



# **PROSTHETICS INVENTORY SYSTEM USER MANUAL**

Version 3.0

March 1999

Department of Veterans Affairs  
VISTA Technical Services



# Table of Contents

<b>1. INTRODUCTION</b> .....	<b>1-1</b>
Overview .....	1-1
New Inventory Options .....	1-1
Changed Options .....	1-3
Prosthetics Inventory System Package Management .....	1-3
<b>2. PACKAGE IMPLEMENTATION</b> .....	<b>2-1</b>
Populating the Inventory .....	2-1
Task Job (Inventory Task Balance Check) .....	2-1
Mail Group (RMPR INVENTORY) .....	2-2
<b>3. MANAGING/VIEWING INVENTORY DATA</b> .....	<b>3-1</b>
Pros Inventory Main Menu .....	3-1
Add Inventory LOCATION, HCPCS or ITEMS .....	3-2
Edit Inventory LOCATION, HCPCS or ITEMS .....	3-2
Delete Inventory Location .....	3-5
Remove Item from Inventory .....	3-6
Order Item from Supply or Vendor .....	3-7
Receive Item from Supply, Vendor or Patient .....	3-8
Transfer Stock Between Locations .....	3-9
Reconcile Item Balance .....	3-10
Inventory Reports .....	3-11
Print VA Form 10-1210 .....	3-12
Print Current Item Balance by Location .....	3-13
Print Employee Lab Issue Statistics .....	3-14
Print Current HCPCS Balance by HCPCS .....	3-15
<b>4. ISSUING STOCK</b> .....	<b>4-1</b>
Administrative Stock Issue .....	4-1
Enter Lab Issue from Stock .....	4-1
Edit Lab Issue from Stock .....	4-1
Issue From Stock .....	4-6
Edit/Delete Issue from Stock .....	4-9
Lab Stock Issue .....	4-12
Issue from Stock (Lab Items) .....	4-12
Edit/Complete Issue From Stock .....	4-12
Lab Stock Issue Pending Completion .....	4-16
Cancel Completed Lab Stock Issue .....	4-17
<b>5. GLOSSARY</b> .....	<b>5-1</b>
<b>6. INDEX</b> .....	<b>6-1</b>
<b>7. INVENTORY IMPLEMENTATION WORKSHEET</b> .....	<b>7-1</b>
<b>8. PROSTHETIC HCPCS</b> .....	<b>8-1</b>



# 1. Introduction

## Overview

This software tracks quantities of prosthetic items that facilities have in the Prosthetics Sensory and Aids Service (PSAS) inventory by automating the creation of VA Form 10-1210 Issue and Stock Control Record – Prosthetics Stock Items. It provides the means to manage the inventory data, track lab employee time and salary for dispensing stock, send a mail message when stock is low, and automatically calculate stock quantities when stock is ordered or issued.

Note: The options in this release **are not** connected to IFCAP. VA Form 2237 or IMPAC card must still be used when requesting items through IFCAP.

## New Inventory Options

**Pros Inventory Main:** This menu is found under the Prosthetic Official's Menu and the Prosthetic Clerk's Menu. These options are used to maintain the Prosthetics Inventory software and to provide reports on the status of the inventory and lab employee time and cost.

**Add Inventory LOCATION, HCPCS or ITEMS:** This option is used to set-up and maintain prosthetic locations and inventory items used by the inventory software. All **new** locations and inventory items are entered using this option.

**Edit Inventory LOCATION, HCPCS or ITEMS:** Any **changes** you need to make to the prosthetic locations or inventory items must be made through this option.

**Delete Inventory Location:** This option allows you to delete an inventory location. Deleting a location also deletes all the HCPCS associated with that location. It requires the user to own the RMPRMANAGER key.

**Remove Item from Inventory:** This option is used to deactivate inventory items which removes them from selection lists for editing purposes.

**Order Item from Supply or Vendor:** Whenever you place an order, use this option to update the quantity of the stock ordered. This option works in conjunction with the option Receive Item from Supply, Vendor or Patient. It is in no way associated with IFCAP.

**Receive Item from Supply, Vendor or Patient:** Whenever you receive ordered items, use this option to update the quantity of the stock received.

**Transfer Stock Between Locations:** If you have a quantity of stock in one location that you would like to show (transfer) as being in another location, use this option. Both locations must have the item as part of their inventory before the transfer can be made. This action does not remove items from a location it just changes the quantity of the items in each location. To remove or deactivate items in a location, use the Remove Item from Inventory option.

**Reconcile Item Balance:** Use this option to reconcile any differences determined in balances between a physical count and printout. Balances can be checked by using the report options: Print Current Item Balance by Location or Print Current HCPCS Balance by HCPCS.

**Inventory Reports:** This menu contains reports showing item balances and statistics and includes the VA Form 10-1210, Issue and Stock Control Record - Prosthetic Stock Items. Use these reports to assess and manage your inventory. It also contains a report on lab employee labor costs.

**Print VA Form 10-1210:** This prints a record of stock movement (number issued, ordered, received) for all or selected HCPCS and Items that are in the Prosthetics Inventory over a specified date range. The report includes patients receiving the items, notes on updates to the HCPCS items, returns, cancellations, deactivations, etc., plus dollar amounts for HCPCS/items issued.

**Print Current Item Balance by Location:** This is a report of item balances by one, more than one, or all prosthetic locations for a site.

**Print Employee Lab Issue Statistics:** This report provides an itemized list of time spent and labor costs for one, more than one, or all lab employees.

**Print Current HCPCS Balance by HCPCS:** This is a report of the number of items available by location for selected HCPCS. It includes other information about the items, including source (VA or Commercial), vendor, unit of issue, re-order level and average cost.

The following options were added to the Stock Issues menu under the Purchasing menu. These were created to automate the process of issuing (crediting) stock to patients which in turn allows inventory tracking of that stock. The new options for lab stock issue are completely integrated with the lab module.

**Enter Lab Issue from Stock:** This is an option for the administrative clerk to initiate a Lab Issue request. When the clerk initiates a request, a printout goes to the Lab Technician to complete the request. The option will automatically create or update a 2319 record. This option is only for sites that have a lab.

**Edit Lab Issue from Stock:** This is an option for the administrative clerk to edit a lab issue request, the information entered using Enter Lab Issue from Stock.

The following options were added to the Prosthetic Lab Menu under the Process Form 2529-3 menu. These were created to automate the process of issuing stock to patients which in turn allows inventory tracking of that stock and tracking of incomplete records. The new options for lab stock issue are completely integrated with the lab module.

**Edit/Complete Issue From Stock:** This is an option for the lab technician to edit data entered using either Enter Lab Issue from Stock or Issue from Stock (Lab Items). It also allows you to complete/close the record.

**Issue from Stock (Lab Items):** This is an option for the lab technician to use when an item(s) is issued to a patient. The option will automatically create or update a 2319 record. It also allows you to complete/close the record.

**Lab Stock Issue Pending Completion:** This is a report of lab stock issue requests that are not completed/closed.

**Cancel Completed Lab Stock Issue:** This is an option to cancel a completed Lab Stock Issue. This option marks the 2529-3 as DELETED, deletes the entry in the patient's 2319, and updates the quantity on hand for the Prosthetics Inventory or GIP.

