

## DC Medical Equipment, LLC

### Physician Instruction Sheet:

- Fill out and email the Physician Enrollment Form to [customersupport@dcmedequip.com](mailto:customersupport@dcmedequip.com)
- Send Insurance Verification Form for patients you would like insurance verification for to [customersupport@dcmedequip.com](mailto:customersupport@dcmedequip.com)
  - DCME will verify the insurance coverage and inform your office
- Email Certificate of Medical Necessity for any patients approved for DME that you would like to prescribe equipment for
  - Approved equipment will be mailed directly to your office
  - Physician will instruct, train and fit patient for equipment prescribed
  - Physician will give patient privacy policy and bill of rights with equipment
  - Have patient read and sign Assignment of Benefits Form
  - Physician will fill out Physician Invoice Form
- Email Assignment of Benefits and Invoice Form to [customersupport@dcmedequip.com](mailto:customersupport@dcmedequip.com)
- Physician will be issued a fitting fee in the form of a check
  - \$200 check for each TENS Unit prescribed
  - \$75 for Lumbar Brace

**Please call Customer Service at 630.675.8515 or email to [customersupport@dcmedequip.com](mailto:customersupport@dcmedequip.com) with any questions!**