



**Prosthetics
View Billing Information (GUI)
User Manual**

Patch RMPR*3*96

Version 3.0

January 2005

Department of Veterans Affairs
VISTA Health System Design and Development (HSD&D)

Table of Contents

View Prosthetics Billing Information User Manual	1
Overview.....	1
Section 1 - For Billing Users.....	2
Access Main Menu Window.....	2
Section 2 – For Prosthetics Users	3
Log On Window for Prosthetics Users	3
Section 3 – View Billing Information Package.....	4
View Billing Information Main Window	4
Enter a Date Range	5
Display the Prosthetics Data	7
Change Data Display	8
View Site, Dates and Patient Data	9
View Insurance Information	10
View Coding Errors	11
View Item Information	12
View Quantity and Total Cost Data.....	13
View HCPCS and HCPCS Description Data.....	14
View ICD9 and ICD9 Description.....	15
View Disability Information	16
Section 4 - Printing.....	17
Print the View Prosthetics Billing Information Window.....	17
Section 5 – Saving.....	19
Save as an Excel File	19
Section 6 - Closing and Exiting.....	21
Exit the View Prosthetics Billing Information Window.....	21
Appendix A	22
Getting Help.....	22
Appendix B	23
Activate Section 508 Assistance.....	23

View Prosthetics Billing Information User Manual

Overview

Introduction

This **View Prosthetics Billing Information User Manual** is for Patch RMPR*3*96. This patch provides Prosthetics GUI (graphical user interface) windows for the **View Prosthetics Billing Information** feature.

The Prosthetics and Billing users will be able to do the following with this patch:

- Search for data and display data by a range of dates.
 - Sort and rearrange the view; display data in a custom view.
 - Print the display.
 - Convert the display into a Microsoft Excel file (for more complex sorting capabilities).
-

Audience

These Release Notes are geared towards two audiences. The **Vista Sign-on** window will appear with different functions according to which type of user is accessing the Billing information. The two audiences for this document and the **Vista Sign-on** window include:

- Billing users – Section 1
 - Prosthetics users – Section 2
-

Data displayed

The data that is displayed on the **View Prosthetics Billing Information** window includes the following:

- Site
 - Create Date
 - Delivery Date
 - Patient name
 - Social Security Number
 - Insurance
 - Coding Errors
 - Item Description
 - Quantity
 - Total Cost
 - HCPCS
 - HCPCS Description
 - ICD9
 - ICD9 Description
-

Section 1 - For Billing Users

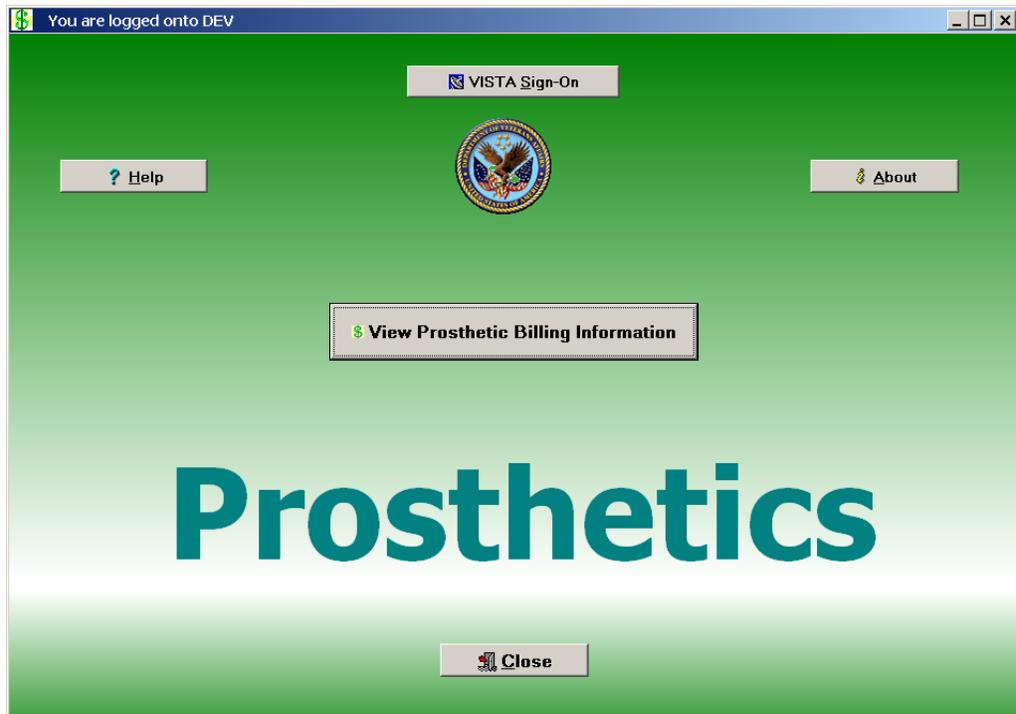
Billing Main Menu Window

Billing Main windows

Below is the **Prosthetics Main Menu** window where Billing users can first sign-on to VISTA (using the **Vista Sign-On** button) and then access the **View Prosthetics Billing Information** window. The Billing users will see a “*green dollar sign*” icon on the desktop to select the Prosthetics feature.

