



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:

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.

3

Insurance letter

TOG provides A sample insurance letter that includes:

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

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.