descriptions and reimbursement rates, please consult your state manual.*