## Changed Options

The Issue From Stock and Edit/Delete Issue from Stock now look for the HCPCS in the Prosthetics Inventory. If it is not there and you are running the GIP, it takes you to the GIP and prompts you for a Generic Inventory Point.

## Prosthetics Inventory System Package Management

Personal data within this package is covered by the Privacy Act. Access to the software should be restricted to those personnel whose normal duties require viewing and editing such patient related data as found in the Prosthetics Inventory System package.



## 2. Package Implementation

The Pros Inventory Main menu is used to maintain the data in the inventory software and provide reports on that inventory. The following option from that menu is used to implement or build the inventory before you begin using the inventory software.

### Populating the Inventory

**Add Inventory LOCATION, HCPCS or ITEMS:** This option is used at implementation to populate Prosthetics Inventory. All new prosthetic locations or items are entered through this option, so it is also used to maintain the inventory. It is strongly advised that you populate and work with a training or mirror account prior to populating your live account.

- Duplicate a number of the worksheets found at the back of this manual (Appendix A).
- Complete a worksheet for each prosthetic location that will be added to the inventory.
- Then use the option Add Inventory LOCATION, HCPCS or ITEMS to enter the data from your worksheet. See more about the option under the chapter, Managing/Viewing Inventory Data.

### Making Corrections to the Inventory

If you need to make any changes to the inventory data entered through the Add Inventory LOCATION, HCPCS or ITEMS, use the option Edit Inventory LOCATION, HCPCS or ITEMS.

If you need to remove any items entered in error, use the option Remove Item from Inventory.

### Task Job (Inventory Task Balance Check)

After installation of the Prosthetic Inventory module, IRM will schedule the Inventory Task Balance Check to run every night. This option will check all items in each prosthetic location and send a Prosthetics Inventory Message if the balance is below the re-order level for an item.

## **Mail Group (RMPR INVENTORY)**

This mail group receives the Inventory Task Balance Check message whenever the balance for an item is below the re-order level. It must have at least one member, either the Prosthetics Chief or a designated person responsible for the Prosthetics Inventory module. Make sure IRM gets a list of those persons who should be in this mail group.

## 3. Managing/Viewing Inventory Data

### **Pros Inventory Main Menu**

The Pros Inventory Main menu is located under Prosthetic Official's Menu and also the Prosthetic Clerk's Menu. The options under this menu are used to manage the Prosthetics Inventory that contains prosthetic locations, HCPCS/items, and associated information about the items including: quantity, cost, unit of issue, vendor, re-order level, source (VA or commercial), etc.

The reports under this menu provide statistics on lab employee labor time and costs and document the status of the inventory.

- Add Inventory LOCATION, HCPCS or ITEMS
- Edit Inventory LOCATION, HCPCS or ITEMS
- | Delete Inventory Location
- Remove Item from Inventory
- Order Item from Supply or Vendor
- Receive Item from Supply, Vendor or Patient
- Transfer Stock Between Locations
- Reconcile Item Balance
- Inventory Reports ...
  - Print VA Form 10-1210
  - Print Current Item Balance by Location
  - Print Employee Lab Issue Statistics
  - Print Current HCPCS Balance by HCPCS

**Prosthetic Inventory Main ...**  
**Add Inventory LOCATION, HCPCS or ITEMS**  
**Edit Inventory LOCATION, HCPCS or ITEMS**

You must use the **Add Inventory LOCATION, HCPCS or ITEMS** option to populate the Prosthetics Inventory before you begin to use the rest of the Prosthetic Inventory program.

Use this option to:

- Add prosthetic locations for each site
- Add HCPCS/items that are issued to each location.

Once the inventory is populated, you use this option only when you need to **add** prosthetic locations or HCPCS/items to a location.

The **Edit Inventory LOCATION, HCPCS or ITEMS** option is used to change the data that was entered in Add Inventory LOCATION, HCPCS or ITEMS.

Use this option to:

- **Change** the data associated with the items: Source, Quantity, Total Cost of Quantity, Unit of Issue, Vendor, Re-order Level, and Detailed Inventory ID.

Use the option Remove Item from Inventory if you want to deactivate a HCPCS/item.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Entering "?" will bring up a list of sites for which you will need to define the locations. Select a site or enter the number(s) for your station.

**Pros Location:** This is a free text field of 3 - 30 characters. Enter the name of the prosthetic location you want to add or select a location for editing. This might be a room number, warehouse, etc.

**Prosthetic Item Location Address:** This is a free text field. It only appears if you added a new prosthetic location. Type in an address of 3 - 30 characters.

**HCPCS:** This is a HCPCS from the prosthetic HCPCS list for this location. Entering "???" at this prompt brings up the entire list. Select a HCPCS to add or edit.

**Item:** An Item further defines the HCPCS so for each HCPCS, you may enter multiple Items. For example, the HCPCS A4565 may have the following items defined:

- 1 - Sling, arm extra large
- 2 - Sling, arm medium
- 3 - Sling, arm small

Each of these is considered an Item under this HCPCS.

**Entering multiple items for a HCPCS:**

1. Define the source, quantity, etc. for the first item.
2. Select the same HCPCS again when the "Select HCPCS to Add" prompt appears and then change the item at this prompt.
3. Continue to define each item in this manner until all items for a HCPCS are defined.

**Editing an item when there are multiple items for a HCPCS:**

Using the option, Edit Inventory LOCATION, HCPCS or ITEMS, select the item you want to edit at the Item prompt and change any of the following information about that item.

**Source:** This is the source for the item you are defining. Enter either (V)A or (C)ommercial at this prompt.

**Quantity:** This is the number of this item that you have on hand for this location. Enter a number between 0 and 999999.

The number in this field is updated automatically each time you receive a quantity of this item and enter that quantity using Receive Item from Supply, Vendor or Patient or whenever you issue this item to a patient and use one of the issue options.

**Total Cost of Quantity:** This is the total cost of the quantity on hand. E.g., if you have 10 packages of widgets and each package costs \$2, you would enter a total cost of \$20. You may enter either a number at this prompt or \$number.

This cost is automatically updated whenever the quantity is adjusted by you as described above in Quantity. Another field that is associated with these two prompts is Average Cost. The Average Cost is determined automatically in the background by the program from the entries in the Quantity and Total Cost of Quantity fields.

**Unit of Issue:** This describes how the item will be routinely issued/dispensed to eligible beneficiaries as a matter of policy, e.g., 3 each, 1 box, 2 bottles, etc.

**Vendor:** The specific vendor(s) from which the items are procured are identified by this prompt. It is useful for determining the source of the last procurement. Select a vendor for the item.

**Re-Order Level:** This is the number that signifies when an item should be re-ordered. Every night a job is run that looks at the quantity on hand and the re-order level for that item. If the quantity is **below** the re-order level for the item, a message is sent to alert members of the RMPR INVENTORY mail group.

**Detailed Inventory ID:** This is a free text (3- 70 characters) description of the item to better enable the user to select the correct item among similarly identified items, or where it may be found within the location.