Note: Please see the **Prosthetics Main Menu User Manual** for more detail information regarding VISTA Sign-On instructions.

Prosthetics Main Menu



Billing button

Click the **View Prosthetics Billing Information** button and proceed to Section 3.

Section 2 – For Prosthetics Users

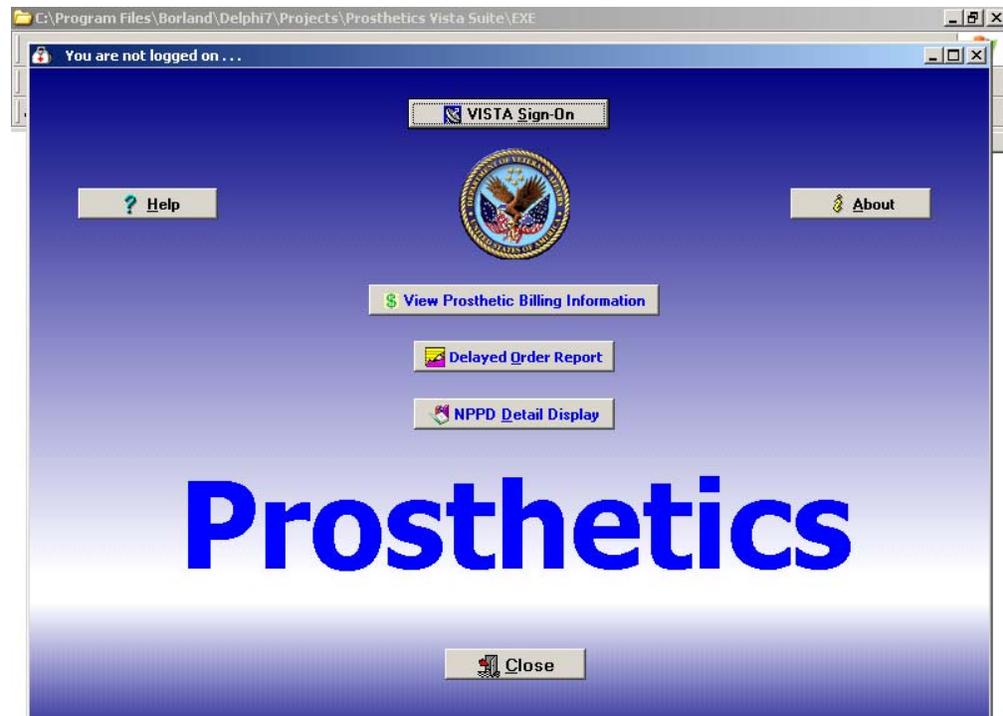
Prosthetics Main Menu Window

Prosthetics Main Menu Window

Below is the **Prosthetics Main Menu** window where Prosthetics users can sign-on to VISTA and then access the **View Prosthetics Billing Information** window. These users also have access to other Prosthetics features.

Note: To access this application, you will double click on the **Prosthetics VISTA Suite** (*medicine bag*) icon on desktop. Please see the **Prosthetics Main Menu User Manual** for more detailed VISTA Sign-on instructions.

Prosthetics Main Menu



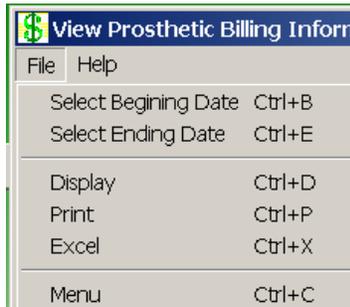
Billing button

Click the **View Prosthetics Billing Information** button and proceed to Section 3.

Enter a Date Range

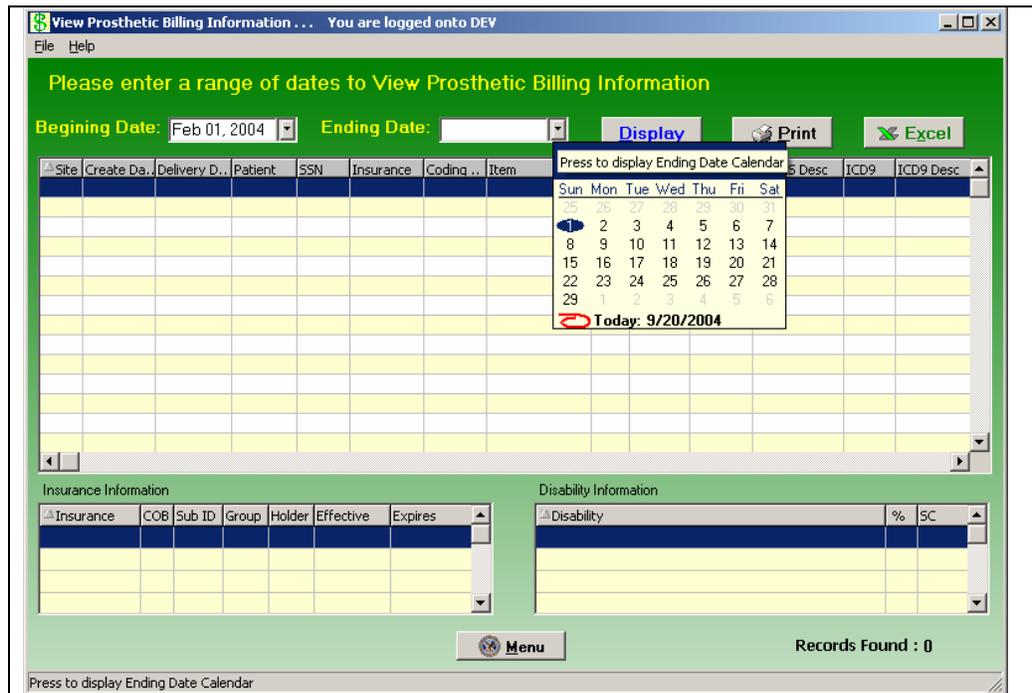
Date/Calendars After you have successfully signed on to VISTA, and the **View Prosthetic Billing Information** window appears, you must select the date range that you want to view. Enter a **Beginning Date** and an **Ending Date** by clicking on the drop-down list boxes next to the respective fields. A calendar displays as shown below.

