

Prosthetics (RMPR)

Version 3.0

Basic User Manual



October 2024

Department of Veterans Affairs (VA)

Office of Information and Technology (OIT)

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Revision History

When updates occur, the Title Page lists the new revised date and this page describes the changes. Bookmarks link the described content changes to its place within manual. There are no bookmarks for format updates. Page numbers change with each update; therefore, they are not included as a reference in the Revision History.

Date	Version	Description
10/2024	RMPR*3.0*216	<p>Removed the following options from the Utilities Menu:</p> <p>PGE Purge Obsolete Data</p> <p style="padding-left: 40px;">**> Out of order: (per patch RMPR*3.0*216)</p> <p>PCL Purge Closed Purchasing Transactions</p> <p style="padding-left: 40px;">**> Out of order: (per patch RMPR*3.0*216)</p> <p>PCX Purge Cancelled Transactions</p> <p style="padding-left: 40px;">**> Out of order: (per patch RMPR*3.0*216)</p> <p>PSU Purge Suspense Records</p> <p style="padding-left: 40px;">**> Out of order: (per patch RMPR*3.0*216)</p> <p>The Purge Obsolete Data [RMPR PURGE MENU] Main Menu will be placed "OUT OF ORDER" and the Purge Aged Purchasing Transactions [RMPR PURGE AGED] will remain as a standalone option under the Utilities [RMPR UTILITIES] menu.</p>
10/2016	RMPR*3.0*178	Added new option RMPR GIP STOCK to Purchasing Menu (p. 9)
08/2014	RMPR*3.0*168	<p>Updates for ICD-10</p> <p>Updated title page</p> <p>New ICD-10 screen capture (p.47)</p>

Date	Version	Description
08/2011	RMPR*3*167	Modify text when referencing Form 1358. See page 88.
3/01/2010	RMPR*3*150	Added new option EDIT 2319 (Vendor, QTY, Cost)
5/19/2004		Initial Version 3.0

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Prosthetics Basics User Manual

Section 1: Understanding Main Menu Features

Overview

Audience The *Prosthetics Basics User Manual* is for new Prosthetics users of the Prosthetics Sensory Aids Service (PSAS) system including Purchasing Agents and any other new end user on the system.

This manual will provide a general overview of the entire system as well as step-by-step instructions of the more frequently used menus and options.

Main Menu The main menu for Prosthetics is the following - the **Prosthetic's Officials Menu**:

<i>Prosthetic's Officials Menu</i>	
PU	Purchasing
DD	Display/Print
UT	Utilities
AM	AMIS
SU	Suspense
CO	Correspondence
SC	Scheduled Meetings & Home/Liaison Visits
PS	Process Form 2529-3
EL	Eligibility Inquiry
ET	PSC/Entitlement Records

HO	Home Oxygen Main Menu
INV	Pros Inventory Main
ND	NPPD Tools
VR	Verify/Repair Purchase Card Form

In this manual The following are the sections in this manual.

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Overview, continued

Menu Options Below are the **Prosthetic Official's Main Menu** options, the option name for each, the synonym, and a description of each. To display this information, type three question marks at the following prompt:

Select Prosthetic Official's Menu Option: ??? <Enter>

Menu Option	Synonym	Option Name	Description
Purchasing	PU	RMPR PURCHASING MENU	Purchasing menu, sub-menu of Prosthetic Clerk/Official master menus.
Display/Print	DD	RMPR DISPLAY/PRINT	Display/Print menu for Prosthetic Clerks and Officials. This is a sub-menu of Prosthetic Clerks and Official's master menus.
Utilities	UT	RMPR UTILITIES	This is the Prosthetic's Utility Menu.
AMIS	AM	RMPR MGMT REPORTS	AMIS data is generated from this menu option.
Suspense	SU	RMPR SUSPENSE MENU	This is the menu for Suspense Options.
Correspondence	CO	RMPR CORR MAIN	This is the main menu for Correspondence.

Menu Option	Synonym	Option Name	Description
Scheduled Meetings & Home/Liaison Visits	SC	RMPR SCHED-H/L VISITS	This is the main menu for Scheduled Meetings and Home Liaison Visits.
Eligibility Inquiry	EL	RMPR ELG INQ	This option is an eligibility inquiry into the MAS PATIENT file (#2).
PSC/ Entitlement Records	ET	RMPR ENTITLE-MENT/PSC	This is the menu for Prosthetic Service Card and Entitlement Records.
Home Oxygen Main Menu	HO	RMPO-MENU-MAIN	This menu helps you manage your home oxygen program. It tracks costs of services, helps you manage billings, and alerts you when it is time to send letters to patients (e.g., prescription expiration).
NPPD Tools	ND	RMPR NPPD TOOLS	This option contains all tools associated with the National Prosthetic Patient Database.

Overview, continued

Menu Options Below are the **Prosthetic Official's Main Menu** options, the option name for (continued) each, the synonym, and a description of each.

Menu Option	Synonym	Option Name	Description
Process Form 2529-3	PS	RMPR 2529-3 MAIN	Main Menu for Prosthetics Lab Module
Pros Inventory Main	INV	RMPR INV MAIN	Prosthetic generic inventory system.
NPPD Tools	ND	RMPR NPPD TOOLS	Tools for the National Prosthetics Patient Database
Verify/Repair Purchase Card Form	VR	RMPR Verify/ Repair PC Number	Temporary option used to fix reconciliations of Purchase Card orders.

Purchasing Menu (PU)

Menu option descriptions Below are the **Purchasing Menu (PU)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Enter New Request	EN	RMPR ENT REQUESTS	This is the sub-menu for entering prosthetic purchasing requests that link with IFCAP.
Stock Issues	SI	RMPR STOCK ISS	This is the Stock Issue Menu Options.
Reprints	RP	RMPR REPRINTS	This is the Reprint Menu for Prosthetic Purchasing Forms.
Record 2237 Purchase to 10-2319	RE	RMPR ENT 2237	This option will record the information from a VAF 2237 to a patient's VAF 10-219 record.
Edit/Delete 2237 from 10-2319	ED	RMPR 2319 EDT	This option will edit or delete information posted from a VAF 2237 record to a patient's VAF 10-2319.

Menu Option	Synonym	Option Name	Description
Cancel a Transaction	CA	RMPR CANCEL	This option will cancel purchasing transactions that have not been closed out.
Close Out	CO	RMPR CLOSE- OUT	This is locked with RMPRSUPERVISOR. This option is used to close out transactions when invoices are received from the vendor. This will update the actual VAF 1358 account balance.
Cancel Purchase Card Transaction	CPC	RMPR4 PCC	This option will cancel the Purchase Card Transaction and remove the purchase from the Patient's 10-2319 Record.
Reconcile/Close Out Purchase Card Transaction	CPO	RMPR4 CLOSE OUT	This option is used to close out purchasing transactions that used the Purchase Card. This option will <u>not</u> post to IFCAP 1358.

Menu Option	Synonym	Option Name	Description
Generic Inventory Stock Issues	GIP	RMPR GIP STOCK	This option allows sites to issue prosthetics stock that is maintained by the IFCAP Generic Inventory Package (GIP) rather than the prosthetics inventory Package (PIP).*

*Patch RMPR*3.0*178 configures VistA to allow the Prosthetics Department to use GIP instead of PIP. It automatically updates inventory in IFCAP GIP. However, when items issued are from an INVENTORY POINT linked to a Point of Use (POU) supply cabinet, option does not update the inventory, since special cabinets automatically update GIP inventory balances, via HL7 messaging, when stock is removed. This option also checks the DynaMed System Parameter flag to determine if the site is running DynaMed, and if so this option will abort. Sites using DynaMed should continue to use PIP until a solution is implemented for DynaMed and GIP.

Purchasing Menu (PU), continued

Menu option descriptions (continued) Below are the **Purchasing Menu (PU)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Edit 2319	ED2	RMPR EDIT 2319	This option will allow limited editing of purchasing and stock issue transactions recorded on a patient's VAF 10-2319.
EDIT 2319 (Vendor, QTY, Cost)	ED2C	RMPR EDIT 2319 VENDOR/ QTY/COST	This option will allow users with the RMPRSUPERVISOR key to edit Vendor, Qty & cost.
Edit Purchase Card Transaction	EDPC	RMPR4 EDPC	This option will edit the 2421PC form once it has been created.
Add Historical Data	HI	RMPR HIS DATA	This option will allow posting an item to the patient's VAF 10-2319 without counting on AMIS.
Delete Historical Data	HID	RMPR HIS DEL	This option deletes historical data.

Menu Option	Synonym	Option Name	Description
List Open 1358 Prosthetic Transactions	LI	RMPR PRINT OPEN TRANS	This option lists VAF 1358 transactions that have not been closed out.
List Open 1358 Transactions by Initiator	LII	RMPR PRINT OPEN TRANS INIT	This option will print open 1358 transactions in the Prosthetics package, sorted by initiator.
List Open Purchase Card Transactions	LPC	RMPR4 LIST OPN	This menu will print all open Purchase Card Transactions. The Purchase Card Number will be encrypted, except for the creator and supervisor.
List Open Purchase Card Transactions by Initiator	LPCI	RMPR4 LIST OPEN BY INIT	This option will print the open Purchase Card Transactions by Initiator, sorted by transaction date.

Purchasing Menu (PU), continued

Menu option descriptions Below are the **Purchasing Menu (PU)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Purchase Card Summary Sheet	LPS	RMPR4 PC SUM	This option displays the Purchase Card Summary by Card Number. It will list the open and closed obligations.

Display/Print Menu (DD)

Menu option descriptions Below are the **Display/Print Menu (DD)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Display/Print Patient 2319	23	RMPR PRINT 2319	Display/print a patient's VAF 10-2319.
Transaction Inquiry	TI	RMPR 1358 INQ	Inquiry to single purchasing transaction.
Print All Prosthetic Items	IP	RMPR PRINT ALL ITEMS	This option prints all Prosthetic Item Master records along with their new and repair AMIS codes. Lab AMIS codes are not printed with this version of Prosthetics.
Print Prosthetic Billings for MAS	BI	RMPR PRINT BILL	Prints all NSC (non-service connected) items issued to patients for billing purposes.