At this point, the program returns you to the HCPCS prompt. If you have a second item to add to this HCPCS, select the same HCPCS or enter another HCPCS for this location.

## Prosthetic Inventory Main ... Delete Inventory Location

If you own the RMPRMANAGER key, a location can be deleted using this option. Deleting a location deletes all the HCPCS associated with that location. Deleting locations is recommended when you enter a location in error or the location has not been in use. If you want to delete a location that has been in use and has HCPCS associated with it, transfer those HCPCS items to another location using the option Transfer Stock Between Locations and then delete the location.

**Pros Location:** Select the location you want to delete. Enter a single "?" at this prompt to get a list of all possible locations. After entering a location, the following message appears:

```
This will DELETE all HCPCS and ITEMS under this LOCATION...  
Are you sure you want to DELETE this LOCATION (Y/N) ? N//
```

If you are sure this is the location you want to delete, enter "Y" to continue with the deletion.

## **Prosthetic Inventory Main ... Remove Item from Inventory**

Use this option to remove items from the inventory for a location. This removes the items from selection lists for editing purposes.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Entering "?" will bring up a list of sites. Select a site.

**Location:** Select a location from the list of locations for the site. (If you cannot find the location you want, and you are a multi-site facility, you may have selected the wrong site.)

**HCPCS:** This is the HCPCS you want to remove. Enter "???" to get a list of HCPCS for the selected location.

**Item:** This is the item you want to remove.

Note: Since a HCPCS must have at least one item associated with it, if you choose to remove an item that is the **only** item associated with the HCPCS, the HCPCS is also removed from this location. If only one location has this HCPCS, then the HCPCS is also removed from the Prosthetics Inventory.

Issuing stock down to 0 or a negative number **does not** remove the item from a location.

You will be asked " Are you sure you want to DEACTIVATE/REMOVE this item (Y/N)?"  
Enter YES to remove the item or NO to not remove the item.

## Prosthetic Inventory Main ... Order Item from Supply or Vendor

Whenever you order supplies, you should update the inventory using this option to show the quantity ordered. This option is for administrative record keeping only.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Pros Location:** Select a location from the list of locations for the site. (If you cannot find the location you want, and you are a multi-site facility, you may have selected the wrong site.)

**HCPCS:** This is the HCPCS that you are ordering.

**Item:** This is the item you are ordering.

**Quantity to Order:** This is the amount (a number between 0 and 99999) you are ordering.

Example of an order:

```
Select Pros Inventory Main Option: Order Item from Supply or Vendor
SITE: HINES IRMFO// <ret>

Ordering ITEM from Supply or Vendor....

Choose from:
  ROOM 202
  SUPPLY 499 STATION

Enter Pros Location:   ROOM 202

Select HCPCS to ORDER: A4366          OSTOMY BAG, REUSEABLE OR DRA      OSTOMY BAG,
REUSEABLE OR DRA
  A4366-1          OSTOMY BAG, REUSEABLE OR D/COMMERCIAL

Enter Item to ORDER: OSTOMY BAG, REUSEABLE OR D/COM  A4366-1          OSTOMY BAG,
REUSEABLE OR D/COMMERCIAL
Quantity to Order: 1
*** Item OSTOMY BAG, REUSEABLE OR D/COMMERCIAL was ordered....

Ordering ITEM from Supply or Vendor....
```

**Note: "Ordering ITEM from Supply or Vendor" means that you are letting the inventory package know that the item has been ordered.**

## **Prosthetic Inventory Main ... Receive Item from Supply, Vendor or Patient**

Whenever you receive supplies, you should update the inventory using this option to show the quantity received. After entry of the quantity, you will get a message showing the current balance. This is for administrative record keeping only.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Receiving Location:** Select the location that is gaining the stock from the list of locations for the site. (If you cannot find the location you want, and you are a multi-site facility, you may have selected the wrong site.)

**HCPCS:** This is the HCPCS that was received.

**Item:** This is the item that was received.

**Quantity:** This is the amount (a number between 0 and 99999) received.

**Cost of Item:** This is the total cost (a number between 0 and 99999 with no \$) of the quantity received.

## **Prosthetic Inventory Main ... Transfer Stock Between Locations**

If you transfer stock from one location to another, update the inventory using this option. The item being transferred **must be an item in both locations**.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**From Location:** Select a location from the list of locations for the site. This is the location that lost the stock. (If you cannot find the location you want, and you are a multi-site facility, you may have selected the wrong site.)

**HCPCS to Transfer:** This is the HCPCS that was transferred.

**Item to Transfer:** This is the item that was transferred to the new location.

**Quantity to Transfer:** This is the amount (a number between 0 and 99999) transferred.

**Receiving Location:** This is the location that gained the stock. If you cannot enter the location at this prompt, check to see if the location receiving the stock has that stock item assigned to it.

**Receiving Item:** Select the item that was sent to the receiving location.

## **Prosthetic Inventory Main ... Reconcile Item Balance**

Use this option when your reports (Print Current Balance by Location or Print Current HCPCS Balance by HCPCS) show an item balance different from the actual physical count for a location. This option also allows you to update other item specific information. To use this option, you must own the RMPRMANAGER key.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Pros Location:** Select a location from the list of locations for the site. (If you cannot find the location you want, and you are a multi-site facility, you may have selected the wrong site.)

**HCPCS:** This is the HCPCS that needs to be balanced/updated.

**Item to Update:** This is the item that needs to be balanced/updated.

**Source:** This is either VA or commercial. Change the default answer if the source has changed.

**Quantity:** Enter the correct quantity, a number between 1 and 99999.

**Unit of Issue:** This describes how the item will be routinely issued/dispensed to eligible beneficiaries as a matter of policy, e.g., 3 each, 1 box, 2 bottles, etc. If the unit of issue has changed, enter it here.

**Detailed Inventory ID:** This is a free text entry that describes the item. If it has changed, edit this field. This is 3 - 70 characters in length.

## **Prosthetic Inventory Main ... Inventory Reports**

Use these options to help you to see what you have in your Prosthetics Inventory. You can also check employee lab issue statistics.

- Print VA Form 10-1210
- Print Current Item Balance by Location
- Print Employee Lab Issue Statistics
- Print Current HCPCS Balance by HCPCS

**Prosthetic Inventory Main ...**  
**Inventory Reports ...**  
**Print VA Form 10-1210**

This option is used to print VA Form 10-1210 covering a selected time period. It prints a record of stock movement (number issued, ordered, received) for all or selected HCPCS and items that are in Prosthetics Inventory over a specified date range. The report includes patients receiving the items, notes on updates to the HCPCS items, returns, cancellations, deactivations, etc., plus dollar amounts for HCPCS/items issued.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**HCPCS:** Enter each HCPCS you want covered in the report. The "Select HCPCS" prompt will continue to appear until you hit the <ret> key to bypass the prompt.

**Beginning Date:** This is the earliest date for the report. Enter a specific date for the period of interest or you may accept the default displayed.

**Ending Date:** This is the last day of the reporting period. Enter a specific date for the period of interest or you may accept the default of TODAY.

