



Southwestern Ohio Council of Governments (SWOCOG)
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Specialized Medical Equipment and Supplies Process

1. The HME Coordinator will reach out to the Individual/Caregivers to discuss the recommendations from the letter of medical necessity.
2. SWOCOG begins the Request for Provider (RFP). The request is submitted to Durable Medical Equipment (DME) providers as well as DODD certified providers in this service in the state of Ohio. **Responses can depend on if the provider is in network with the insurance of the individual, the provider's ability to work on certain equipment etc.
3. Bid Coordination: bids will be collected and reviewed by the SWOCOG team.
4. SWOCOG then works with the provider who responded on who can:
 - a. Obtain the specialized equipment – set up, deliver and train
 - b. Assist with the completion of the Medicaid package (doctor's orders, completion of paperwork, obtain chart notes – all when applicable)
 - c. Obtain primary insurance determinations when applicable
 - d. Obtain Medicaid (state plan) determinations
5. Select a provider: The selected provider proceeds with the steps outlined in #4 above.

***It's important to note that delays are most likely in this step.
6. Funding Step: funding will either be through insurance or the DODD waiver. If through insurance, then the provider bills insurance directly. If through the waiver, then SWOCOG submits the funding request to the county.

***Please note, the DODD waiver must be the payer of last resort. So, obtaining insurance determinations must be completed.
7. Once funding is in place, SWOCOG works with the provider, individual and county to keep everyone informed of ordering and delivery.
8. Delivery/Training – provider will coordinate the delivery, set up and any training necessary of the equipment.