Note: The software will sort by the **Create Date** field of the Prosthetics Purchase Order or Stock Issue. It does **not** sort by the **Delivery Date** field (the date paid).



Shortcut: Press the <Ctrl> key + key for the Beginning Date and the <Ctrl> key + <E> key for the Ending Date to display the respective calendars. You can also click the **File Menu** and the **Select Beginning Date** or **Select Ending Date** option from the list.

Calendar for date range selection



Continued on next page

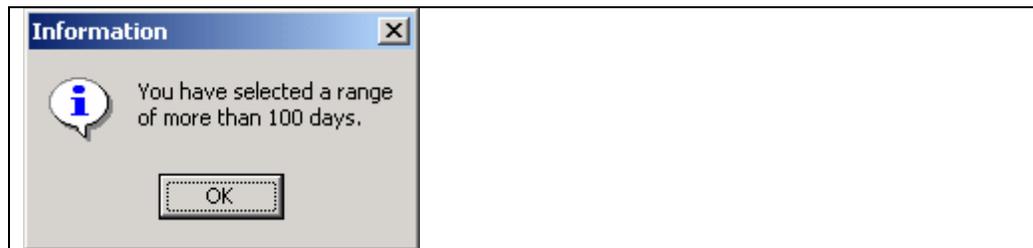
Enter a Date Range, Continued

Selecting a date range The calendars display with the current date circled in red shown at the bottom of the calendar. You can accept the current date by clicking on it. You can also change the date by the following methods:

Change the...	Description
Day	Click on the actual day of the week in the calendar.
Month	Click on the month at the top of the calendar to display a list of all months and select one from there. You can decrease or increase one month at a time by clicking the left or right arrows.
Year	Click on the year and an up and down arrow button displays for you to increase or decrease the year.

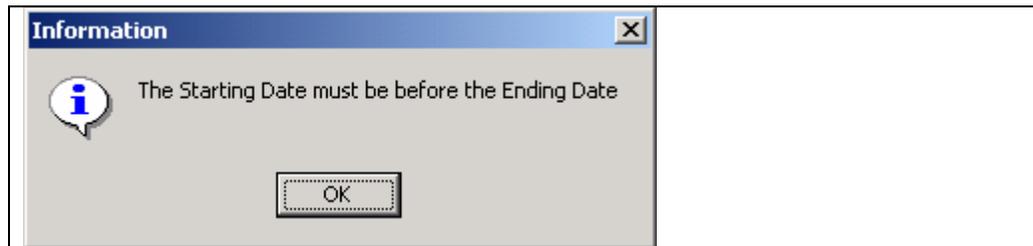
Number of Day Restrictions You are restricted to a date range of less than 100 days. If you select a date range outside of this 100 day parameter, the following dialog message box displays:

Date Range Message box



Start Date before End Date If you accidentally entered an incorrect date range, you will receive a warning message. For instance, if you enter a start date that is after the end date, the message below will display. Click the **OK** button and reselect your date range.

Start/End Date Message



Display the Prosthetics Data

Display the data

Once you have selected the date ranges, click the **Display** button to reveal the data within that date range. (You can also click the **File Menu** and the **Display** option.) A progress bar activates, and the button name changes to “*Searching*” while the system is retrieving records. (A long date range may result in a long search time.)

Recommendation: The larger the date range selected, the greater time it will take to search, sort, and display the data. We recommend that you sort by a short date range (5-10 days) and perform the sort early in the morning or later in the day when your VISTA system is less active.

Shortcut: Press the <Ctrl> key + <D> key.