**Device:** Hit the <ret> key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

Example report for HCPCS A4565 below shows that 5 medium slings were added to the inventory. Two slings were issued (1 medium and 1 large costing 2.00 each for a total of 4.00). One medium sling was ordered with a balance of 4 medium slings and 4 large:

```

*** ISSUE and STOCK CONTROL RECORD - PROSTHETICS STOCK ITEMS *** Page: 1
                                station: HINES IRMFO
FEB 17, 1999 to FEB 17, 1999
-----
DATE      PATIENT          SSN  USER          QTY  QTY  QTY  SERIAL  BALANCE
-----  -
HCPCS: A4565      Item: SLING, ARM MEDIUM
02/17/99  **Note: Added/Updated by WILLIAMSON,CAND: (+5)          5
02/17/99  OHIO,JOE          0009 WILLIAMSON,C      1          4
02/17/99  **Note: Order from supply or vendor          1          4
-----
*** Dollar Value of Item Issued          =          2.00
HCPCS: A4565      Item: SLING, ARM LARGE
02/17/99  TEXAS,BARNEY      0007 DAYON,RAFE      1          4
-----
*** Dollar Value of Item Issued          =          2.00
*** Dollar Value of HCPCS Issued        =          4.00

```

**Prosthetic Inventory Main ...  
Inventory Reports ...  
Print Current Item Balance by Location**

This option is used to print the balances for available items by location.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Enter 'ALL' for all Locations or 'RETURN' to select individual Locations:** If you enter ALL at this prompt, every location in your Prosthetics Inventory will be covered by the report. Hit the <ret> key to select one or more specific locations.

**Device:** Hit the <ret> key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

Example:

*** PROSTHETICS INVENTORY BALANCE BY LOCATION ***							PAGE: 1	
Run Date: FEB 17, 1999			station: HINES IRMFO					
-----								
Location: ROOM 202								
HCPCS	ITEM	SRC	VENDOR	UNIT OF ISSUE	RE- ORDER LEVEL	AVG COST	CUR BAL	
----	----	---	-----	----	-----	-----	-----	
A4361	OSTOMY FACE PLATE/COMMERCIA	C	NELL	EA	1	5.00	2	
A4364	OSTOMY/CATH ADHESIVE/COMMER	C	NELL	EA	1	3.00	2	
A4366	OSTOMY BAG, REUSEABLE OR D/	C	NELL	EA	1	1.00	2	
A4367	OSTOMY BELT/COMMERCIAL	C	NELL	EA	1	5.00	2	
A4565	SLING, ARM EXTRA LARGE	C	NELL	EA	2	2.00	5	
A4565	SLING, ARM MEDIUM	C	NELL	EA	2	2.00	4	
A4565	SLING, ARM SMALL	C	NELL	EA	2	2.00	5	

**Prosthetic Inventory Main ...  
Inventory Reports ...  
Print Employee Lab Issue Statistics**

Use this option to print lab issue statistics for lab employees. This option uses the time spent (a Predetermined Lab Time for the HCPCS) and the employee salary to calculate labor cost for each item issued over a selected date range. Statistics of all lab employees or selected employees can be printed. To use this option, you must own the RMPRSUPERVISOR key.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Enter 'ALL' for all Lab Employees or 'RETURN' to select individual names:** If you enter ALL at this prompt, every lab employee will be covered by the report. Hit the <ret> key to select one or more specific employees.

**Beginning Date:** This is the earliest date for the report. Enter a specific date for the period of interest or you may accept the default displayed.

**Ending Date:** This is the last day of the reporting period. Enter a specific date for the period of interest or you may accept the default of TODAY.

**Device:** Hit the <ret> key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

Example report:

PROSTHETICS LAB ITEM SUMMARY BY EMPLOYEE				Page: 1	
JAN 18, 1999 to FEB 17, 1999					
-----					
Employee: DAYON, RAFE					
DATE	ITEM	HCPCS	TIME SPENT (hr)	LABOR COST	
----	----	----	-----	-----	
01/21/99	SLINGS/COMMERCIAL	A4565	0.25	7.84	
01/21/99	SLINGS/COMMERCIAL	A4565	0.25	7.84	
01/22/99	ELAS SUPRT STOCK BK MED WG/COMM	L8100	0.25	7.84	
01/22/99	SLINGS/COMMERCIAL	A4565	0.25	7.84	
01/22/99	ELAS SUPRT STOCK BK MED WG/COMM	L8100	0.25	7.84	
etc.....					
			-----	-----	
			***TOTALS =	5.00	156.78

**Prosthetic Inventory Main ...**  
**Inventory Reports ...**  
**Print Current HCPCS Balance by HCPCS**

This is a report of the number of items available in each location for selected HCPCS. It includes other information about the items, including source (VA or Commercial), vendor, unit of issue, re-order level and average cost. You may select individual HCPCS or all HCPCS.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Enter 'ALL' for all HCPCS or 'RETURN' to select individual HCPCS:** If you enter ALL at this prompt, every HCPCS item in your Prosthetics Inventory will be covered by the report. Hit the <ret> key to select one or more specific HCPCS items.

**Device:** Hit the <ret> key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

Example report:

*** PROSTHETICS INVENTORY BALANCE BY HCPCS ***								PAGE: 1	
Run Date: FEB 17, 1999				station: HINES IRMFO					
HCPCS	ITEM	SRC	LOCATION	VENDOR	UNIT OF ISSUE	RE- ORDER LEVEL	AVG COST	CUR BAL	
A4565	SLING, ARM EXTRA LAR	C	ROOM 202	NELL	EA	2	2.00	5	
A4565	SLING, ARM MEDIUM	C	ROOM 202	NELL	EA	2	2.00	4	
A4565	SLING, ARM SMALL	C	ROOM 202	NELL	EA	2	2.00	5	
A4565	SLINGS RED/COMMERCIA	C	SUPPLY 4	SUPPLY SERV	EA	4	2.00	28	
A4565	SLINGS/COMMERCIAL	C	SUPPLY 4	SUPPLY WARE	EA	2	3.33	18	
A4565	SLINGS/VA	V	SUPPLY 4	SUPPLEMENTA	EA		0.00	28.5	
Total A4565 balance =								88.5	



## 4. Issuing Stock

### Administrative Stock Issue

#### Stock Issues Menu

#### Enter Lab Issue from Stock

Whenever stock is issued to a patient, use this option to enter the information. This option also gives you access to screen #4 of the patient's 10-2319, for an overall list of all appliances/repairs purchased for the patient.

#### Edit Lab Issue from Stock

Use this option whenever you want to edit/change the stock issue information already entered.

If you are in the middle of entering or editing the following information for a lab issue, and you want to exit (get out) of the option, enter "^" until you are returned to the menu.

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Prosthetic Patient:** Enter the name of the patient in the usual manner, i.e., last name <comma> first initial of first name, or first initial of last name plus last 4 numbers of the patient's social security number, or the full social security number without hyphens. This prompt only appears when you are first entering lab issue from stock (Enter Lab Issue from Stock).

**Prosthetic 2529-3 Date:** Entering either the date of the issue, the patient's name, or last four numbers of the work order will bring up the record or a list of records. This prompt only appears when you are editing a record (Edit Lab Issue from Stock).