Item History	IH	RMPR ITEM HISTORY	Prints an item history of all purchases made for this item.
Search for Recalled Item	SE	RMPR PRINT RECALL	Searches the RECORD OF PROS APPLIANCE/ REPAIR file (#660) for recalled item.
Site Parameter Inquiry	SI	RMPR SITE INQ	This menu option should be used to review your local site information.
Vendor Inquiry	VI	RMPR INQ VEND	This option is an inquiry to the IFCAP VENDOR file (#440).

Utilities Menu (UT)

Menu option descriptions Below are the **Utilities Menu** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Add/Edit Patient to Prosthetics	AP	RMPR ADD PATIENT	This option will add a new patient to the PROSTHETICS PATIENT file (#665). You may also edit existing patient data using this option.
Enter Prosthetic Disability Code to 2319	DIS	RMPR DIS ENTRY	This will add or delete Disability Codes to be counted on AMIS.
Delete Prosthetic Disability Code from 2319	REM	RMPR DEL CODE	Mark Disability Code from patient's VAF 10-2319 as deactivated.
Enter/Edit Prosthetic Item Master	EN	RMPR ADD ITEM MASTER	This option adds a new Item Record to File 661, PROS ITEM MASTER.
IFCAP Utilities	IF	RMPR VEN/ITEM	Menu for IFCAP Vendor and Item Edit options.

Menu Option	Synonym	Option Name	Description
Purge Obsolete Data	PGE	RMPR PURGE MENU	Prosthetic Purging Options Placed 'Out of Order' per patch RMPR*3.0*216.
Purged Aged Purchasing Transactions	PAG	RMPR PURGE AGED	Prosthetics Purge Aged Purchasing Transactions RMPR*3.0*216 moved the option to be under the Utilities Menu as a standalone option.
Purge Closed Purchasing Transactions	PCL	RMPR PURGE CLOSED	Purges Prosthetics 1358 File (#664) closed transaction. RMPR*3.0*216 placed the option 'Out of Order'.
Purge Cancelled Transactions	PCX	RMPR PURGE CANCELLED	Purges cancelled transactions. RMPR*3.0*216 placed the option 'Out of Order'.

Menu Option	Synonym	Option Name	Description
Purge Suspense Records	PSU	RMPR PURGE SUS	Purges suspense records. RMPR*3.0*216 placed the option 'Out of Order'.
Flag Item as Returned/Condemned	RC	RMPR RETURN	This will place items as returned, condemned, turned-in, lost or broken. To review this data once entered, review the patient's VAF 10-2319 record on the third screen.
Edit Returned/ Condemned Item	RE	RMPR RETURNED EDIT	This option will allow users to edit or delete items that have been flagged as returned or condemned.
RMPR file cleansing for field lengths	FCLN	RMPR FILE CLEANSIN G	This option was created temporarily to be used by sites that the VistA data dictionary for FileMan.
Enter/Edit Site Parameters	SP	RMPR SITE MENU	To enter/edit station Prosthetics site parameters.

Menu Option	Synonym	Option Name	Description
Display Prosthetic PO Information	WD	RMPR WH DISPLAY	This option will display purchase order information that does not contain patient name or sensitive information.
Purge Aged Purchasing Transactions	PAG	RMPR PURGE AGED	Purge Prosthetics 1358 File (#664) Orders, of aged transactions based on the same order purged from the Procurement & Accounting Transactions File (#442).

Annual purging of the Prosthetics 1358 File #664 where an order will be deleted if previously purged from the IFCAP Procurement & Accounting Transactions File #442. The purge criteria will be guided by the same purge criteria used for IFCAP Annual Purging where the order information is kept for the previous 8 years. The Purge Aged Purchasing Process is used for the Annual purge.

For further guidelines, please visit [PROSTHETIC & SENSORY AIDS SERVICE \(10P4RK\) - Business Practice Guidelines \(BPGs\) and Standard Operating Procedures \(SOPs\) - All Documents \(sharepoint.com\)](#)

Suspense Menu (SU)

Menu option descriptions A Suspense Request (through the **Suspense Menu**) is a request for service or an item that is tracked by a five-day Delayed Order Report. The five workday policy refers to the process or time it takes from receiving the order in Prosthetics to the time an initial action on a request or the time the request is fulfilled has been taken.

If this process takes more than five workdays, it is flagged on the report for monitoring and reporting purposes. It is also denoted in the Suspense list by an asterisk.

Menu option descriptions Below are the **Suspense Menu** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Add Suspense Record	AS	RMPR ADD SUSPENSE	Adds a new Suspense Record to the PROSTHETIC SUSPENSE file (#668). The patient need not be in the PROSTHETICS PATIENT file (#665).
Close Suspense Record	CS	RMPR CLOSE SUSPENSE	This will close out the suspense record, and flag it as completed.
Edit Suspense Record	ES	RMPR SUSPENSE EDIT	This option will edit a suspense record for a patient.

Inquire to Individual Suspense Record	IS	RMPR INQ SUSPENSE	This option will display the complete Suspense Record for a veteran.
Print Closed Suspense Records	PC	RMPR SUSPENSE PRINT CLOSED	This will print the closed suspense records for a date range.
Print Open Suspense Records	PO	RMPR SUSPENSE PRINT	This option will list all open suspense records.

Suspense Menu (SU), continued

Menu option descriptions (continued) Below are the **Suspense Menu** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Print 5 Day Old Suspense Report	PR	RMPR SUSPENSE PRINT 5 DAY OLD	This option prints all suspense records over 5 working days old.
Print Suspense Statistics	ST	RMPR SUSPENSE STAT	Prints statistics from the PROSTHETICS SUSPENSE file (#668).
Suspense Processing	SP	RMPR SUSP MENU	This is the List Manager version of Suspense Processing, to be used with Consult Tracking.

Correspondence Menu (CO)

Menu option descriptions Below are the **Correspondence Menu** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Create a Letter	CR	RMPR CORR CREATE	Creates new letter for Prosthetics.
Delete Patient Correspondence Letter	DE	RMPR CORR DELETE	Deletes correspondence letter from the PROS LETTER TRANSACTION file (#665.4).
Add/Edit Correspondence Skeleton Letter	ED	RMPR CORR EDIT	This option allows Prosthetics managers to edit the basic skeleton letters (FORM LETTER TYPE).
Print/Display Patient Correspondence Letter	PR	RMPR CORR VIEW	View correspondence letter.

Print Correspondence Skeleton Letter	PS	RMPR CORR PRINT	Allows printing of a correspondence letter.
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Scheduled Meetings and Home/Liaison Visits Menu (SC)

Menu option descriptions Below are the **Scheduled Meetings and Home/Liaison Visits (SC)** Menu options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Pull over Scheduled Clinic Visits	PL	RMPR PULL SCHED	This option will allow scheduling clinic visits to be pulled over to VAF 10-2527.
Edit Form 10-2527 Information	25	RMPR EDIT 2527	Enter referral and action information to patient's clinic visits.
Delete Scheduled Prosthetic Clinic Visits	DL	RMPR SCHED DEL	This option will allow the user to delete Prosthetics clinic visits that have been pulled over to the VAF 10-2527.
Enter/Edit Closed Time for Clinic Visits	CA	RMPR CLOSE APP	Clinic team member may enter or change time that a scheduled clinic appointment was completed.
Appointment Roster and Action Sheet	AP	RMPR PRT 2527	Prints VAF 10-2527 for single clinic after information has been pulled over from MAS scheduled clinic visits.
Open Home/Liaison Visits	OP	RMPR H/L OPEN	Open home or liaison visits for Prosthetics.

Close Home/Liaison Visits	CO	RMPR H/L CLOSE	Close open home or liaison visits by entering the date closed and the total hours of the visit.
Edit/Delete Home/Liaison Visits	ED	RMPR H/L EDIT	Edit/delete home or liaison visits.
Print Closed Home/Liaison Visits	PC	RMPR H/L PRINT CLOSED	Print closed home/liaison visits.
Print Open Home/Liaison Visits	PO	RMPR H/L PRINT OPEN	Print open home or liaison visits.

Process Form 2529-3 (PS)

Menu option descriptions Below are the **Process Form 2529-3** Menu options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
2529-3 Request Menu	RQ	RMPR 2529-3	This menu will be used by the Prosthetics administrative personnel to enter, edit, print, and close out VAF 10-2529-3 requests.
Prosthetic Lab Menu	LB	RMPR LAB MENU	This is the main menu for Prosthetic Laboratory Technicians.

Eligibility Inquiry (EL) Menu

Menu option descriptions The **Eligibility Inquiry** is an option and does not have submenu options. The following is an example of this option

Screen sample

PU Purchasing ...

DD Display/Print ...

UT Utilities ...

AM AMIS ...

SU Suspense ...

CO Correspondence ...

SC Scheduled Meetings and Home/Liaison Visits ...

PS Process Form 2529-3 ...

EL Eligibility Inquiry

ET PSC/Entitlement Records ...

HO Home Oxygen Main Menu ...

INV Pros Inventory Main ...

ND NPPD Tools ...

OC CoreFLS Order Control

VR VERIFY/REPAIR PURCHASE CARD NUMBER

Select Prosthetic Official's Menu Option: **EL** <Enter> Eligibility Inquiry

SITE: Hines Development System//

Select PATIENT NAME: PROSPATIENT,ONE 1-1-30 00000001 NO
PILL

Enrollment Priority: Category: IN PROCESS End Date:

*** Patient Requires a Means Test ***

Primary Means Test Required from FEB 13,2002

Enter <RETURN> to continue. <Enter>

PROSPATIENT,ONE SSN:000-00-0001 DOB: JAN 1,1930 CLAIM#

Phone: PHONE Phone:

Current Address: Primary Next of Kin Address:

1ST LINE OF STREET ADDRESS

SECOND LINE OF STREET ADDRESS

Patient Type: PILL Period of Service: OTHER OR NONE

Primary Eligibility Code: Status: REQUIRED

NSC

Eligibility Status:

Receiving A&A Benefits? NO

Receiving Housebound Benefits? NO

Receiving Social Security? NO

Receiving VA Pension? NO

Receiving Military Retirement? NO

Receiving VA Disability? NO

Patient Name: PROSPATIENT,ONE

SSN: 000-00-0001

MAS Disability Code(s):

*POW? NO

Enter `^` to exit, or `return` to continue: **<Enter>**

Eligibility Inquiry (EL) Menu, continued

Example (continued) The Eligibility Inquiry also provides Last Movement Actions, Pending Appointments, and letters on file. You can select a Letter on File to be viewed. Enter the number of the letter to display and press **<Enter>** at the **Device** prompts.