View Prosthetics Billing Information

View Prosthetic Billing Information ... You are logged onto SSCSI

Please enter a range of dates to View Prosthetic Billing Information

Beginning Date: Jan 01, 2004 Ending Date: Mar 15, 2004 [Display] [Print] [Excel]

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	009-38-	*MEDICARE		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTX,JI	060-25-	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXEYTX,JI	060-25-	*MEDICARE		~R~	4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT,AA	300-24-	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXTHWE,C	264-28-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	019-33-	NO HEALTH		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	019-33-	NO HEALTH		~R~	1	3.50	E0431	PORTABLE GAS		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTH		ELASTIC SUPPO	34	45.10	L8239	ELASTIC SUPPL		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTH		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTH		BLANKET	13	864.86	L8239	ELASTIC SUPPL		
BAY PI	1/19/2004		BXMAXPTE	307-03-	*NO HEALTH		ELASTIC SUPPO	2	25.12	L8239	ELASTIC SUPPL		
BAY PI	1/19/2004	1/19/2004	KLRHU,PD	713-00-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/19/2004	1/19/2004	KLRHU,PD	713-00-	NO HEALTH		~R~	7	28.00	E0443	PORT 02 CONT		
BAY PI	1/19/2004	1/19/2004	KHLVISTX,	031-00-	*MEDICARE		~R~	10	40.00	E0443	PORT 02 CONT		

Insurance Information

Insurance	COB	Sub ID	Group	Holder	Effective	Expires
MEDICARE (WNI		551-26	33488	PATIEN	00/00/1989	
NO HEALTH INSI			38118	PATIEN	02/14/2002	02/14/2002

Disability Information

Disability	%	SC
POST-TRAUMATIC STRESS DISORDER	100	YES
KNEE CONDITION	30	YES
SEPTUM, NASAL, DEVIATION OF	0	YES
CONDITION OF UPPER DIGESTIVE SYSTEM	0	YES

[Menu] Records Found : 1255

Click on Header to SORT or MOVE

Change Data Display

Changing the display of the data...

You can manipulate the layout of the view in the **View Prosthetics Billing Information** window for both viewing as well as printing purposes as follows:.

- To enlarge a column, click and drag a cell border.
 - To sort on any column, click on the header to sort it in ascending order.
 - If you click on the same column again, it will sort it in descending order.
-

Refresh data

If you have changed the sort order, you can refresh your data by clicking the **Display** button again.

Note: Refresh does not reset any column resizing that has been done.

View Column Descriptions - Site, Dates and Patient Data

Site The **Site** column displays the VA facility where the veteran was treated and where the Prosthetics transaction was created.

Create Date The **Create Date** is the date the transaction (Purchase Order or Stock Issue) was created and posted to the Prosthetic veteran's record (2319).

Delivery Date If the **Delivery Date** field is blank, this indicates that Prosthetics has **NOT** paid the item; therefore an assumption is made that the veteran may not have received the item.

The **Delivery Date** is **not** the date the veteran received the item; it is technically the date the Purchase Order was closed or the date the Stock Issue transaction was posted to the 2319.

Patient The **Patient** column contains the veteran's last name and first name. Only Non-Service Connected transactions display for the requested date range.

SSN The **SSN** column displays the patient's Social Security Number (SSN).

Column Headers

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GLUHYJE, SI	009-38-1	*MEDICARE			9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTX, I	060-25-1	*MEDICARE Alert HCP	~R~		1	49.00	E1401	OXYGEN CON		
BAY PI	1/13/2004	1/13/2004	CXEYTX, I	060-25-1	*MEDICARE	~R~		4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT, AA	300-24-1	*MEDICARE Alert HCP	~R~		1	49.00	E1401	OXYGEN CON		
BAY PI	1/13/2004	1/13/2004	CXTHWE, C	264-28-1	NO HEALTH Alert HCP	~R~		1	49.00	E1401	OXYGEN CON		
BAY PI	1/14/2004	1/14/2004	ALJELY, JH,	019-33-1	NO HEALTH	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/14/2004	1/14/2004	ALJELY, JH,	019-33-1	NO HEALTH	~R~		1	3.50	E0431	PORTABLE GAS		

View Column Description - Insurance Information

Insurance for a patient

The **Insurance** column displays health insurance information from the patient's VISTA record.

If there is no health insurance information in the patient's VISTA record, it displays "*Nothing Found*" in the **Insurance** column.

If health insurance displays, then the most recent insurance entered into the patient's VISTA record will display.

Insurance column

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GLHYJE, SI	009-38-1	*MEDICARE		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYXY, I	060-25-1	*MEDICARE Alert HCP		~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXEYXY, I	060-25-1	*MEDICARE		~R~	4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT, AA	300-24-1	*MEDICARE Alert HCP		~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXTHWE, C	264-28-1	NO HEALTH Alert HCP		~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/14/2004	1/14/2004	ALJELYJH, I	019-33-1	NO HEALTH		~R~	9	36.00	E0443	PORT 02 CONT		

Asterisk

If there is an asterisk (*) in the **Insurance** column, this indicates that there is more than one insurance listed for the patient. If there is no asterisk (*), then there is only ONE insurance listed for the patient in the VISTA record.

Click on that line item to display the insurance information in the box below.

Sorting Tip

You can sort on the column headers within the **Insurance Information** box to group items together for easier review. For instance, you can click on the **Effective date** column or **Expires date** column headers, and this will group items for reviewing the most recent insurance.