Once you select a record to edit, a summary of the request appears so that you may verify that it is the record you want to edit. Note: In the following example, each item issued is labeled as coming from either PROS INVENTORY, GIP or OTHER. This same screen appears when you close out a record so that you may verify that it is the record you want to close.

REQUEST AND RECEIPT FOR PROSTHETIC APPLIANCES OR SERVICES				PAGE: 1
(Section I)				
VETERAN	WORK ORDER #	VENDOR	REQUESTOR	
WISC, CONRAD	000-99-1-0-0153	ORTHOTIC LAB	DAY, RANDY	
ORDERING STATION:	HINES ISC			
AUTHORITY: CFR 17.115		DATE REQUIRED: JAN 21, 1999		
ASSIGNED TO:		DATE ASSIGNED:		
1973	BEDPAN, DISPOSA HCPCS: E0320 *** GIP ***	1	INITIAL	SC/OP
12376	EYEGLASSES HCPCS: A9010 *** PROS INVENTORY ***	1	INITIAL	SC/OP
Would you like to Edit this Entry? YES//				

**Note: GIP only appears for those sites running the GIP.**

**2529-3 Disability Codes:** If you are entering a lab issue from stock, then you must associate a disability code with the item you are issuing. If you are editing a lab issue from stock, you may either bypass this prompt or edit the disability code(s).

**Service/Non-Service:** Enter Service Connected or Non-Service Connected. This distinction must be made with reference to the above disability code selection and is based upon the determination of whether or not the specific medical condition requiring the item is service connected or non-service connected.

**VA or Commercial Source:** This is the source you have indicated as posted on the 2319 record.

**Type of Transaction:** Is it a first time issue, a repair of a previous issue, a spare, or are you replacing a previous issue? Choose one of the following:

- INITIAL - I
- REPAIR - X
- SPARE - S
- REPLACE - R

**Patient Category:** Enter the patient's service connection and inpatient or outpatient status at the time the stock was issued. Choose one of the following:

- SC/OP
- SC/IP
- NSC/IP
- NSC/OP

**Special Category:** If the patient is NSC/OP then this prompt appears. Choose one of the following:

SPECIAL LEGISLATION

A&A

PHC

ELIGIBILITY REFORM

**Item:** This selection is the item you issued and is a choice from the Pros Item Master list.

**PSAS HCPCS:** This is the HCPCS that was issued to the patient.

**Sites not running the GIP:**

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If it is not in the Prosthetics Inventory, then the program takes you back to the Pros Item Master list from which you selected an item and only the patients 10-2319 is updated.

**Inventory Location:** This is the location from which you issued the item. If the item you entered can be found in more than one prosthetic location, then you will be asked to select the location.

**PSAS Item:** Whenever there is more than one PSAS item associated with a HCPCS, this prompt appears. Enter a single ? here to get a list of items, then select the item that was issued.

**Vendor:** This is the vendor for the item in the Prosthetics Inventory.

**Unit Cost:** This is the cost of the unit (i.e., 1 pair, 1 each, 1 box, etc.) for the stock issued from the Prosthetics Inventory.

Here's an example of what happens.

```
Select ITEM: ??

    This field is a pointer to the master item list of possible appliances. The
    master list is set up so that appliances fall into groups which are types of
    appliances.

Choose from:
...
12456          WHEELCHAIRS, LIGHTWEIGHT
12499          BATTERIES
12582          WHEELCHAIR, POWER
12603          SLINGS, HEMI ARM
...

Select ITEM: 12603          SLINGS, HEMI ARM
...OK? Yes// (Yes)
PSAS HCPCS: A4565          SLINGS

Choose from:
ROOM 202
SUPPLY 499 STATION

Enter Inventory LOCATION: ROOM 202
...OK? Yes// <RET> (Yes)
Enter PSAS Item: ??

Choose from:
1              A4565-5          SLING, ARM EXTRA LARGE
2              A4565-6          SLING, ARM MEDIUM
3              A4565-7          SLING, ARM SMALL

Enter PSAS Item: 2 A4565-6          SLING, ARM MEDIUM
...OK? Yes// <RET> (Yes)
VENDOR: NELL//          956-6070 NO. 2
ORDERING ADDRESS: 2125 ESTES
ELK GROVE VILLAGE, IL 60007
UNIT COST: 2.00// 2.00
```

### Sites running the GIP:

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If your entry is not in the Prosthetics Inventory, the prompt "Select Generic Inventory Inventory Point" will appear. Your entry here updates the GIP.

**Vendor:** If the item was found in the Prosthetics Inventory, then this is the vendor from that inventory for that item. If the item is from the GIP, then the vendor is the vendor for the item in the GIP.

**Unit Cost:** This is the cost of the unit (i.e., 1 pair, 1 each, 1 box, etc.) for the stock issued either from the Prosthetics Inventory or the GIP.

**Qty:** This is the number of units issued. This quantity updates either the Prosthetics Inventory or the GIP.

**Serial Number:** If there is a serial number for the stock issued, it can be entered here. This prompt can be bypassed.

**Remarks:** This is a word processing field to enter detailed information for this work request.

After entering or editing the request, you may do any of the following:

1. Review the Request and Receipt for Prosthetic Appliances or Services, ADP FORM 2529-3.
2. Post the request. This updates the patient's 10-2319 and assigns an Orthotic work order number.
3. Print the 2529-3.
4. View existing suspense records.



2	A4565-6	SLING, ARM MEDIUM
3	A4565-7	SLING, ARM SMALL
Enter PSAS Item: 2 A4565-6 SLING, ARM MEDIUM		
...OK? Yes// <RET> (Yes)		

**Vendor:** This is the vendor for the item in the Prosthetics Inventory.

**Sites running the GIP:**

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If your entry is not in the Prosthetics Inventory, you will be prompted to select a Generic Inventory Point. Your entry here updates the GIP.

**Vendor:** If the item was found in the Prosthetics Inventory, then this is the vendor from that inventory for that item. If the item is from the GIP, then the vendor is the vendor for the item in the GIP.

**Unit Cost:** This is the cost of the unit (i.e., 1 pair, 1 each, 1 box, etc.) for the stock issued either from the Prosthetics Inventory or the GIP.

**Type of Transaction:** Is it a first time issue, a repair of a previous issue, a spare, or are you replacing a previous issue? Choose one of the following:

- INITIAL - I
- REPAIR - X
- SPARE - S
- REPLACE - R

**Patient Category:** Enter the patient's service connection and inpatient or outpatient status at the time the stock was issued. Choose one of the following:

- SC/OP
- SC/IP
- NSC/IP
- NSC/OP

**Special Category:** If the patient is NSC/OP then this prompt appears. Choose one of the following:

- SPECIAL LEGISLATION
- A&A
- PHC
- ELIGIBILITY REFORM

**Unit Cost:** This is the cost of the unit for the stock issued. If the stock was from the Prosthetics Inventory, the cost for the item will appear here and may be edited. If the stock was

taken from the Generic Inventory, this prompt will only appear if there is no Unit Cost in the GIP for the selected stock.