Screen sample (continued)

```

PROSPATIENT,ONE  SSN: 000-00-0001  DOB: JAN 1,1930  CLAIM#

                                Last Movement Actions

Trans. Type: TRANSFER                Trans. Type: ADMISSION
Date: SEP 11,1995@15:04:29          Date: SEP 11,1995@14:59:18
Type of Movement:                   Type of Movement:
INTERWARD TRANSFER                   DIRECT
Ward: 1AS                            Ward: 5NM
Physician: PROSPROVIDER,ONE          Physician: PROSPROVIDER,TWO
Diagnosis: SICK                       Diagnosis: SICK

                                Clinic Enrollments

Clinic                Enrollment Date  OPT or AC
MCGILL,TEST           MAR 21,2000@13:11  OPT

                                Pending Appointments

Appt. Date    Clinic                Status  Type
  
```

MAR 1,2004@09:15 PROSTHETICS INPATIENT
APPOINTMENTREGULAR

SITE: Hines Development System//

Letters on file:

#	Patient	Type of letter	Employee	Date of letter
1	PROSPATIENT,ONE	TEST	PROSPROVIDER,THREE	JUN 03, 2003
2	PROSPATIENT,ONE	ADP FL 10-90	PROSPROVIDER,THREE	JUN 02, 2003
3	PROSPATIENT,ONE	TEST	PROSPROVIDER,THREE	FEB 08, 2002
4	PROSPATIENT,ONE	HO 30 DAY TEST	PROSPROVIDER,THREE	FEB 08, 2002
5	PROSPATIENT,ONE	HO 30 DAY TEST	PROSPROVIDER,THREE	FEB 08, 2002

Enter '^' to stop or

Enter a number (1-5): 2 <Enter>

DEVICE: HOME// <Enter> TELNET Right Margin: 80//<Enter>

Eligibility Inquiry (EL) Menu, continued

Letter on File Below is the Letter on File that you selected to view for the specific patient displayed.

Screen sample
(continued)

REQUEST FOR QUOTATION

Date: Feb 12, 2004

TO: FROM: PROSVENDOR,ONE

Hines Development System

TEST 2

HINES, IL 60142

Vendor Phone #: Veteran: PROSPATIENT,ONE

SSN: 000000001

Your firm is being considered for the following:

An estimate on the above-listed item(s) is requested. YOUR QUOTATION DOES NOT CONSTITUTE A PURCHASE ORDER. Upon completion of the esti-

mate, return the original to the Veterans Affairs facility indicated

above and retain a copy for your files.

If approved, a purchase order will be prepared and forwarded to you.

Sincerely,

PROSPROVIDER,FOUR

CHIEF

Screen sample
(continued)

VENDOR'S ESTIMATE

(To be completed by Vendor)

Article or Service	Quantity	Unit	Unit Cost	Total Cost
--------------------	----------	------	-----------	------------

Vendor: Contract number (if applicable)

Address:

City:

State: Zip:

Telephone:

Date: Signature & Title of Company Official

| Note:List Terms/Discounts if Applicable |

FL 10-90 ADP

Would you like to see more letters? No// (No)

Do you wish to create a correspondence letter? No// (No)

PSC/Entitlement Records (ET) Menu

Menu option descriptions Below are the **PSC/Entitlement Records (ET)** Menu options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Add/Edit Clothing Allowance	AC	RMPR CLOTHING	Adds a Clothing Allowance for a patient.
Add/Edit Prosthetic Service Card	PS	RMPR ADD PSC	This option will add a Prosthetic Service Card to the patient's VAF 10-2319 record.
Enter/Edit Auto Adaptive Info	AU	RMPR AUTO	<p>This option is the main menu to enter/edit auto-adaptive equipment purchased for the patient.</p> <p>This allows adding a new Vehicle of Record, adding van modifications, new items, and editing of items and repairs.</p>

Record Other Patient Information	RO	RMPR ADD OD	<p>This option allows a free-text word processing area for storage of other information needed by service on the patient's VAF 10-2319 record.</p> <p>Information such as eye color, hair color, patient's station, etc. is included.</p>
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Home Oxygen Main Menu (HO)

Menu option descriptions Below are the **Home Oxygen Main Menu (HO)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Add/Edit Home Oxygen Patient	ED	RMPO ADD/EDIT PAT	This option allows the user to add patients to the Prosthetics Patient file, edit demographics (e.g., therapy activation date and eligibility for home oxygen services), and document prescription and billing equipment data.
Billing Transactions	BT	RMPO BILLING TRANSACTION S	This option allows you to edit bills for a specific month, accept those transactions, and post them.
Generate Letters	LE	RMPO LIST/PRINT MANAGER	This option creates a list of patients who are due to receive letters and prints the letters.

Home Oxygen Patient Template Update	TU	RMPO HO PAT TEMPLATE UPDA	<p>This is a utility for updating vendor, HCPCS, FCP, item, and unit cost of all Home Oxygen patients in a particular station at once.</p> <p>Only the patient template is changed, not the monthly billing. If the monthly billing is already been created for a certain month, changes on the template will not affect the billing cycle.</p>
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Home Oxygen Main Menu (HO), continued

Menu option descriptions Below are the **Home Oxygen Main Menu (HO)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Inactivate/Activate Oxygen Patient	IN	RMPO INACT/AC T	This is an option to deactivate and activate/reactivate home oxygen patients.
Purchase Card Sign Off	SO	RMPO PO SIGN OFF	Once a billing is accepted and posted, this option can be used to sign off on the billing.
Reports	RE	RMPO- RPT- MAINMEN U	This menu contains reports on active and inactive home oxygen patients, addresses, prescription reports, billing discrepancies, etc.
Site Parameters Enter/Edit	SI	RMPO SITE EE	This option is used to define those parameters specific to the site such as: letters that should be generated and default prescription expiration dates.

Verify Posted Billing Transactions	PB	RMPO POST 2319	This option posts all Home Oxygen billing transactions for a selected month for bills posted in IFCAP but not in Patient 2319 records. It will loop through all the records for the MONTH and VENDOR entered.
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Pros Inventory Main (INV)

Menu option descriptions Below are the **Pros Inventory Main (INV)** Menu options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Add Inventory LOCATION or ITEMS	AE	RMPR INV ADD	This is an option to add a Location, HCPCS or ITEMS for inventory. Users can edit item fields under this option.
Deactivate Inventory Location	DE	RMPR INV DEACTIVATE	This option is only given to the holder of RMPRMANGAER key. It requires the electronic signatures of 2 users holding this key to be entered before a location can be deactivated.
Edit Inventory Items	EI	RMPR INV EDIT	This option is for editing an Inventory Location or Items. You can only edit an Item or Location that has already been set-up.
Edit Inventory Location	EL	RMPR INV EDIT LOCATION	This option is for editing an existing inventory location.

Inventory Reports	RP	RMPR INV REPORTS	Various Inventory reports are available through this option.
Order Item from Supply or Vendor	OI	RMPR INV ORDER	This is an option to record that an Item has been ordered. This option will not automatically order an item from Supply or Vendor.

Pros Inventory Main (INV), continued

Menu options continued Below are the **Pros Inventory Main (INV)** Menu options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Receive Item from Supply, Vendor or Patient	RC	RMPR INV RECEIVE	This is an option to record that an Item has been received and entered the Prosthetics Inventory. Receiving an Item in Supply through the IFCAP package does not update the Prosthetics Inventory module. This option must be done separately for an Item to be received and recorded in the Prosthetics module.
Reconcile Item Balance	UP	RMPR INV RECONCILE	This is an option to reconcile or update Items in Prosthetics Inventory. Users can update the Quantity, Total Cost, Vendor, Unit of Issue, Re-order Level and Description.
Remove/Deactivate HCPCS/Item from Inventory	RE	RMPR INV REMOVE HCPCS/ITEM	This option removes/deactivates inventory item(s) from the Prosthetics Inventory Program. Once an item has been removed/ deactivated, that item is not accessible. Only users with RMPRMANAGER key can access this option.

Transfer Stock Between Locations	TR	RMPR INV TRAN	This is an option to transfer an Item to a different Location. In order to transfer an Item, it must be set-up to both Locations. User can transfer all Quantities or certain Quantities. This option does not remove an item from a location if all quantities have been transferred.
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NPPD Tools Menu (ND)

Menu option descriptions Below are the **NPPD Tools Menu (ND)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Add/Edit HCPCS Synonyms	AE	RMPR ADD/EDIT HCPCS SYNONYM	This option will only edit the DESCRIPTION and SYNONYM in the Prosthetics HCPCS file.
DSS HCPCS History	HH	RMPR HCPCS HISTORY	This menu will display all HCPCS issued on a Patient's 2319 records for a date range.
HCPCS Inquiry	INQ	RMPR NPPD INQ	You can look up one HCPCS at a time with this option.
NPPD Detail Display		RMPR NPPD GUI	For users to be able to use the NPPD Detail Display GUI front-end, this option must be on either their primary or secondary menu options. This option has also been placed on RMPR NPPD TOOLS to give users who have access to the current NPPD options, access to NPPD GUI Detail Display. Note: 'B' type option for use after installation of RMPR*3*71. 'B' type options are not visible to roll & scroll users.

