

Checklist: End stage renal disease (ESRD) documentation

This checklist is intended to provide Healthcare providers with a reference for use when responding to Medical Documentation Requests for End Stage Renal Disease (ESRD) services. Healthcare Providers retain responsibility to submit complete and accurate documentation.

Check Documentation Requirements

Documentation is legible

Signed/authenticated order by an authorized CMS prescribing provider which notes frequency of dialysis treatment and method of dialysis

Signed physician's orders including pertinent dialysis protocols/standing orders and changes in treatment for patient's care. Note: dialysis orders are considered valid for 1 year.

Assure all orders are signed timely (within 30 days) by the physician - date all signatures, include ledger or key with electronic records where initials were used for signatures, include signature log when appropriate.

History and physical exam information supporting the diagnosis and treatment, along with relevant trends or status changes

Treatment/dialysis flow sheet documentation for DOS billed which must include patient pre/post treatment weight, method of access, treatment start/end time, treatment record and patient assessment

All treatment/flow sheets are complete with date, times off and on machine and administration of medications

Separate order and rationale for any extra dialysis treatments

Orders for medications or lab work not billed in the bundle payment

Test results to support medical necessity and results of all services billed

Records for all dates of service that appear on the claim

Record of all medications administered

All progress notes including physician, nurse and other multi-disciplines including regular physician evaluations documenting efficacy of treatment

Documentation does not include vague descriptions (e.g. "patient remains stable.")

The Centers for Medicare & Medicaid Services (CMS) maintains official guidelines for End Stage Renal Disease (ESRD) on their website at <https://www.cms.gov/Center/Special-Topic/End-Stage-Renal-Disease-ESRD-Center.html>. Facilities are encouraged to reference these guidelines when preparing documentation in response to Additional Documentation Requests (ADRs).