

My Diabetes Coach

Dr. Comfort Shoe Order Forms

Acquiring the Shoe Order Form:

- Go to www.drcomfortdpm.com
- Click on 'Important Forms'
- Click on 'Mens Order Form'
 - Type Rep Full Name, Address, City/State/Zip
 - Type Customer #: 5191
 - Type Rep Ship Code: _____
- Print several copies
- Repeat the above steps for the 'Womens Order Form'

Filling out the Shoe Order Form:

- Fill in Patient Name
- Fill in PO#: MDC + Ship Code (ex. MDC123)
- Fill in Current Date
- Check 0 pairs of Heat Moldable Inserts
- Check 0 pairs of Gel Inserts
- Check 3 pairs of Custom Inserts
- Only check From Original Scan if re-order from previous calendar year
- Select Shoe Style/Color, Size, & Width

Sending the Shoe Order Form:

- Make a copy for your records
- Fax the Shoe Order Form (along with the CMN & AOB/Shoe Fitting Form) to 585-351-2435
- Insert the Shoe Order Form into the plastic sheath, inside the left opening of the impression foam box, which also contains the Custom Insert Order Form
NOTE: Custom Insert Order Forms only need filled out if adjustments are to be made to the custom insert (arch adjustments, met pads, off-load met heads, Morton extensions, toe fillers, etc.)
- Ship the foot impression with the Shoe Order Form to Dr. Comfort via UPS
NOTE: Not recommended to send individually with no additional support/covering. Ship multiple impressions at one time. Place up to 12 in original box. Place 2lb UPS label on box of any weight. Choose 1 or 2 days per week that you ship impression foams.