Print 2529-3 Single Line	LSL	RMPR NPPDL PRL L	This option will print a single line, either New or Repair in Detail format for the form type 2529-3 only. This is the Lab.
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NPPD Tools Menu (ND), continued

Menu option descriptions Below are the **NPPD Tools Menu (ND)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Print 2529-3 Worksheets	LPRT	RMPR NPPDL PRT	<p>This option provides both Summary and Detail worksheets. They are divided into the following two basic parts with a station summary of each:</p> <ul style="list-style-type: none"> * New Activities * Repair Activities <p>The above are further broken down by each mapped NPPD Group with a summary of each. Within each NPPD Group, there is an NPPD Line with a summary. The Detail display adds an itemized listing for each NPPD Line within the NPPD Group, so every transaction for the date range selected is displayed.</p> <p>It is recommended to send this report to a device that will print a 132-right margin. This will not only</p>

			ensure that you get the entire report, it will also expand the length of some of the data (e.g., Item and HCPCS DESCRIPTION on the Detail Worksheet) to make it more legible.
Print NPPD Single Line Detail	SL	RMPR NPPD PRL L	This option will print a single line, either New or Repair in Detail format.

NPPD Tools Menu (ND), continued

Menu option descriptions Below are the **NPPD Tools Menu (ND)** options, the synonym, option name and a description of each.

Menu Option	Synonym	Option Name	Description
Print NPPD Worksheets	PRT	RMPR NPPD PRT	Printing functionality.
Print PSAS HCPCS List	MAP	RMPR NPPD LIST	Printing functionality.
PSAS HCPCS History	PH	RMPR PSAS HCPCS HISTORY	View history of PSAS HCPCS.
Quick Edit 2319 Record	QED2	RMPR NPPD QUICK EDIT	This menu is a quick edit of the 2319 Record. This will allow you to select a record by the number displayed on the detail NPPD report for quick corrections.

Section 2: Display/Print Menu

Overview

Introduction The **Display/Print (DD)** menu is a sub-menu of **Prosthetic Clerks and Official's** master menus. The internal option name is: RMPR DISPLAY/PRINT, and the synonym is: DD.

The audience for this feature is Prosthetics Clerks as well as Officials.

Menu Option Below is the Prosthetic Official's Menu.

Synonym	Menu Option
PU	Purchasing...
DD	Display/Print...
UT	Utilities...
AM	AMIS...
SU	Suspense ...
CO	Correspondence...
SC	Scheduled Meeting and Home/Liaison Visits ...
PS	Process Form 2529-3...
EL	Eligibility Inquiry
ET	PSC/Entitlement Records ...
HO	Home Oxygen Main Menu...

INV	Pros Inventory Main ...
ND	NPPD Tool ...

In this section The following chapters are in this section:

Topic	See Page
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Transaction Inquiry (TI)	42
Print All Prosthetic Items (IP)	44
Print Prosthetics Billings for MAS (BI)	46
Item History (IH)	49
Search for Recalled Item (SE)	51
Site Parameter Inquiry (SI)	55

Display/Print Menu Option Descriptions

Menu Option descriptions Below are the **Display/Print** Menu options with the option name and a description of each.

Display/Print Menu	
23	Display/Print Patient 2319
TI	Transaction Inquiry
IP	Print All Prosthetic Items
BI	Print Prosthetic Billings for MAS
IH	Item History
SE	Search for Recall by Lot/Serial Number
SI	Site Parameter Inquiry
VI	Vendor Inquiry

Menu Option	Synonym	Option Name	Description
Display/Print Patient 2319	23	RMPR PRINT 2319	Display/print a patient's VAF 10-2319 (Note the 2319 contains more than eligibility)
Transaction Inquiry	TI	RMPR 1358 INQ	Inquiry to single purchasing transaction.

Print All Prosthetic Items	IP	RMPR PRINT ALL ITEMS	This option prints all Prosthetic Item Master records along with their new and repair AMIS codes. Lab AMIS codes are not printed with this version of Prosthetics.
Print Prosthetic Billings for MAS	BI	RMPR PRINT BILL	Prints all NSC (non-service connected) items issued to patients for billing purposes.
Item History	IH	RMPR ITEM HISTORY	Prints an item history of all purchases made for this item.
Search for Recalled Item	SE	RMPR PRINT RECALL	Searches the RECORD OF PROS APPLIANCE/REPAIR file (#660) for recalled item.
Site Parameter Inquiry	SI	RMPR SITE INQ	This menu option should be used to review your local site information.
Vendor Inquiry	VI	RMPR INQ VEN	This option is an inquiry to the IFCAP VENDOR file (#440).

Display/Print Patient 2319 (23)

Introduction You can view or print the 10-2319 Prosthetics Veteran patient information from the **Display/Print Patient 2319 (23)** option. You will be prompted to select a patient.

You will also be prompted for a device to print the Patient 10-2319. You have the choice to send the report to a printer by entering a printer at the Device prompt or view selected portions of the 2319 on your terminal screen.

Note: Output to a printer will produce a different display than when it is sent to a terminal screen as you have a choice of which eligibility screens to view versus the printout will print the entire Patient 2319.

Options Here are the screens that you can view from the patient's 2319:

Patient Demographics

Clinic Enrollments/Correspondence

Entitlement Information

Appliance Transactions

Auto Adaptive Information

Critical Comments

Add/Edit Disability Code

Home Oxygen Items

In this chapter The following topics are in this chapter:

Topic	See Page
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View and Print the Patient 2319	27
View/Print Patient Demographics	29
View Clinic Enrollments/Correspondence	30
View Letters/Correspondence on File	31
View Entitlement Information	33
View Appliance Transactions	34
View Auto Adaptive Information	36
View Critical Comments	37
Add/Edit Disability Codes	38
View Home Oxygen Items	41

View and Print the Patient 2319

Display the 2319 You can display the 10-2319 Prosthetics Veteran record using the **Display/Print Patient 2319 (23)** Menu option.

Steps To display or print the 10-2319 Prosthetics Veteran record, follow these steps:

Step	Action
1	At the Select Display/Print Option prompt, type 23 to access the Display/Print Patient 2319 (23) option.
2	At the Site: prompt, press <Enter> to accept the default setting or type a "?" to display a list and select a site from the list.
3	At the Select Prosthetic Patient prompt, enter a Prosthetic patient name with the "LAST NAME,FIRST NAME" format.
4	Press <Enter> to continue.
5	Patient identification information displays. : At the ...OK? Yes // prompt, press <Enter> to continue.

2319 Screen

23 Display/Print Patient 2319

- TI Transaction Inquiry
- IP Print All Prosthetic Items
- BI Print Prosthetic Billings for MAS
- IH Item History
- SE Search for Recalled Item
- SI Site Parameter Inquiry
- VI Vendor Inquiry

Select Display/Print Option: **23 <Enter>** Display/Print Patient 2319

SITE: SUPPORT ISC// **<Enter>**

499

Select PROSTHETIC PATIENT: **PROSPATIENT,ONE <Enter>**
PROSPATIENT,ONE 1-1-30 000000001

...OK? Yes// **<Enter>** (Yes)

HINES, IL

View and Print the Patient 2319, continued

Printing vs. Displaying the 2319 Printing is different than viewing the 2319 on your terminal! If you elect to print the 2319 information by entering **SLAVE or another printer device**, the entire Record of Appliances and Repairs prints out.

Steps To display or print the 10-2319 Prosthetics Veteran record, follow these steps:
(continued)

Step	Action
6	The system displays the Device: Home// prompt. Press <Enter> twice to display information to your terminal screen or type SLAVE to print the information to your personal printer. You can print the information to another printer by typing the printer ID.
7	The system displays: Right Margin: 80// (unless you requested to print to a printer using the SLAVE entry). Press <Enter> to continue.
8	The Disability Codes display for the selected patient and you are given a choice of information to view, edit or print from the patient's 2319.

2319 Screen
(continued)

DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

*Comments on File.

Current Disability Codes are:

COS/B	EMPLOYEE	NSC
AMP/LAE	SC VIETNAM	S/C

Select one of the following

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to continue :

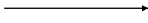
View Patient Demographics

Function description You can view the patient's demographics by entering 1 at the "**Enter 10-2319 screen to VIEW...**" This includes the patient's name, social security number, date of birth, address and phone, eligibility and benefits, and claim number, which is shown at the top of the 2319 form.

Steps To view patient demographics, follow these steps:

Step	Action
1	Type "1" to select the Patient Demographics screen at the prompt, and press <Enter>.
2	The patient demographics display as shown below.
3	Press <Enter> to continue. If there is no entry for POW?, you may enter it at this time or press the <Enter> key to accept a default of NO.
4	The current Disability Codes display if available.

Patient Demographics Screen



Output



Disability Codes

Select one of the following:

1	PATIENT DEMOGRAPHICS
2	CLINIC ENROLLMENTS/CORRESPONDENCE
3	ENTITLEMENT INFORMATION
4	APPLIANCE TRANSACTIONS
5	AUTO ADAPTIVE INFORMATION
6	CRITICAL COMMENTS
7	ADD/EDIT DISABILITY CODE
8	HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue : **1 <Enter>** PATIENT DEMOGRAPHICS

PROSPATIENT,ONE CLAIM#	SSN: 000000001	DOB: JAN 1,1930
Phone:	Phone:	
Current Address:	Primary Next of Kin Address:	
ABC STREET		
CHICAGO, ILLINOIS 60000		
Patient Type: PILL NONE	Period of Service: OTHER OR	
Primary Eligibility Code:	Status: REQUIRED	
NSC	Eligibility Status:	

Receiving A&A Benefits? NO Receiving Housebound Benefits? NO

Receiving Social Security? NO Receiving VA Pension? NO

Receiving Military Retirement? NO Receiving VA Disability? NO

Prosthetic Disability Code(s): COS/B-NSC AMP/LAE-SC

Enter RETURN to continue or '^' to exit: **<Enter>**

*POW? NO

Enter return to continue or '^' to exit: **<Enter>**

Current Disability Codes are:

COS/B	EMPLOYEE	NSC
AMP/LAE	SC VIETNAM	S/C
ORTH/PLS	INPATIENT	S/C

View Clinic Enrollments/Correspondence

Function description You can view the clinic enrollments and correspondence for the patient by selecting to view screen 2.