**Qty:** This is the quantity issued. The entry here deducts from the quantities for the item in either the Prosthetics Inventory or the Generic Inventory.

**Serial Nbr:** This is the serial number (1 - 20 characters) of the stock item. This prompt can be bypassed.

**Lot Number:** This is the manufacturer's lot number (1 - 20 characters). This prompt can be bypassed.

**Remarks:** Enter any additional information here. This should be detailed information about the item or the closeout.

A summary of the stock issue appears on your screen. At this point you may post the entry, delete it, or review other records pending for this patient.

## Stock Issues Menu

### Edit/Delete Issue from Stock

Use this option to edit the patient's VAF 10-2319 to correct Issue From Stock errors, complete the issue, or delete the record.

You are asked for the following information:

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Patient:** Enter the name of the patient in the usual manner, i.e., last name <comma> first initial of first name, or first initial of last name plus last 4 numbers of the patient's social security number, or the full social security number without hyphens.

A summary of the stock issue appears so you may verify that this is the record you want. You may choose at this time to either Delete the transaction or edit it. If you choose to edit the transaction you are asked the following information.

**VA or Commercial Source:** This is the source either VA or Commercial.

**Item:** This selection is the item you issued and is a choice from the Pros Item Master list.

**PSAS HCPCS:** This is the HCPCS that was issued to the patient.

#### Sites not running the GIP:

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If it is not in the Prosthetics Inventory, then the program takes you back to the Pros Item Master list from which you selected an item and only the patients 10-2319 is updated.

**Inventory Location:** This is the location from which you issued the item. If the item you entered can be found in more than one prosthetic location, then you will be asked to select the location.

**PSAS Item:** Whenever there is more than one PSAS item associated with a HCPCS, this prompt appears. Enter a single ? here to get a list of items, then select the item that was issued.

Example:

```
Enter PSAS Item: ?

Choose from:
1           A4565-5      SLING, ARM EXTRA LARGE
2           A4565-6      SLING, ARM MEDIUM
3           A4565-7      SLING, ARM SMALL

Enter PSAS Item: 2 A4565-6      SLING, ARM MEDIUM
...OK? Yes// <RET> (Yes)
```

**Vendor:** This is the vendor for the item in the Prosthetics Inventory.

#### **Sites running the GIP:**

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If your entry is not in the Prosthetics Inventory, the prompt "Select Generic Inventory Inventory Point" will appear. Your entry here updates the GIP.

**Vendor:** If the item was found in the Prosthetics Inventory, then this is the vendor from that inventory for that item. If the item is from the GIP, then the vendor is the vendor for the item in the GIP.

**Unit Cost:** This is the cost of the unit (i.e., 1 pair, 1 each, 1 box, etc.) for the stock issued either from the Prosthetics Inventory or the GIP.

**Type of Transaction:** Is it a first time issue, a repair of a previous issue, a spare, or are you replacing a previous issue? Choose one of the following:

INITIAL - I  
REPAIR - X  
SPARE - S  
REPLACE - R

**Patient Category:** Enter the patient's service connection and inpatient or outpatient status at the time the stock was issued. Choose one of the following:

SC/OP  
SC/IP  
NSC/IP  
NSC/OP

**Special Category:** If the patient is NSC/OP then this prompt appears. Choose one of the following:

SPECIAL LEGISLATION

A&A

PHC

ELIGIBILITY REFORM

**Unit Cost:** This is the cost of the unit for the stock issued. If the stock was from the Prosthetics Inventory, the cost for the item will appear here and may be edited. If the stock was taken from the Generic Inventory, this prompt will only appear if there is no Unit Cost in the GIP for the selected stock.

**Qty:** This is the quantity issued. The entry here deducts from or adds to the quantities for the item in either the Prosthetics Inventory or the Generic Inventory.

**Delivery Date:** This date is automatically determined as the date the record was entered/created. The delivery date may be changed here.

**Serial Nbr:** This is the serial number (1 - 20 characters) of the stock item. This prompt can be bypassed.

**Lot Number:** This is the manufacturer's lot number (1 - 20 characters). This prompt can be bypassed.

**Remarks:** Enter any additional information here. This should be detailed information about the item or the closeout.

At this point you may post the entry or edit it again.

## Lab Stock Issue

### Process Form 2529-3 Menu Prosthetic Lab Menu

#### Issue from Stock (Lab Items)

Whenever stock is issued to a patient, this option is used to enter the information on the new stock issue and complete the request.

When a lab stock issue is completed/posted, the balance is updated in the Prosthetics Inventory and/or the GIP (when applicable). This option also gives you access to the patient's 10-2319, an overall list of all appliances/repairs provided to the patient.

#### Edit/Complete Issue From Stock

Use this option whenever you want to:

- Edit/change the stock issue information already entered.
- Cancel a 2529-3.
- Complete the Issuance from Stock.

Completing the lab stock issue updates the Prosthetics Inventory and/or GIP (when applicable).

If you are in the middle of entering or editing the following information for a lab issue, and you want to exit (get out) of the option, enter "^" until you are returned to the menu.

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Prosthetic Patient:** Enter the name of the patient that was issued stock. This prompt only appears when you are first entering lab issue from stock (Issue from Stock (Lab Items)).

**Prosthetic 2529-3 Date:** Entering either the date of the issue, the patient's name, or last four numbers of the work order will bring up the record or a list of records. This prompt only appears when you are editing a record (Edit/Complete Issue from Stock).

Once you select a record to edit, a summary of the request appears so that you may verify that it is the record you want to edit. Note: In the following example, each item issued is labeled as coming from either PROS INVENTORY, GIP, or OTHER. This same screen appears when you close out a record so that you may verify that it is the record you want to close.

REQUEST AND RECEIPT FOR PROSTHETIC APPLIANCES OR SERVICES				PAGE: 1
(Section I)				
VETERAN	WORK ORDER #	VENDOR	REQUESTOR	
BEST, CONRAD	499-99-1-0-0153	ORTHOTIC LAB	DAY, RANDY	
ORDERING STATION:	HINES ISC			
AUTHORITY: CFR 17.115			DATE REQUIRED: JAN 21, 1999	
ASSIGNED TO:			DATE ASSIGNED:	
1973	BEDPAN, DISPOSA HCPCS: E0320 *** GIP ***	1	INITIAL	SC/OP
12376	EYEGLASSES HCPCS: A9010 *** PROS INVENTORY ***	1	INITIAL	SC/OP
Would you like to Edit this Entry? YES//				

**Note: GIP only appears for those sites running the GIP.**

**2529-3 Disability Codes:** If you are entering a lab issue from stock, then you must associate a disability code with the item you are issuing. If you are editing a lab issue from stock, you may either bypass this prompt or edit the disability code(s).

**Service/Non-Service:** Enter Service Connected or Non-Service Connected. This distinction must be made with reference to the above disability code selection and is based upon the determination of whether or not the specific medical condition requiring the item is service connected or non-service connected.

