



CERT DME Proof of Delivery Requirements Work Guide

Your proof of delivery must have:

- Beneficiary's name
- Delivery address
- Quantity delivered
- Date delivered
- Description of the item delivered must be one of these:
 - Narrative description
 - HCPCS code
 - Long description of a HCPCS code
 - Brand name and model number

Specific requirements are based on the method of delivery.

Delivery Method	Requirements
Method 1: Direct Delivery	<ul style="list-style-type: none"> <input type="checkbox"/> Beneficiary (or designee) signature <input type="checkbox"/> The date of service on the claim is the date the beneficiary got the item
Method 2: Shipping or Mail Order	<ul style="list-style-type: none"> <input type="checkbox"/> Package tracking number, or <input type="checkbox"/> Supplier invoice number, or <input type="checkbox"/> Alternative method that links the supplier's delivery documents with the delivery service records <input type="checkbox"/> Evidence of delivery <input type="checkbox"/> Date of service on the claim must be one of these: <ul style="list-style-type: none"> ○ Ship date ○ Date the label is created ○ Date the shipping service picks up the item ○ Date of delivery
Method 3: Nursing facility on behalf of the beneficiary	<ul style="list-style-type: none"> <input type="checkbox"/> Direct delivery to a nursing facility: See Method 1, or <input type="checkbox"/> Shipping or mail order: See Method 2 <input type="checkbox"/> Keep information from the nursing facility showing that the items delivered were provided to and used by the beneficiary

Suppliers must keep documentation for 7 years from the date of service.