Effective date column sorted

Insurance	COB	Sub ID	Group	Holder	Effective	Expires
HUMANA HEALTH P		515-41-	18	PATIEN	02/01/2001	
MEDICARE (WNI		572-16-	33488	PATIEN	11/01/1997	
MEDICARE (WNI		836-65-	43745	PATIEN	11/01/1997	
UNITED HEALTH			39164	PATIEN	11/01/1997	12/31/1998

Disability	%	SC
BRONCHITIS, CHRONIC	100	YES
SCARS	0	YES
NEUROSIS, DYSTHYMIC DISORD	10	YES

Records Found : 1255

View Column Descriptions - Coding Errors

Coding Errors The **Coding Errors** column is to alert Billing users of a *possible* error. Errors could be any of the following:

- Inactive HCPCS
- Inactive ICD-9 codes
- Use of VA unique HCPCS codes.

The **Coding Errors** column checks the HCPCS code to see if it was valid at the time of service, and if not, then the word “HCPCS” is shown in red as well as the “HCPCS Description” is shown in red. This also applies to the inactive ICD9 Codes.

Example: If there is a red HCPCS displayed in the **HCPCS** column, then the **Coding Errors** column will display “**Alert HCPCS**” for Prosthetics or Billing users. This will provide a mechanism to alert users to review this billing information.

Coding Column

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	009-38-1	*MEDICARE	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTY,JI	060-25-1	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXFVYX,JI	060-25-1	*MEDICARE		~R~	4	16.00	F0443	PORT 02 CONT		

Sorting Tip

You can sort on the **Coding Errors** column by clicking the column header to group items for review.

View Column Descriptions - Item Information

Item definition The **Item** column displays an Item or appliance kept in the Pros Master Item file. This column displays the IFCAP Item description of the Item issued to the Veteran.

~R~ in the Item column An “~R~” displayed in the **Item** column represents a **Repair** item. The **HCPCS Description** column should explain what was being repaired.

The **Item** column is the “*Brief Description*” entry that is printed on the purchase order transaction and appears on the 2319 record. The *Brief Description* is entered to define the item.

Tip: You can sort on the Item column by clicking the column header to group items to review all Repair items together.

Item column sorted – Repair items grouped together

Please enter a range of dates to View Prosthetic Billing Information

Beginning Date: Jan 01, 2004 Ending Date: Mar 15, 2004 [Display] [Print] [Excel]

Site	Create Da..	Delivery D..	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C..	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTHI		BLANKET	13	864.86	L8239	ELASTIC SUPPI		
BAY PI	1/19/2004		BXMAXPTE	307-03-	*NO HEALTHI		ELASTIC SUPPOR	2	25.12	L8239	ELASTIC SUPPI		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTHI		ELASTIC SUPPOR	34	45.10	L8239	ELASTIC SUPPI		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTHI		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/13/2004		JALN,JXN	464-00-	*HUMANA H		PURPLE BAG	33	625.35	L8239	ELASTIC SUPPI		
BAY PI	1/13/2004		JALN,JXN	464-00-	*HUMANA H		PURPLE BLANKET	29	5771.00	L8239	ELASTIC SUPPI		
BAY PI	1/13/2004		JALN,JXN	464-00-	*HUMANA H		PURPLE KNEE BR	87	5842.05	L1800	KNEE ORTHOS		
BAY PI	1/8/2004	1/8/2004	BDYFTSXY	211-04-	No Insuranc	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/8/2004	1/8/2004	BDZKAH,C	272-24-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/8/2004	1/8/2004	BDZKAH,C	272-24-	NO HEALTH		~R~	4	16.00	E0443	PORT 02 CONT		
BAY PI	1/8/2004	1/8/2004	BDZKLA,A	458-14-	*NO HEALTHI	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/8/2004	1/8/2004	BDZKLA,A	458-14-	*NO HEALTHI		~R~	10	40.00	E0443	PORT 02 CONT		
BAY PI	1/9/2004	1/9/2004	CXEYTYX,	289-30-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/9/2004	1/9/2004	CXEYTYX,	289-30-	NO HEALTH		~R~	16	64.00	E0443	PORT 02 CONT		

View Column Descriptions - Quantity and Total Cost Data

Qty column

The **Quantity** column provides the number issued of that Item to the veteran. This is the quantity based on purchasing (not units).

Note: For Home Oxygen, it is a payment unit not a billing unit.

Column headers

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding...	Item	Qty	Total C...	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	009-38-	*MEDICARE		~R~	9	36.00	E0443	PORT O2 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTY,JI	060-25-	*MEDICARE Alert HCP		~R~	1	49.00	E1401	OXYGEN CON		
BAY PI	1/13/2004	1/13/2004	CXFYTY,JI	060-25-	*MEDICARE		~R~	4	16.00	F0443	PORT O2 CONT		

Total Cost column

The **Total Cost** column represents the cost of the issue.

View Column Descriptions - HCPCS and HCPCS Description Data

HCPCS definition

The HCPCS acronym stands for Healthcare Financing Administration Common Procedure Coding System. The HCPCS code represents an item or service. The Prosthetics staff selects the HCPCS code when the transaction was created.

Red HCPCS

If the HCPC Code and HCPCS Description in the **HCPCS** and **HPCPS Description** columns are red, that represents a HCPCS Code that has a coding error as defined by an Inactive HCPCS.

This provides an alert to Prosthetics and Billing users as this will affect billing information.

