

Checklist: Diagnostic test services

Documentation requirements

This checklist is an aid to assist providers when responding to medical record documentation requests pertaining to diagnostic test services.

It is the responsibility of the practitioner who provided the services to ensure the correct submission of documentation.

Note: To print and include this checklist with your medical documentation, click the print button at the end of this form.

Documentation to support a signed order for diagnostic test or medical records to support the intent to order by the treating physician, (e.g., signed progress note, or signed physician order/requisition).

Documentation to support the medical necessity of the diagnostic tests ordered and frequency in accordance with all Medicare regulation and any applicable national coverage determinations (NCDs) or local coverage determinations (LCDs) for jurisdiction N.

Diagnostic test results.

Signature attestation or signature log (for illegible signatures) from physicians' progress notes supporting medical necessity or intent to order.

Any other documentation that supports medical necessity of the service billed.

Disclaimer: This checklist was created as an aid to assist providers. This aid is not intended as a replacement for the documentation requirements published in national or local coverage determinations, or the Centers for Medicare & Medicaid Services (CMS) documentation guidelines. It is the responsibility of the provider of services to ensure the correct, complete, and thorough submission of documentation.