**VA or Commercial Source:** This is the source you have indicated as posted on the 2319 record.

**Type of Transaction:** Is it a first time issue, a repair of a previous issue, a spare, or are you replacing a previous issue? Choose one of the following:

- INITIAL
- REPAIR
- SPARE
- REPLACE

**Patient Category:** Enter the patient's service connection and inpatient or outpatient status at the time the stock was issued. Choose one of the following:

- SC/OP
- SC/IP
- NSC/IP
- NSC/OP

**Special Category:** If the patient is NSC/OP then this prompt appears. Choose one of the following:

SPECIAL LEGISLATION  
A&A  
PHC  
ELIGIBILITY REFORM

**Item:** This selection is the item you issued and is a choice from the Pros Item Master list.

**PSAS HCPCS:** This is the HCPCS that was issued to the patient.

**Sites not running the GIP:**

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If it is not in the Prosthetics Inventory, then the program takes you back to the Pros Item Master list from which you selected an item and only the patients 10-2319 is updated.

**Inventory Location:** This is the location from which you issued the item. If the item you entered can be found in more than one prosthetic location, then you will be asked to select the location.

**PSAS Item:** Whenever there is more than one PSAS item associated with a HCPCS, this prompt appears. Enter a single ? here to get a list of items, then select the item that was issued.

**Vendor:** This is the vendor for the item in the Prosthetics Inventory.

**Unit Cost:** This is the cost of the unit (i.e., 1 pair, 1 each, 1 box, etc.) for the stock issued from the Prosthetics Inventory.

**Sites running the GIP:**

1. If you enter a HCPCS that is in the Prosthetics Inventory, then the Prosthetics Inventory will be updated by changing the remaining quantity of the item.
2. If your entry is not in the Prosthetics Inventory, the prompt "Select Generic Inventory Inventory Point" will appear. Your entry here updates the GIP.

**Vendor:** If the item was found in the Prosthetics Inventory, then this is the vendor from that inventory for that item. If the item is from the GIP, then the vendor is the vendor for the item in the GIP.

**Unit Cost:** This is the cost of the unit (i.e., 1 pair, 1 each, 1 box, etc.) for the stock issued either from the Prosthetics Inventory or the GIP.

**Qty:** This is the number of units issued. This quantity updates either the Prosthetics Inventory or the GIP.

**Serial Number:** If there is a serial number for the stock issued, it can be entered here. This prompt can be bypassed.

**Remarks:** This is a word processing field to enter detailed information for this work request.

After entering or editing the request, you may do any of the following:

1. Review the Request and Receipt for Prosthetic Appliances or Services, ADP FORM 2529-3.
2. Post the request. This updates the patient's 10-2319 and assigns a work Orthotic order number.
3. Print the 2529-3.
4. Complete the stock issue.
5. View existing suspense records.

**Process Form 2529-3 Menu**  
**Prosthetic Lab Menu**

**Lab Stock Issue Pending Completion**

This is a new option under the Prosthetic Lab menu within the Process Form 2529-3 menu. It provides a listing of those records that are still pending including the number of days they have been open.

**Site:** This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

**Device:** Hit the <ret> key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

**Process Form 2529-3 Menu  
Prosthetic Lab Menu**

**Cancel Completed Lab Stock Issue**

Use this option to cancel a completed Lab Stock Issue. This option marks the 2529-3 as DELETED, deletes the entry in the patient's 10-2319, and updates the quantity on hand for the Prosthetics Inventory or GIP.

**Prosthetic 2529-3 Date:** Enter the date, the patient name in the usual manner, or the last four numbers of the work order to obtain the record or a list of records.

Once you select a record, the Job Record Section of the 2529-3 is displayed and you are asked if you would like to cancel the entry.

JOB RECORD SECTION		PAGE: 1		
(To be completed by VA Shop or Clinic only)				
VETERAN	CLAIM #	WARD	SSN	WORK ORDER #
-----	-----	-----	-----	-----
ACBZ,RICHARD L	17586333		000434620	499-99-2-0-0049
-----	-----	-----	-----	-----
DATE ASSIGNED: FEB 11, 1999		ASSIGNED TO: DAYON,RAFE		
-----	-----	-----	-----	-----
JOB#: (1)	ITM#: 12582	WHEELCHAIR, POWER	DATE MEASURED:	
DATE COMPLETED: 2/11/99	COMPLETED BY: DAYON,RAFE	CHECKED BY:		
-----	-----	-----	-----	-----
DATE: 2/11/99	DAYON,RAFE	HRS .25	RATE: 31.34	TOTAL: 7.84
MATERIALS: WHEELCHAIR, POWER	1		35.00	TOTAL: 35.00
-----	-----	-----	-----	-----

Would you like to CANCEL this Entry? NO//

If you cancel the entry, the program lists the item(s) and the quantity returned to the inventory.



## 5. Glossary

Detailed Inventory ID	A description of the item and/or where it can be found within a location.
GIP	Generic Inventory Package.
HCPCS	Healthcare Financing Administration Common Procedure Coding System. A code that represents an item or service.
Location	A specific area that contains prosthetic stock.
Patient Category	The patient's service connection and patient status: SC/OP SC/IP NSC/IP NSC/OP
PSAS Item	An item that can be issued to a patient. There may be multiple PSAS items associated with one HCPCS: 1 - Sling, arm extra large 2 - Sling, arm medium 3 - Sling, arm small
Re-order Level	A level at which time a stock item should be re-ordered. A mailman message will appear daily indicating the re-order level has been reached.
Source	The distribution for the stock, either VA or Commercial.
Type of Transaction	A first time issue, a repair of a previous issue, a spare, or a replacement of a stock item: Initial = I Repair = X Spare = S Replace = R
Unit of Issue	How the item is issued, e.g., box, each, bottle, etc.
Vendor	The company from which the item is purchased.



## 6. Index

- Add Inventory LOCATION, HCPCS or ITEMS, 1-1, 2-1, 3-2
  - adding HCPCS/items, 3-2
  - adding prosthetic locations, 3-2
  - package implementation, 2-1
  - populating the inventory, 3-2
- Cancel Completed Lab Stock Issue, 1-4, 4-17
- correcting the inventory, 2-1
- Delete Inventory Location, 3-5
- Edit Inventory LOCATION, HCPCS or ITEMS, 1-1, 2-1
  - changing items, 3-2
- Edit Lab Issue from Stock, 1-4, 4-1
- Edit/Complete Issue From Stock, 1-4, 4-12
- Edit/Delete Issue, 1-4
- Edit/Delete Issue from Stock, 1-4, 4-9
- Enter Lab Issue from Stock, 1-3, 4-1
- GIP, 1-4, 4-2, 4-6, 4-12, 4-13
  - sites not running, 4-3, 4-6, 4-9, 4-14
  - sites running, 4-4, 4-7, 4-10, 4-14
- HCPCS, 1-3, 1-4, 3-1, 3-3, 4-3
  - adding to inventory, 3-2
  - deleting with a location, 1-1
  - list of prosthetics HCPCS, 8-1
  - removing single items, 3-6
- IFCAP, 1-1
- inventory
  - maintenance, 3-1
  - population of, 2-1
- Inventory Reports, 1-3, 3-11
- Inventory Task Balance Check, 2-1
- Inventory Task Balance Check message, 2-3
- Issue From Stock, 1-4, 4-6
- Issue from Stock (Lab Items), 1-4, 4-12
- items, 1-3, 3-1
  - adding to inventory, 3-2
  - defining, 3-3
  - editing/changing, 3-3
  - entering multiple, 3-3
  - new, 2-1
  - removing, 2-1
  - re-order level, 2-1
- Lab Stock Issue Pending Completion, 1-4, 4-16
- mail group, 2-3
- Order Item from Supply or Vendor, 1-1, 3-7
- Package implementation, 2-1

