FORT | Advantage Care
RESPIRATORY AND MEDICAL EQUIPMENT

Referral Order Cover Page

Use this as the Cover Page when submitting orders to Fort Medical Equipment, LLC

Today's date:	Is Patient at Home?	Date of Discharge
_____	Yes or No	_____

Attn: Intake Department

Phone: 920-568-9860

Email: orders@fortmedical.com

EFax: 872-469-1691

Referral Company/Agency: _____

Your Name: _____ Contact#_____

Contact E-Mail Address: _____ Contact Fax:_____

_____

Patient Name: _____DOB_____

Equipment Ordered: _____

Specific detail of the equipment and supplies ordered, i.e. size, height, width, type.

Will you be dispensing this equipment from your Consignment closet? **YES or NO**

We will be unable to process your request without the required documentation below.

Documentation Check List:

1. **Demographic Information**-Full Name, address, phone number, date of birth, height and weight, and contact information if other than patient.
2. **Insurance Information**-Insurance name, policy identification number, and group number.
3. **Dispensing Order**-A dispensing order to initiate order process.
4. **Medical record Noted**-Face to Face Encounter, PT notes, Progress notes, doctors or nurses notes, indicating the medical necessity for the equipment or supplies ordered.

*****Please note after review of the above documentation a Detailed Written Order will be forwarded to you and a Physician signature and date will be required before delivery*****

Thank you for your Order

IMPORTANT WARNING: *This message is intended for the sole use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is STRICTLY PROHIBITED. If you have received this communication in error, please notify us immediately by telephone and destroy the related message.*

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