Steps To view clinic enrollments and correspondence for a veteran, follow these steps:

Step	Action
1	Type 2 at the prompt: "Enter 10-2319 screen to VIEW (1-8)..." to select the Clinic Enrollments/Correspondence (2) screen.
2	The following information displays: Last Movement Actions, Clinic Enrollments, and Pending Appointments.
3	Press <Enter> at the Would you like to see more clinics? No// prompt to accept the default setting or Y for Yes . Note: This prompt may not appear if there aren't many clinics.
4	Press <Enter> to continue.
5	To view correspondence, see next page, " View Letters on File. "

**Clinic Enrollment/
Correspondence Screen**

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE**
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue : **2 <Enter>** CLINIC ENROLLMENTS/CORRESPONDENCE

PROSPATIENT,TWO SSN: 000-00-0002 DOB: FEB 28,1949
CLAIM#

Last Movement Actions

Trans. Type: DISCHARGE	Trans. Type: ADMISSION
Date: JAN 12,1997@08:00	Date: JUN 5,1996@12:47:34
Type of Movement:	Type of Movement:
REGULAR	OPT-SC
Ward: 2AS	Ward: 2AS
Physician: PROSPROVIDER,FIVE	Physician: PROSPROVIDER,FIVE
Diagnosis: SOB	Diagnosis: SOB

Clinic Enrollments

Clinic	Enrollment Date	OPT or
AC		
HOUSE/A	MAY 17,1994	OPT
TEST1	NOV 1,1994@11:10	OPT

Would you like to see more clinics? No// n (No) **<Enter>**

Pending Appointments

No Pending Appointments for this Patient

Enter RETURN to continue or '^' to exit: **<ENTER>**

View Letters/Correspondence on File

Clinic Enrollments You can also view the letters on file for the patient using **Clinic Enrollments/Correspondence (2)**.

Steps To view letters on file for a patient, follow these steps:
(continued)

Step	Action
6	The letter listings on file display for a patient if available.
7	The Enter a number prompt displays to view a letter. Type the number of the letter you want to view or print and press < Enter >.
8	The DEVICE: HOME// prompt displays. Press < Enter > to continue to view the letter or enter a printer device. This example shows you how to view the letter.
9	Press < Enter > again after the Right Margin: 80// prompt.

Letters on File

```
Letters on file:

# Patient      Type of letter  Employee      Date of
letter

-----
-----

1 PROSPATIENT,ONE  ADP FL 10-90   PROSPROVIDER,THREE  DEC
16, 1999

2 PROSPATIENT,ONE  HO 30 DAY TEST  PROSPROVIDER,THREE  FEB
08, 2002

3 PROSPATIENT,ONE  HO 30 DAY TEST  PROSPROVIDER,THREE  FEB
08, 2002

Enter '^' to stop or Enter a number (1-3):1 <Enter>

DEVICE: HOME// <Enter>  TELNET  Right Margin: 80// <Enter>

                                REQUEST FOR QUOTATION

                                Date: Mar 13, 2000

                                TO: VENDOR NAME                                FROM: PROSVENDOR,ONE

                                7000 SOUTH ST                                SUPPORT ISC

                                CHICAGO, ILLINOIS 60620

                                60619                                CHICAGO, IL

                                Vendor Phone #: (555)

Veteran: PROSPATIENT,ONE
```

SSN:

000000001

Your firm is being considered for the following:

PROSTHETIC LEG

An estimate on the above-listed item(s) is requested. YOUR QUOTATION

DOES NOT CONSTITUTE A PURCHASE ORDER. Upon completion of the esti-

mate, return the original to the Veterans Affairs facility indicated

above and retain a copy for your files.

If approved, a purchase order will be prepared and forwarded to you.

Sincerely,

PROSPROVIDER,SIX, ACTING CHIEF, PROSTHETICS SERVICE CHIEF

View Letters/Correspondence on File, continued

Output A letter on file sample is shown below for a patient's Vendor Estimate.

Steps To view letters on file, continue to follow these steps:
(continued)

Step	Action
10	The letter(s) displays if available for a patient.
11	At the Would you like to see more letters? No// prompt, press <Enter> to accept the default of No . If you want to view more letters that are on file, type Y for Yes .
12	At the Do You wish to create a correspondence letter? No// prompt, press <Enter> to accept the default setting or type Y for Yes . (See the Correspondence section for instructions.)
13	The Suspense Menu may display for you to enter a request for a Prosthetic item or service (depending on the settings at your site).

Sample Letter Screen

VENDOR'S ESTIMATE
(To be completed by Vendor)

Cost	Article or Service	Quantity	Unit	Unit

Vendor: Contract number (if applicable)

Address:

City:

State: Zip:

Telephone:

| Date: Signature & Title of Company
Official|

| Note:List Terms/Discounts if Applicable
|

ADP FL 10-90

Enter RETURN to continue or '^' to exit:

Would you like to see more letters? No// <ENTER>

Do you wish to create a correspondence letter? No// <ENTER>

View Entitlement Information

Function description You can view the patient's entitlement information by typing **(3)** at the **"Enter 10-2319 screen to VIEW..."** prompt.

Steps To view entitlement information, follow these steps:

Step	Action
1	Select the Entitlement Information screen by typing 3 .
2	The patient name, social security number, date of birth, and claim number displays as well as any entitlements. This includes a clothing allowance if applicable, automobile information, and items returned.

Entitlement Screen

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION**
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue : **3 <Enter>** ENTITLEMENT INFORMATION

PROSPATIENT,ONE SSN: 000-00-0001 DOB: JAN 1,1930
CLAIM#

PSC Issue Card: Appliance Ht 68 Wt 192 Eyes BR Hair GY
Serial Number

JAN 31, 2000 TEST ITEM

Clothing Allowance: Date: 04-01-01 ELIGIBLE STATIC

Date of Exam: JUL 11, 2000

Examiner: PROSPROVIDER,EIGHT

Desc:


```

Date: 03-15-02 NOT-ELIGIBLE NON-STATIC
Date of Exam: MAR 10, 2002 Examiner:
PROSPROVIDER,NINE
Desc:
Date: 05-08-02 ELIGIBLE STATIC
Date of Exam: MAY 08, 2002 Examiner:
PROSPROVIDER,SEVEN
Desc: TESTING

Items Returned: Date      Item      Serial
Status

Enter RETURN to continue or '^' to exit:

```

View Appliance Transactions

Function description You can view appliance transactions for the patient by typing **4** at the “**Enter 10-2319 screen to VIEW...**” prompt.

Steps To view entitlement information, follow these steps:

Step	Action
1	Select the Appliance Transactions screen by typing 4 .
2	If you want to view the complete entry for a transaction, type the number of the transaction at the “ Enter 1-n to show full entry... ” prompt.

**Appliance Transactions
Screen**

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to
continue : **4 <Enter>** APPLIANCE TRANSACTIONS

PROSPATIENT,TWO SSN: 000-00-0002 DOB: FEB 28,1949
CLAIM#

Date	Qty	Item	Type	Vendor	Sta	Serial	Delivery Date	Tot Cost
1. 02/16/00	1	TEST ITEM	I	VENDOR,TWO		499		9.00
2. 02/16/00	2	TEST ITEM	I	VENDOR,TWO		499		5.00
3. 02/16/00	1	EYEGASSES	I	VENDOR,TWO		499		0.00

4. 05/07/03 1 WHEELCHAIR I VENDOR,THREE 05/07/03 300.00
+=Turned-In *=Historical Data I=Initial X=Repair S=Spare
R=Replacement

Enter 1-19 to show full entry, '^' to exit or `return` to continue. **4**
<Enter>

View Appliance Transactions, continued

Continued... Below is the complete entry for the transaction selected previously.

**Appliance/
Repair Line
Item Detail**

PROSTHETICS,PATIENTONE	SSN: 000-12-3456	DOB: 01-01-1000
APPLIANCE/REPAIR LINE ITEM DETAIL		<4-1>
TYPE OF FORM:	INITIATOR:	DATE: OCT 01, 2013
DELIVER TO:		
TYPE TRANS: INITIAL ISSUE	QTY:	SOURCE: COMMERCIAL
VENDOR:		
DELIVERY DATE:		
TOTAL COST:	OBL:	
REMARKS:		
DISABILITY SERVED: NSC/OP		
ITEM DESCRIPTION: COOKIE		
APPLIANCE: COOKIE		
CONTRACT #:		
EXCLUDED/WAIVER:		
PSAS HCPCS: A4364	ADHESIVE	
ICD10 Code: A00.0	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR CHOLERAE	
CPT MODIFIER:		
DESCRIPTION:		
EXTENDED DESCRIPTION:		
Enter RETURN to continue or '^' to exit:		

Screen output Below is the continued screen output from the **Appliance Transaction** information.

View Auto Adaptive Information

Function description You can view the patient's auto adaptive information by typing **5** at the **"Enter 10-2319 screen to VIEW..."** prompt.

Auto Adaptive Screen

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to continue : **5**
AUTO ADAPTIVE INFORMATION

NAME: PTROSPATIENT,TWO SSN: 000000002 CLAIM NO.

VEHICLE ID# YEAR PURCHASE DATE MAKE MODEL PAGE 1

PROCESS DATE ITEM QTY COST AMIS TYPE

'*' Denotes Inactive Vehicle of Record

VAN-123 199 MAR 13,2000 FORD VAN 4502: MAR 13, 2000

MAR 13, 2000 AIR-CONDITIONING 1 \$500.00 ADAP EQP INITIAL

MAR 13, 2000 CB RADIO 1 \$100.00 VAN MOD INITIAL

Total/Date: \$600.00

Enter RETURN to continue or '^' to exit:

View Critical Comments

Function description You can view, add, or edit any critical comments for the patient by typing 6 at the “Enter 10-2319 screen to VIEW...” prompt.

Steps To add or edit critical comments, follow these steps:

Step	Action
1	Select the Critical Comments option by typing 6 .
2	At the Would you like to Add/Edit Patient Critical Comments? No// prompt, type Y for Yes, and press <Enter>.
3	At the Edit? No// prompt, type Y for Yes , and press <Enter>.
4	The word processing text editor displays for you to type your note.
5	Press the Num Lock key and the E key together to exit and save the information.

