

Words+, Inc.

Required Documentation Checklist

- Assignment of Benefits Multipurpose Form**
- Client Information Form**
- MDA Release, if applicable**
- Advanced Beneficiary Notice, if applicable.**
- Letter/Certificate of Medical Necessity *-optional***
- Speech Pathology Report-required for any device or accessory to be purchased using a funding source. For assistance with writing a report, please refer to the following website: <http://aacfundinghelp.com/> and click on AAC Report Coach. The report must include:
 - **Size and Shape of Wheelchair mount or Serial number and Model of the Wheelchair.**
 - **All devices and accessories recommended**
 - **Access Method and Output Voice****
- Prescription for the equipment recommended.**
- Skilled Nursing Facility and Hospice Confirmation**
- Copy of all insurance cards front and back.**

Once all these items are received the funding department may begin the funding process. Based on the funding sources involved, we may need to request a prior authorization for the equipment and accessories recommended. If the funding sources include Medicare and private insurance there may be a client co-payment due. Please be advised that all co-payments are due prior to the shipping of the equipment and accessories.

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