Column headers

Site	Create Date	Delivery Date	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	009-38-1	*MEDICARE	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYXY,I	060-25-1	*MEDICARE Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXEYXY,I	060-25-1	*MEDICARE	~R~		4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT,AA	300-24-1	*MEDICARE Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXTHWE,C	264-28-1	NO HEALTH Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	019-33-1	NO HEALTH	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	019-33-1	NO HEALTH	~R~		1	3.50	E0431	PORTABLE GAS		
BAY PI	1/16/2004		BXMAXPTE	307-03-1	*NO HEALTH		ELASTIC SUPPOR	34	45.10	L8239	ELASTIC SUPPH		
BAY PI	1/16/2004		BXMAXPTE	307-03-1	*NO HEALTH		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/16/2004		BXMAXPTE	307-03-1	*NO HEALTH		BLANKET	13	864.86	L8239	ELASTIC SUPPH		
BAY PI	1/19/2004		BXMAXPTE	307-03-1	*NO HEALTH		ELASTIC SUPPOR	2	25.12	L8239	ELASTIC SUPPH		

Asterisk in HCPCS column and Calculation Flag

If there is an asterisk in the **HCPCS** column, this indicates that there is a calculation flag.

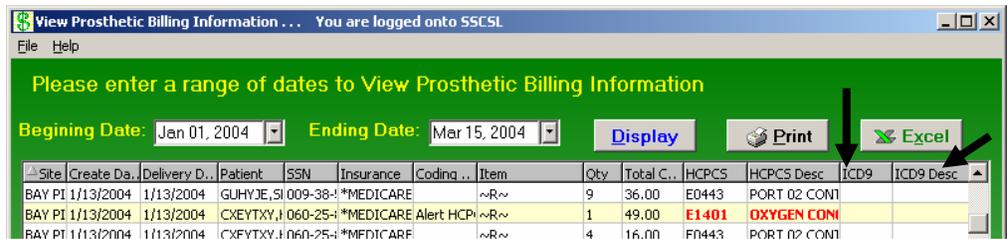
A calculation flag determines whether or not a HCPCS is used as a Main Component to display the entire cost of a purchase, when multiple items within the purchase make up a whole (e.g., when purchasing a limb or surgical implants).

View Column Descriptions - ICD9 and ICD9 Description

ICD9 definition International Classification of Diseases (Ninth Revision) -A coding system designed by WHO, (World Health Organization). ICD-9-CM is the official system of assigning codes to diagnoses and procedures associated with hospital utilization in the United States.

The ICD –9 is used to code and classify mortality data from death certificates. VOLUMES 1-2 contain diagnosis and procedures. VOLUME 3 is used for statistical, research and re-imbursement purposes.

Column headers



ICD9 Code Selection

This code is selected by the prescribing clinician when the Prosthetic consult is created.

View Column Descriptions - Disability Information

Disability Information

If the patient has disability information, it will automatically be displayed in the **Disability Information** box in the bottom of the window.

If a patient is selected without any disability information, the **Disability Information** box at the bottom of the window will display “*Nothing Found.*”

Disability sample

View Prosthetic Billing Information ... You are logged onto SSCSL

Please enter a range of dates to View Prosthetic Billing Information

Beginning Date: Jan 01, 2004 Ending Date: Mar 15, 2004 Display Print Excel

Site	Create Date	Delivery Date	Patient	SSN	Insurance	Coding	Item	Qty	Total C..	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	009-38-	*MEDICARE	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTX,JI	060-25-	*MEDICARE Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXEYTX,JI	060-25-	*MEDICARE	~R~		4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT,AA	300-24-	*MEDICARE Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXTHWE,C	264-28-	NO HEALTH Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/14/2004	1/14/2004	ALJELY,JH,	019-33-	NO HEALTH	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/14/2004	1/14/2004	ALJELY,JH,	019-33-	NO HEALTH	~R~		1	3.50	E0431	PORTABLE GAS		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTH		ELASTIC SUPPOR	34	45.10	L8239	ELASTIC SUPPI		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTH		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTH		BLANKET	13	864.86	L8239	ELASTIC SUPPI		
BAY PI	1/19/2004		BXMAXPTE	307-03-	*NO HEALTH		ELASTIC SUPPOR	2	25.12	L8239	ELASTIC SUPPI		
BAY PI	1/19/2004	1/19/2004	KLRHU,PD	713-00-	NO HEALTH Alert HCP	~R~		1	49.00	E1401	OXYGEN CONI		
BAY PI	1/19/2004	1/19/2004	KLRHU,PD	713-00-	NO HEALTH	~R~		7	28.00	E0443	PORT 02 CONT		
BAY PI	1/19/2004	1/19/2004	KHUYISTX,	031-00-	*MEDICARE	~R~		10	40.00	E0443	PORT 02 CONT		

Insurance Information

Insurance	COB	Sub ID	Group	Holder	Effective	Expires
MEDICARE (WNF)		551-26-	33488	PATIE	00/00/1989	
NO HEALTH INSI			38118	PATIE	02/14/2002	02/14/2002

Disability Information

Disability	%	SC
POST-TRAUMATIC STRESS DISORDER	100	YES
KNEE CONDITION	30	YES
SEPTUM, NASAL, DEVIATION OF	0	YES
CONDITION OF UPPER DIGESTIVE SYSTEM	0	YES

Menu Records Found : 1255

Click on Header to SORT or MOVE

Section 4 - Printing

Print the View Prosthetics Billing Information Window

Print the data

You can print the **View Prosthetics Billing Information** data after you have finished your sort by column heading. Click the **Print** button to send this information to your local printer, and click **OK** on the **Print** dialog box. (You can also click the **File** Menu and the **Print** option.)