**Critical Comments
Screen**

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to
continue : **6** CRITICAL COMMENTS

PATIENT:PROSPATIENT,ONE CRITICAL
COMMENTS

No Patient Critical Comments Recorded for this patient!

Would you like to Add/Edit Patient Critical Comments? No// **Y** (Yes)

CRITICAL COMMENTS:

No existing text

Edit? NO// **YES**

==[WRAP]==[INSERT]===== < CRITICAL COMMENTS >===== [
<PF1>H=Help]=

Editing Critical Comments.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====
=

PATIENT: PROSPATIENT,ONE
COMMENTS

CRITICAL

Editing Critical Comments.

Would you like to Add/Edit Patient Critical Comments? No// **<Enter>**
(No)

*Comments on file

Add/Edit Disability Codes

Function description You can add to or edit the patient's disability codes by typing **7** at the "**Enter 10-2319 screen to VIEW...**" prompt.

Steps To add or edit a Disability Code, follow these steps:

Step	Action
1	Select the Add/Edit Disability Code option by typing 7 .
2	At the Would you like to Add/Edit a Disability Code to the Patient's 2319? Yes// prompt, press <Enter.>
3	At the Select Prosthetic Disability Code prompt, type a Disability Code, and press <Enter.> (You can also type two question marks to view a list and select one.)

Add/Edit Disability Code Screen

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue : **7 <Enter>** ADD/EDIT DISABILITY CODE

Would you like to ADD/EDIT a Disability Code to the Patient's 2319?
YES// **<Enter>**

Select PROSTHETIC DISABILITY CODE: **?? <Enter>**

Choose from:

AMP/LAE	SC	SC VIETNAM
COS/B	NSC	EMPLOYEE

You may enter a new PROSTHETIC DISABILITY CODE, if you wish

This is a pointer to the Prosthetic Disability Code file (662).

Choose from:

1 AMP/LAE

2 AMP/LAK

3 AMP/LBE

Select PROSTHETIC DISABILITY CODE: **1** <Enter> AMP/LAE

...OK? Yes// <Enter> (Yes)

SC SC VIETNAM

Select one of the following:

E EDIT DISABILITY CODE

A ADD DUPLICATE DISABILITY CODE

Enter response: EDIT// **A** <Enter> **ADD DUPLICATE DISABILITY CODE**

PROSTHETIC DISABILITY CODE: AMP/LAE// <Enter>

Add/Edit Disability Codes, continued

Add a Code To continue to add a Disability Code, see the sample screen below. At the **Would you like to Mark a Disability Code as Deleted? NO//** prompt, press <**Enter**> to accept the default setting.

Steps To add or edit a Disability Code, follow these steps:

Step	Action
1	Select the Add/Edit Disability Code option by typing 7 .

**Add/Edit Disability
Code Screen
(continued)**

SERVICE/NON-SERVICE: ??

Enter `1` for Service Connected or `2` for Non-Service Connected.

Choose from:

- 1 SERVICE CONNECTED
- 2 NON-SERVICE CONNECTED

SERVICE/NON-SERVICE: **2** NON-SERVICE CONNECTED

ELIGIBILITY CATEGORY: ??

This field stores the Eligibility Category for the Patient.

Choose from:

- 1 SC VIETNAM
- 2 ALL OTHER SERVICE-CONNECTED
- 3 NSC A&A
- 4 OTHERS ELIGIBLE
- 5 V.I.S.T.
- 6 VOC REHAB
- 7 PHC
- 8 INPATIENT
- 9 EMPLOYEE
- 10 PRIMA FACIA

ELIGIBILITY CATEGORY: **1** SC VIETNAM

Select PROSTHETIC DISABILITY CODE: **<Enter>**

PROSPATIENT, ONE HAS THE FOLLOWING DISABILITY CODES:

COS/B NSC EMPLOYEE

AMP/LAE SC SC VIETNAM

AMP/LAE NSC SC VIETNAM

Would you like to Mark a Disability Code as Deleted? NO// **<Enter>**

*Comments on file

Add/Edit Disability Codes, continued

To Edit a Code You can edit and delete a Disability Code using this screen. To edit a disability code, type **E** for **Edit Disability Code** at the Enter Response prompt. Press **<Enter>** at the additional prompts to accept the default settings.

You delete a Disability Code for a patient by entering YES at the **Would you like to Mark a Disability Code as Deleted? No//** prompt.

Add/Edit Disability Code Screen

Select one of the following:

E EDIT DISABILITY CODE

A ADD DUPLICATE DISABILITY CODE

Enter response: **EDIT// <Enter> DISABILITY CODE**

PROSTHETIC DISABILITY CODE: AO/AUTO// **<Enter>**

SERVICE/NON-SERVICE: SERVICE CONNECTED// **<Enter>**

ELIGIBILITY CATEGORY: SC VIETNAM// **<Enter>**

Select PROSTHETIC DISABILITY CODE: **<Enter>**

PROSPATIENT,ONE HAS THE FOLLOWING DISABILITY CODES:

COS/B NSC EMPLOYEE

AMP/LAE SC SC VIETNAM

AMP/LAE NSC SC VIETNAM

ORTH/PLS SC INPATIENT

ORTH/DLF SC SC VIETNAM

AO/AUTO SC SC VIETNAM

Would you like to Mark a Disability Code as Deleted? NO// **<Enter>**

*Comments on file

View Home Oxygen Items

Function description You can view the patient's home oxygen information by typing **8** at the "Enter 10-2319...." prompt.

Sample output

```
Select one of the following:

      1      PATIENT DEMOGRAPHICS

      2      CLINIC ENROLLMENTS/CORRESPONDENCE

      3      ENTITLEMENT INFORMATION

      4      APPLIANCE TRANSACTIONS

      5      AUTO ADAPTIVE INFORMATION

      6      CRITICAL COMMENTS

      7      ADD/EDIT DISABILITY CODE

      8      HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to continue: 8
<Enter> HOME OXYGEN ITEMS

PROSPATIENT,THREE   000-00-0003

Current Prescription (#5)

      Active Date: OCT 16,2003   Expiration Date: OCT 15,2004

      CONCENTRATOR 02 @ 28% VIA COOL AEROSOL TRACH MASK, BUNN
      COMPRESSOR, M TANK
```

10 E TANKS, 4 TRACH MASKS, 6 1000 ML PREFILLED AND 4 500 ML
AEROSOL BTLs

PER MO.

NEBULIZER .5 CC ALBUTEROL & 2.5 CC IPRATROPIUM,

2 #6 SHILEY TRACH TUBES CUFFED, UNFENESTRATED EVERY 6 MONTHS
WITH NON-

DISPOSABLE INNER CANNULAS

Enter RETURN to continue or '^' to exit: **<Enter>**

PROSPATIENT,THREE SSN: 000-00-0003 DOB: OCT 12,1954 CLAIM#
391580866

Date	Qty	Item	Type	Vendor	Sta	Serial	Delivery Date	Tot Cost
1. 01/27/04	4	HUMIDIFIER	X	FIRST COMM	695		02/11/04	26.60
		4111						
2. 01/27/04	1	OXYGEN-REN	X	FIRST COMM	695		02/11/04	90.25
		4111						
3. 01/27/04	1	OX-COMPRES	X	FIRST COMM	695		02/11/04	42.75
		4111						
4. 12/17/03	12	NEBULIZER	I	FIRST COMM	695		12/22/03	14.76
		4111						

5.	12/17/03	1	OXYGEN-REN	X	FIRST COMM	695	12/22/03	90.25
								4111
6.	12/17/03	8	OXYGEN-REF	X	FIRST COMM	695	12/22/03	72.24
								4111
7.	12/17/03	1	OX-COMPRES	X	FIRST COMM	695	12/22/03	42.75
								4111
8.	11/24/03	4	HUMIDIFIER	X	FIRST COMM	695	12/05/03	26.60
								4111
9.	11/24/03	4	NEBULIZER	I	FIRST COMM	695	12/05/03	4.92
								4111
10.	11/24/03	1	OXYGEN-REN	X	FIRST COMM	695	12/05/03	90.25

Transaction Inquiry (TI)

View a Transaction

Function description You can view a single purchasing transaction through the **Transaction Inquiry (TI)** option from the **Display/Print** Menu. (This option displays purchasing information for a specific transaction from the Prosthetics 1358 file (#664.))

Steps To perform a transaction inquiry, follow these steps:

Step	Action
1	Type TI for the Transaction Inquiry option from the Display/Print Menu.
2	At the Select Patient Name or Transaction Number prompt, type a patient name or transaction number, and press <Enter> .
3	Select the transaction you want to view from the list of transactions displayed.

**Transaction Inquiry
Screen**

23 Display/Print Patient 2319

TI Transaction Inquiry

IP Print All Prosthetic Items

BI Print Prosthetic Billings for MAS

IH Item History

SE Search for Recalled Item

SI Site Parameter Inquiry

VI Vendor Inquiry

Select Display/Print Option: **TI <Enter>** Transaction Inquiry

Select Patient Name or Transaction Number: **PROVIDER1,TWO**
<Enter> PROSPATIENT,ONE 1-1-30

453890765 NO PILL HINES, IL

1 PATIENT,ONE 1-31-2000 PATIENT,ONEClosed REF: 0002
EYEGLASSES

2 PATIENT,ONE 1-31-2000 PATIENT,ONEClosed REF: 0003 TEST
ITEM

3 PATIENT,ONE 1-31-2000 PATIENT,ONE REF: 0004 TEST
ITEM

4 PATIENT,ONE 1-31-2000 PATIENT,ONE TEST
ITEM

5 PATIENT,ONE 1-31-2000 PATIENT,ONE REF: 0003
PICKUP/DELIVERY

Press <RETURN> to see more, '^' to exit this list, OR CHOOSE 1-5:
1 <Enter>

View a Transaction, continued

Print a transaction

You can also print a transaction as well as view one.

