



Guilford County Schools

EXCEPTIONAL CHILDREN SERVICES

Guilford County Schools Guidelines for Writing Letters of Medical Necessity Fall 2010

Guilford County Schools is an educational agency and as such can provide information regarding the necessity for or justification of a requested piece of equipment that meets a student's educational needs. While this may include consideration of the medical factors that apply to the specific student, it is written from the perspective of individuals who are working with students in a school setting using an educational rather than a medical approach. Given this the following guidelines apply to justifications for equipment or items needed by a student:

- 1. We are to write letters of necessity, not letters of medical necessity as we are not a medical setting**
- 2. We are to write letters of necessity only for equipment that is to be used, full or part time, in the school setting. These pieces of equipment should be necessary in order for a child to meet their instructional goals. Wheelchairs, wheelchair parts, wheelchair modifications, and orthotics that are used at least in part at school and are necessary for environmental and classroom access are included in this area.**
- 3. All justifications should clearly state that you are a school-based therapist and see the student only in the school setting. If information from the parent or other adult in the home setting is used as part of the justification the source should be clearly stated so it does not appear that you see the child at home or that you have observed this situation. Examples of where this may occur are in the past history of the student and their equipment use (ie. Used a stander of this variety from 2nd-4th grade until they outgrew it, parents report) or information about the home setting that may affect choices for items that will go between home and school either during the school year or at the summer break (ie. Father reports the home doorways are 35" wide, requiring a narrow chair seat and a modified wheel for access to the home).**
- 4. Justifications will only be written for student who are currently receiving either OT or PT as part of their IEP. Letters will not be provided for students who no longer have OT/PT as part of their current IEP nor do we provide one-time assessments or visits for the purpose of justifying equipment.**
- 5. All evaluations, fittings, trainings, etc. must occur at school.**
- 6. If a parent would like to obtain duplicate items at home, therapists can a. provide a copy of the letter of justification used to request the equipment that the school purchased for that student OR b. write a BRIEF description of the items currently in use and the student's response to these items. Again these should clearly state that these items are used in the school setting.**

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