**DIABETIC SHOE ORDERING INFO**

Shoe Fitting:

* Dm shoe request must be written (ft deformity MUST be a dx – hammertoes, bunions…)
* Shoe fitting note must be done in PBOMD
* Pt picks out shoes from Bluepaw catalog
* Bluepaw order form is completed and placed in shoe binder
* Pcp dm shoe forms are given to pt to take to pcp

Shoe Ordering:

* Once the signed pcp dm shoe form **&** the pcp most recent dm related visit is returned we order the shoes
* Document in avisena that the shoes were ordered and what style & size you ordered

Shoe Pick-up:

* Pt **MUST** pick up shoes within 90 days of the date on the pcp dm shoe form
* Shoe pick up note is to be done in PBOMD
* ABN forms must be signed by pt
* ABN form & pick up note go with the superbill to ck out \*billers need these documents to bill for the shoes