Steps (continued)

To perform a transaction inquiry, follow these steps:

Step	Action
4	The Device prompt appears.
5	At the Device prompt, press < Enter > twice to display information to your terminal screen. (You can also type SLAVE to send the information to your printer, and press < Enter >.)
6	The transaction information displays for the requested patient.

**Transaction Inquiry
Screen**

1-31-2000 PROSPATIENT,ONE EYEGLASSES	Closed	REF: 0002
DEVICE: <Enter> TELNET	Right Margin: 80// <Enter>	
PROSTHETICS 1358 LIST PAGE 1	SEP 27,2000	09:46
----- -----		
DATE: JAN 31, 2000 PROSPATIENT,ONE	PATIENT:	
OBLIGATION NUMBER: 499-C45004 PRODUCTION	VENDOR: VENDOR	
C.P.: 499-94-2-055-0047 C45004-0002	REFERENCE: 499- C45004-0002	
CLOSE OUT DATE: JAN 31, 2000@13:05:53 PROVIDER,THREE	INITIATOR:	
EST. SHIPPING CHARGE: 1 31, 2000	SHIPPING ENTRY: JAN 31, 2000	
STATION NAME: SUPPORT ISC		
ITEM: EYEGLASSES ITEM 1	BRIEF DESCRIPTION:	
UNIT COST: 1	QTY: 1	
UNIT OF ISSUE: EA INITIAL ISSUE	TYPE OF TRANSACTION:	
PATIENT CATEGORY: SC/OP	SOURCE: COMMERCIAL	
APPLIANCE/REPAIR: JAN 31, 2000	PSAS HCPCS: A4500	
CLOSE-OUT REMARKS: CLOSE	FORM TYPE: 2421	

CLOSED BY: PROVIDER,THREE
VETERAN

DELIVER TO:

DATE REQUIRED: MAR 01, 2000

DELIVERY TIME: 30

Select Patient Name or Transaction Number: **<Enter> to exit
the screen.**

Print All Prosthetic Items (IP)

Overview

Introduction

The **Print All Prosthetic Items (IP)** option prints all Prosthetic Item Master records along with their new and repair AMIS codes. This listing is useful for Purchasing Agents as a catalog of all current Prosthetic items available for issue, and for Prosthetics Supervisors to validate correctness of Prosthetics AMIS codes.

Note: Lab AMIS codes are not printed with this version of Prosthetics.

Steps

To print all Prosthetic items, follow these steps:

Step	Action
1	Type IP for the Print All Prosthetic Items option from the Display/Print Menu.
2	At the Device prompt, press <Enter>. The following displays: Right Margin: 80//.
3	Press <Enter>.

Print All Prosthetic Items Screen

```
23      Display/Print Patient 2319
TI      Transaction Inquiry

IP      Print All Prosthetic Items

BI      Print Prosthetic Billings for MAS

IH      Item History

SE      Search for Recalled Item

SI      Site Parameter Inquiry

VI      Vendor Inquiry

Select Display/Print Option: IP <Enter> Print All Prosthetic
Items

DEVICE: <Enter>  TELNET  Right Margin: 80// <Enter>
```

Recommendation

It is recommended that you run this option quarterly to verify the AMIS codes that have been assigned. This will assure that you will receive proper calculations in your AMIS Worksheets.

View the Prosthetic Item Master List

Prosthetic Item Master List

You can view the Prosthetic Item Master List from the **Print All Prosthetic Items (IP)** option. Notice that the Item Master List below has three pages displayed with the Item Number, short description, and extended description.

Print All Prosthetic Items Screen (continued)

PROS ITEM MASTER LIST		SEP 27,2000 09:47		PAGE 1	
ITEM					
NUMBER	SHORT DESCRIPTION	DESCRIPTION			

3	**SYRINGE-SUBCUTANEOUS-3I	3 IN SUBCUTANEOUS SYRINGE (3)			
	ANC: 05 A	ARC: R01	ONC: 10	ORC: R15 A	RNC: RRC:
	ANC: 01 A	ARC: R15	ONC:	ORC:	RNC: RRC:
	ANC: 04 A	ARC: R03 B	ONC: 03	ORC: R15 A	RNC: RRC:
59	EYEGLASSES	EYEGLASSES			
	ANC: 11	ARC: R06	ONC: 10	ORC: R15 A	RNC: 04 RRC: R13
10000	EYEGLASSES	EYEGLASSES			
	ANC: 11	ARC: R06	ONC:	ORC:	RNC: RRC:
PROS ITEM MASTER LIST		SEP 27,2000 09:47		PAGE 2	
ITEM					
NUMBER	SHORT DESCRIPTION	DESCRIPTION			

ANC:	ARC:	ONC:	ORC:	RNC:	RRC:	
903	TEST ITEM	TEST				
	ANC: 05 D	ARC: R15	ONC:	ORC: R15 B	RNC:	RRC:
55	WHEELCHAIR-ADULT/HEMI/BLU	STANDARD ADULT ROLLS 2000 HEMI WHEELCHAIR				
		WITH ELEVATING LEG REST AND ANTI TIPPER,				
		BLUE (55)				
	ANC: R14	ARC: R15	ONC: 10	ORC: R15 A	RNC: 10	RRC: R12
56	WHEELCHAIR-CLASSIC-18X16	PREMIER CLASSIC STANDARD WIDTH AND DEPTH,				
		18X16, SEAT HEIGHT (19 3/4) BACK HEIGHT				
		STYLE 16 1/2IN, FIXED DETACHABLE DESK				
		LENGTH ARMS, REAR WHEEL SIZE 24X11IN,				
		BLACK MOLDED WITH SOLID SNAP ON TIRES,				
		CHROME PLATED STEEL HANDRIMS, PUSH TO LOCK				
		WHEEL LOCKS, 8X1 CASTERS, BLACK MOLDED				
PROS ITEM MASTER LIST			SEP 27,2000 09:47		PAGE 3	
ITEM						
NUMBER	SHORT DESCRIPTION	DESCRIPTION				

WITH SOLID TIRES, REGAL BLUE LEATHERETTE						

UPHOLSTERY, CHROME FRAME FINISH (56)

ANC: 17 A ARC: R15 ONC: 12 ORC: R15 D RNC: 09 RRC:

Print Prosthetic Billings for MAS (BI)

Overview

Introduction The **Print Prosthetic Billings for MAS (BI)** option prints all NSC (non-service connected) items issued to patients for billing purposes. MAS stands for Medical Administrative Services.

Steps To view Prosthetic Billings for MAS, follow these steps:

Step	Action
1	Type BI for the Print Prosthetic Billings for MAS option from the Display/Print Menu.
2	At the Site prompt, enter the name of the site and press <Enter> .
3	At the Start With Delivery Date prompt, enter the beginning date of the date range. (For instance if the report should cover one year from the current date, enter T-365 which stands for "Today minus 365 days from today").
4	At the End With Delivery Date prompt, type a T for Today if you want to enter the end of the date range with the current date.
5	At the Device prompt, enter a printer or press <Enter> . The following displays: Right Margin: 80// . Press <Enter> again.

Print Prosthetic Billings for MAS Screen

```
23      Display/Print Patient 2319
TI      Transaction Inquiry
IP      Print All Prosthetic Items
BI     Print Prosthetic Billings for MAS
IH      Item History
SE      Search for Recalled Item
SI      Site Parameter Inquiry
VI      Vendor Inquiry
```

Select Display/Print Option: **BI** Print Prosthetic Billings for MAS

SITE: Hines Development System// 499

Start With Delivery Date: **T-365** (SEP 28, 1999)

End With Delivery Date: **T** (SEP 27, 2000)

DEVICE: HOME// **<Enter>** TELNET Right Margin: 80// **<Enter>**

...EXCUSE ME, JUST A MOMENT PLEASE...

...PREPARING TO PRINT PROSTHETIC BILLING...

Purchasing Menu

Each transaction done through the **Purchasing** Menu requires the Prosthetic Purchasing Agent to enter the correct patient category for each item issued. Any item issued to a veteran who is NSC/OP and has insurance recorded in the MAS Patient file, will appear on this listing for billing purposes in MAS.

View Prosthetic Billing Information

Billing Information

Below are the first two pages of the Prosthetic billing information for this sample.

Print Prosthetic Billings for MAS Screen
(continued)

PATIENT NAME	SSN	SEP 28, 1999-SEP 27, 2000		STA 499	PAGE
1					

TEST,A	5465				
Insurance Expires	COB	Subscriber ID	Group	Holder	Effective
=====					
=====					
BLUE CROSS	9432		111	SELF	03/01/70
06/21/00	06/21/00	TEST ITEM			QTY: 1 TOTAL
COST:	1.00				
PROSPATIENT, TWO	0002				
Insurance Expires	COB	Subscriber ID	Group	Holder	Effective
=====					
=====					
AETNA 01/01/99	72727272		1633	SELF	01/01/90
BLUE CROSS	p 088888888		3333	SELF	01/01/93

12/13/99 12/20/99* EYGLASSES
COST: 50.00

QTY: 1 TOTAL

PATIENT NAME SSN SEP 28, 1999-SEP 27, 2000STA
499 PAGE 2

PROSPATIENT,TWO 0002

Insurance	COB	Subscriber ID	Group	Holder	Effective
-----------	-----	---------------	-------	--------	-----------

=====
=====

AETNA		72727272	1633	SELF	01/01/90
01/01/99					

BLUE CROSS	p	08888888	3333	SELF	01/01/93
------------	---	----------	------	------	----------

12/13/99 12/13/99 EYGLASSES
COST: 5.00

QTY: 1 TOTAL

12/13/99 12/13/99 WHEELCHAIR-ADULT/HEMI/BLUE-STD QTY: 1 TOTAL
COST: 5.00

Enter RETURN to continue or '^' to exit: <Enter>

View Prosthetic Billing Information, continued

Billing information

Below are pages 3 and 4 of the Prosthetic billing information of this report.