Print Current HCPCS Balance by HCPCS, 1-3, 3-15  
Print Current Item Balance by Location, 1-3, 3-13  
Print Employee Lab Issue Statistics, 1-3, 3-14  
Print VA Form 10-1210, 1-3  
Process Form 2529-3 Menu, 1-4, 4-12  
Pros Inventory Main menu, 1-1, 3-1  
    package maintenance, 2-1  
Prosthetic Clerk's Menu, 1-1, 3-1  
Prosthetic Lab Menu, 4-12  
prosthetic locations  
    adding new, 2-1  
Prosthetic Official's Menu, 1-1, 3-1  
Purchasing menu, 1-3  
Receive Item from Supply, Vendor or Patient, 1-2, 3-8  
Reconcile Item Balance, 1-3, 3-10  
Remove Item from Inventory, 1-1, 3-6  
    deactivating HCPCS/items, 3-2  
Re-Order Level, 3-4  
Stock Issues Menu, 1-3, 4-1  
Total Cost of Quantity, 3-3  
Transfer Stock Between Locations, 1-3, 3-9  
VA Form 10-1210, 1-1, 1-3, 3-11, 3-12  
VAF 10-2319, 4-6  
worksheet, 2-1, 7-1





## 8. Prosthetic HCPCS

Each of the following codes has a predetermined lab issuance time. That time along with the lab employee's salary are used to calculate labor cost for each item issued.

Note: In the future, if the Data Validation group inactivates a national HCPCS code, you will no longer be able to select the code for issuing items or services to patients. The code, however, will continue to appear on reports and you may also select the code using any of the Prosthetic Inventory Main Menu options.

### You can do a Lab Issuance for these HCPCS

A4500	BELOW KNEE SURGICAL STOCKING
A4565	SLINGS
A4637	REPL TIP CANE/CRUTCH/WALKER
E0100	CANE ADJUST/FIXED WITH TIP
E0110	CRUTCH FOREARM PAIR
E0112	CRUTCH UNDERARM PAIR WOOD
E0150	UNDERARM PAD, CRUTCH, REPLAC
E0151	HANDGRIP,CANE, CRUTCH, OR WA
E0152	TIP, CANE, CRUTCH, WALKER
E0191	PROTECTOR HEEL OR ELBOW
E0240	BATH AND TOILET AIDS
E0443	PORT 02 CONTENTS GAS/UNIT
K0108	OTHER ACCESSORIES
L0100	CERV CRANIOSTEN HELMET MOLD
L0120	CERV FLEXIBLE NON-ADJUSTABLE
L0140	CERVICAL SEMI-RIGID ADJUSTAB
L0172	CERV COL THERMPLAS FOAM 2 PI
L0190	CERV COLLAR SUPP ADJ CERV BA
L0370	TLSO A-P-L-ROTARY HYPEREXTEN
L0430	TLSO A-P-L W INTERFACE CUSTM
L0500	LSO FLEX SURGICAL SUPPORT
L0520	LSO A-P-L CONTROL WITH APRON
L0810	HALO CERVICAL INTO JCKT VEST
L0940	TORSO/POSTSURGICAL SUPPORT
L1660	HO ABDUCTION STATIC PLASTIC
L1680	PELVIC & HIP CONTROL THIGH C
L1810	KO ELASTIC WITH JOINTS
L1825	KO ELASTIC KNEE CAP
L1830	KO IMMOBILIZER CANVAS LONGIT
L1832	KO ADJ JNT POS RIGID SUPPORT
L1845	KO W/ ADJ FLEX/EXT ROTAT CUS
L1902	AFO ANKLE GAUNTLET
L1930	AFO PLASTIC
L2999	LOWER EXTREMITY ORTHOSIS, NOS
L3002	FOOT INSERT PLASTAZOTE OR EQ
L3003	FOOT INSERT SILICONE GEL EAC
L3010	FOOT LONGITUDINAL ARCH SUPPO
L3040	FT ARCH SUPRT PREMOLD LONGIT
L3050	FOOT ARCH SUPP PREMOLD METAT
L3216	ORTHOPED LADIES SHOES DPTH I
L3221	ORTHOPEDIC MENS SHOES DPTH I

L3230 CUSTOM SHOES DEPTH INLAY  
L3250 CUSTOM MOLD SHOE REMOV PROST  
L3253 SHOE MOLDED PLASTAZOTE CUST  
L3260 AMBULATORY SURGICAL BOOT EAC  
L3265 PLASTAZOTE SANDAL EACH  
L3310 SHOE LIFT ELEV HEEL/SOLE NEO  
L3332 SHOE LIFTS TAPERED TO ONE-HA  
L3420 FULL SOLE/HEEL WEDGE BTWEEN  
L3649 UNLIST PROC ORTH SHOE MODIF/  
L3660 ABDUCT RESTRAINER CANVAS&WEB  
L3700 ELBOW ORTHOSES ELAS W STAYS  
L3800 WHFO SHORT OPPONEN NO ATTACH  
L3908 WRIST COCK-UP NON-MOLDED  
L3930 FINGER EXTENSION WITH WRIST  
L3980 UPP EXT FX ORTHOSIS HUMERAL  
L3999 UPPER LIMB ORTHOSIS, NOS  
L4310 MULT-PODUS/EQ ORTH PREP MGMT  
L4350 PNEUMATIC ANKLE CNTRL SPLINT  
L4360 PNEUMATIC WALKING SPLINT  
L5450 POSTOP APP NON-WGT BEAR DSG  
L5662 SOCKET INSERT BK SILICONE GE  
L5667 SOCKET INSERT W LOCK LOWER  
L5674 BK LATEX SLEEVE SUSPENSION/E  
L5675 BK LATEX SLEEVE SUSP/EQ HVY  
L7510 PROSTHETIC DEVICE REPAIR REP  
L8100 ELAS SUPRT STOCK BK MED WGT  
L8120 ELASTIC SUPP STOCKNG BK SURG  
L8130 ELASTIC SUPP STOCKING AK MED  
L8150 ELASTIC SUPP STOCKNG AK SURG  
L8190 ELAS STOCKING LEOTARDS MED W  
L8210 ELASTIC STOCKING CUSTOM MADE  
L8230 ELASTICSTOCKING GARTER BELT  
L8300 TRUSS SINGLE W/ STANDARD PAD  
L8400 SHEATH BELOW KNEE  
L8410 SHEATH ABOVE KNEE  
L8417 PROS SHEATH/SOCK W GEL CUSHN  
L8420 SOCK WOOL BELOW KNEE  
L8430 SOCK WOOL ABOVE KNEE  
L8440 SHRINKER BELOW KNEE  
L8460 SHRINKER ABOVE KNEE