Note: The layout of the print will be the same as the display. You can select a specific printer to print the **View Prosthetics Billing Information** window.

Change to Landscape

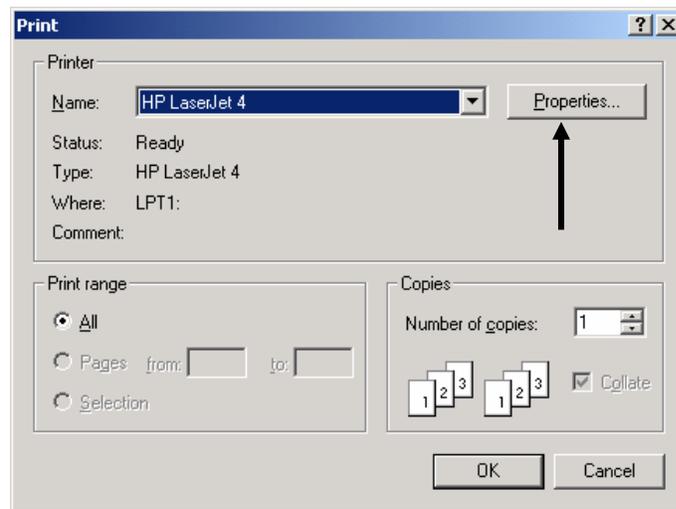
Recommendation: You should change the format of the printout from *Portrait* to *Landscape* to print all the columns on the same page.

Steps

To change the print format, follow these steps:

Step	Action
1	Click the Print button on the View Prosthetics Billing Information window.
2	Click the Properties button (to the right of the Name field) on the Print dialog box. Continue to the next page. Shortcut: Press the <Alt> key + <P> key.

Print dialog box



Continued on next page

Print the View Prosthetics Billing Information Window, Continued

Layout Tab

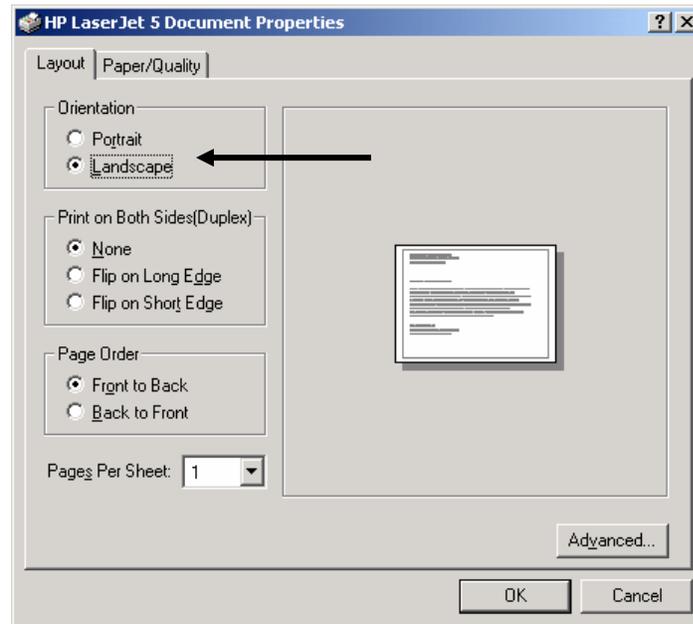
You can change the format of the printout from the standard *Portrait* format to *Landscape* on the **Layout** tab.

Steps (continued)

To continue to change to the Landscape format, follow these steps:

Step	Action
3	Click the Layout tab on the Properties dialog box (usually shown as a default view).
4	Click the Landscape radio button to change the format. Shortcut: Press the <Alt> key + <L> key.
5	Click OK or press <Enter.>

Landscape Radio button



Last step

When you return to the **Print** dialog box, click **OK** again, and it will print your output. You can print multiple copies if necessary.

Section 5 – Saving

Save as an Excel File

Excel Button

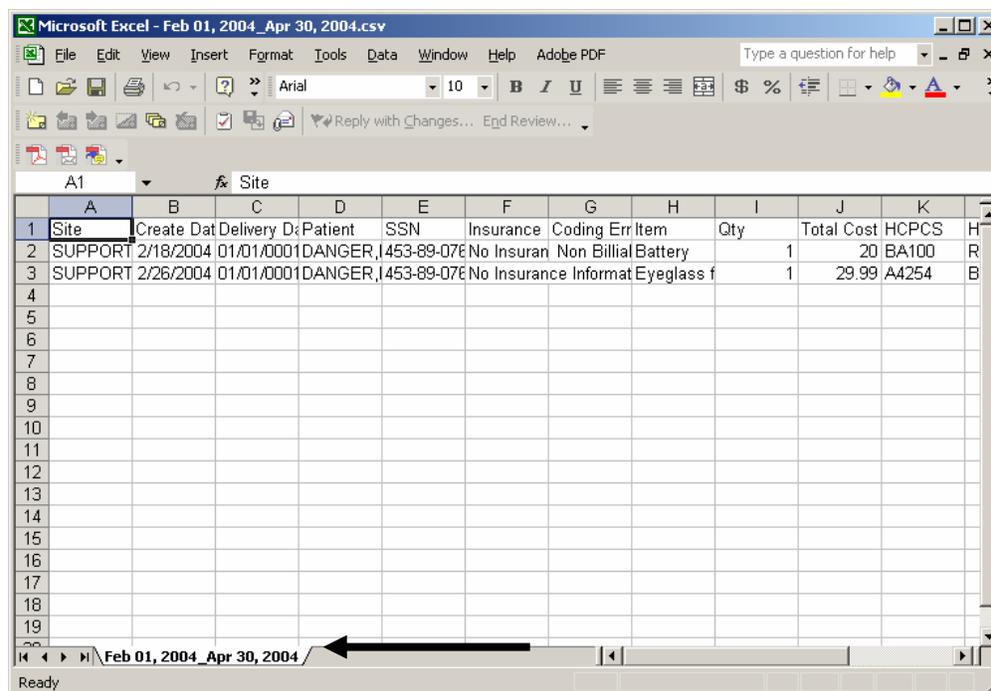
The **Excel** button on the **View Prosthetics Billing Information** window will automatically launch the Microsoft Excel software program for you. It converts the data that you have selected to display into the Excel file. (You can also click the **File** Menu and the **Excel** option.)

Shortcut: Press the <Ctrl> key + <X> key to launch MS Excel.

This feature creates an Excel **.CSV** file in the C:\ViewBillingDownload on the local computer. The file name is based on the date range.

Example: Feb 01, 2004_Apr 30, 2004.csv

MS Excel data



	A	B	C	D	E	F	G	H	I	J	K	L
1	Site	Create Date	Delivery Date	Patient SSN	Insurance	Coding Error	Item	Qty	Total Cost	HCPCS		
2	SUPPORT	2/18/2004	01/01/0001	DANGER,1453-89-076	No Insuran	Non Billial	Battery	1	20	BA100	R	
3	SUPPORT	2/26/2004	01/01/0001	DANGER,1453-89-076	No Insurance	Informat	Eye glass f	1	29.99	A4254	B	
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

MS Excel

You can now use any of the features of Microsoft Excel to manipulate your data. Notice that you may need to scroll to the right to view all of the columns.

Continued on next page

Save as an Excel File, Continued

AutoFilter

The **AutoFilter** feature can limit what is displayed for your view which can be printed for reports. Filtering is a quick and easy way to find and work with a subset of data in a list. A filtered list displays only the rows that meet the criteria you specify for a column.

Steps: On the **Data** menu, point to **Filter**, and then click **AutoFilter**.

When you use the **AutoFilter** command, arrows appear to the right of the column labels in the filtered list.

Note: Unlike sorting, filtering does not rearrange a list. Filtering temporarily hides rows you do not want displayed. When Excel filters rows, you can edit, format, chart, and print your list subset without rearranging or moving it.

Section 6 - Closing and Exiting

Exit the View Prosthetics Billing Information Window

Exit the Application

You can exit the application by first clicking the **Menu** button on the **View Prosthetics Billing Information** window. Then click the **Close** button on the **Main Prosthetics** window:

Confirmation window



Cancel button

If you click the **Cancel** button, you will remain in the application and can continue to work.

Appendix A

Getting Help

F1 Key

Online Help can be accessed in three methods:

1. Click the **Help** Menu (located in the upper left corner of the menu bar) and the **Contents** option.
2. Press the <F1> key.
3. Press the <Alt> key + <H> key. (This activates the **Help** Menu, not the Billing contents.)

Help Menu

View Prosthetic Billing Information ... You are logged onto DEV

File Help

Please enter a range of dates to View Prosthetic Billing Information

Beginning Date: Feb 01, 2004 Ending Date: Apr 30, 2004 Display Print Excel

Site	Create Date	Delivery Date	Patient	SSN	Insurance	Coding	Item	Qty	Total Cost	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
SUPPC	2/18/2004		DANGER, C	453-89-1	No Insuranc	Non Billial	Battery	1	20.00	BA100	READING MAC	250.01	DIABETES MELL
SUPPC	2/26/2004		DANGER, C	453-89-1	No Insuranc		Eyeqlass for asty	1	29.99	A4254	BATTERY FOR	730.86	BONE INFECT N

Insurance Information

Insurance	COB	Sub ID	Group	Holder	Effective	Expires

Disability Information

Disability	%	SC

Menu Records Found : 2

Appendix B

Activate Section 508 Assistance

Introduction

You can change the colors of the screen to black/white, which is required for Section 508 requirements to be read by visually and hearing impaired veterans.

This feature can be updated from the **Help** Menu. It provides a toggle to go back and forth between using the colors or the black/white screens depending on your needs.

Steps

To activate the Section 508 assistance, follow these steps:

Step	Action
1	Click the Help Menu, and click the Section 508 option.  Shortcut: Press the <Ctrl> key + <S> key.
2	Click OK on the confirmation message dialog box as shown below.
3	Click OK again to exit out of the system and restart to activate the changes.

Confirmation message