Print Prosthetic Billings for MAS Screen (continued)

PATIENT NAME	SSN	SEP 28, 1999-SEP 27, 2000STA			
499	PAGE 3				

PROSPATIENT, TWO 0002					
Insurance	COB	Subscriber ID	Group	Holder	Effective
Expires					
=====					
=====					
AETNA		72727272	1633	SELF	01/01/90
01/01/99					
BLUE CROSS	p	088888888	3333	SELF	01/01/93
12/13/99	12/13/99	EYEGLASSES		QTY: 1	TOTAL
COST:	50.00				
12/13/99	12/13/99	EYEGLASSES		QTY: 1	TOTAL
COST:	50.00				
12/13/99	12/13/99	EYEGLASSES		QTY: 1	TOTAL
COST:	50.00				
12/13/99	12/13/99	EYEGLASSES		QTY: 1	TOTAL
COST:	50.00				
12/13/99	12/13/99	EYEGLASSES		QTY: 1	TOTAL
COST:	5.00				
12/13/99	12/13/99	WHEELCHAIR-ADULT/HEMI/BLUE-STD		QTY: 1	TOTAL
COST:	5.00				

12/20/99 12/20/99 EYGLASSES QTY: 1 TOTAL
COST: 50.00

Enter RETURN to continue or '^' to exit: <Enter>

PATIENT NAME SSN SEP 28, 1999-SEP 27, 2000STA
499 PAGE 4

PROSPATIENT, TWO 0002

Insurance	COB	Subscriber ID	Group	Holder	Effective
-----------	-----	---------------	-------	--------	-----------

=====
=====

AETNA		72727272	1633	SELF	01/01/90
01/01/99					

BLUE CROSS	p	088888888	3333	SELF	01/01/93
------------	---	-----------	------	------	----------

12/20/99 12/20/99 EYGLASSES QTY: 1 TOTAL
COST: 5.00

12/20/99 12/20/99 WHEELCHAIR-ADULT/HEMI/BLUE-STD QTY: 1 TOTAL
COST: 5.00

12/20/99 12/20/99 EYGLASSES QTY: 1 TOTAL
COST: 50.00

12/20/99 12/20/99 EYGLASSES QTY: 1 TOTAL
COST: 5.00

12/20/99 12/20/99 WHEELCHAIR-ADULT/HEMI/BLUE-ST QTY: 1 TOTAL
COST: 5.00

01/07/00 01/07/00 EYGLASSES	QTY: 1 TOTAL
COST: 5.00	
01/07/00 01/07/00 EYGLASSES	QTY: 1 TOTAL COST:
5.00	

View Item History

Introduction The **Item History (IH)** option from the **Display/Print** Menu prints the history of all purchases made for an item you select. It allows you to review the history of all items issued during any date range you may choose. You can view the request date, patient name, SSN, Vendor, Serial Number, quantity, total cost, and Initiator.

There are four types of transactions including: 1) Initial Issue, 2) Replacement, 3) Repair, and 4) Spare. You can select multiple items to view at one time. This includes who received the item, cost of the item, quantity, purchased or issued, etc.

Steps To view item history, follow these steps:

Step	Action
1	Type IH for the Item History option from the Display/Print Menu.
2	At the Site prompt, press < Enter > to accept the default Site or type two question marks to display and list and select a different site.
3	Once you have selected a site, an OK? Yes// prompt displays.
4	Press < Enter > and another Select Item prompt displays.

Item History Screen

23 Display/Print Patient 2319

TI Transaction Inquiry

IP Print All Prosthetic Items

BI Print Prosthetic Billings for MAS

IH Item History

SE Search for Recalled Item

SI Site Parameter Inquiry

VI Vendor Inquiry

Select Display/Print Option: **IH** <Enter> Item History

SITE: Hines Development System2// ST. NUM. 578

Select ITEM 1: **??** <Enter>

Choose from:

3 **** THIS ITEM IS INACTIVE ****

7

9 **** THIS ITEM IS INACTIVE, USE ITEM NUMBER 11 ****

40

55

Select ITEM 1: **3**

1 3 **** THIS ITEM IS INACTIVE ****

2 345-1234 55

CHOOSE 1-2: **2** <Enter> 55

...OK? Yes// (Yes) <Enter>

Select ITEM 2: <Enter> or enter another item.

View Item History Within a Date Range

Item Master file

Please note that the item number and the item name must correspond with what is contained in the Prosthetics Item Master file when you are requesting to view items in the **Item History** option.

Steps (continued)

To view item history, follow these steps:

Step	Action
5	At the Beginning Date: T-30// prompt, press <Enter> to accept this default setting. You can also enter a different entry for a beginning date.
6	At the Ending Date: TODAY// prompt, press <Enter> to accept this default setting. You can also enter a different entry for an ending date.
7	At the Device prompt, press <Enter> . The following displays: Right Margin: 80// . Press <Enter> again.
8	The Item History displays.

Item History Screen
(continued)

```
Beginning Date: T-30// <Enter> (AUG 29, 2000)
Ending Date: TODAY// <Enter> (SEP 28, 2000)
DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...

ITEM HISTORY: WHEELCHAIR-ADULT/HEMI/BLUE-STD FOR ALL STA ST.
NUM. 578P

AGE 1

REQUEST DATE PATIENT NAME SSN VENDOR AUG 29, 2000-
SEP 28, 2000

SEP 25, 2000@11:56 PATIENT,FOUR 2750 Vendor SERIAL NBR: QTY:
1 TOTAL COST: 23.00 INITIAL ISSUE

INITIATOR: PROSPROVIDER,THREE

TOTAL DOLLARS SPENT ON THIS ITEM: $ 23.00 TOTAL QUANTITY ISSUED:
1
```

Search for Recalled Item (SE)

Overview

Introduction

The **Search for Recalled Item (SE)** option from the **Display/Print** Menu searches the RECORD OF PROS APPLIANCE/REPAIR file (#660) for a recalled item.

Steps

To search for a recalled item, follow these steps:

Step	Action
1	Type SE for the Search for Recalled Item (SE) option from the Display/Print Menu.
2	At the Site prompt, press <Enter> to accept the default Site or type two question marks to display a list and select a different site.
3	At the Beginning Date prompt, enter a date for the beginning of the date range of the data you want to view, and press <Enter>. (For instance, if you want a range of a year of data, enter T-365 for "Today minus 365 days from the current date.")
4	At the Ending Date prompt, enter the end date of the date range of the data you want to view, and press <Enter>. (For instance, you can enter T for Today for the current date.)
5	At the Select one of the following prompts, a list of options display including: 1) Search by Serial Number or Lot Number or 2) Search by Item . Type the option that you want and press <Enter>.

Search for Recalled Item Screen

23 Display/Print Patient 2319

TI Transaction Inquiry

IP Print All Prosthetic Items

BI Print Prosthetic Billings for MAS

IH Item History

SE Search for Recalled Item

SI Site Parameter Inquiry

VI Vendor Inquiry

Select Display/Print Option: **SE** Search for Recalled Item

SITE: A 3456789012345678901234567890 LONG NAME// 499

Beginning Date: **T-365** (SEP 28, 1999)

Ending Date: **T** (SEP 27, 2000)

Select one of the following:

- 1 Search by Serial Number or Lot Number
- 2 Search by Item

Enter response: **<Enter>**

Search by Serial Number or Lot Number

Search patterns

Items issued through the Prosthetics stock program can be traced to an individual patient if either the item's lot or serial number was recorded at the time of the issue. To use the **Search by Serial Number or Lot Number** option, some unique pattern in either the lot or serial number must be known.

For example, to find all issues to patients receiving an item with the Serial Number (or in the Lot Number) of **90-222-98**, enter **90-** at the "**Enter Serial Number or Lot Number:**" prompt. A search of the database will begin and the results may be sent to the screen or printer. Multiple results may display.

For this example, entering **90-222** or **222** would have given the same results. Entering 222-90 would NOT have found these transactions since 222-90 is NOT a pattern in either transaction's Serial Number or Lot Number.

Note: You may also search by item name.

Steps

To search for a recalled item, follow these steps:

Step	Action
1	Enter 1 for the Search by Serial Number or Lot Number.
2	At the Enter Serial Number or Lot Number prompt, you can enter partial information to begin the search.
3	At the Device prompt, press <Enter>. The following displays: Right Margin: 80//. Press <Enter> again.

**Search by Serial
Number or Lot Number
Screen**

Select one of the following:

- 1 Search by Serial Number or Lot Number
- 2 Search by Item

Enter response: **1** Search by Serial Number or Lot Number

Enter Serial Number or Lot Number: **9**

DEVICE: **<Enter>** HOME// TELNET Right Margin: 80// **<Enter>**

...HMMM, I'M WORKING AS FAST AS I CAN..

RECALLED ITEM REPORT

JUN 20, 1997-OCT 02, 2000 STA ST. NUM. 578 PAGE 1

REQUEST DATE	PATIENT NAME	SSN	ITEM	VENDOR
--------------	--------------	-----	------	--------

JUN 01, 2000	TEST,H	5612	TEST ITEM	PROSVENDOR,THREE
--------------	--------	------	-----------	------------------

LOT NBR: SERIAL NBR: K0429

END OF REPORT

Search by Item Number

Report description The **Recalled Item Report** displays the request date, patient name, SSN, item, and vendor.

Steps To search for a recalled item, follow these steps:

Step	Action
6	At the Select ITEM prompt, type either an item number or two question marks to display a list and then select one.
7	At the Device: HOME// prompt, press < Enter > twice to display the information to your terminal screen (or type SLAVE to print it).

**Search for Recalled
Item Screen (continued)**

Select one of the following:

- 1 Search by Serial Number or Lot Number
- 2 Search by Item

Enter response: 2 Search by Item Select ITEM: **??**

Choose from:

3 **** THIS ITEM IS INACTIVE ****

7

9 **** THIS ITEM IS INACTIVE, USE ITEM NUMBER 11 ****

40

55

56

Select ITEM: **3**

1 3 **** THIS ITEM IS INACTIVE ****

2 345-1234 55

CHOOSE 1-2: **1** <Enter> 3 **** THIS ITEM IS INACTIVE ****

...OK? Yes// <Enter> (Yes)

DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

RECALLED ITEM REPORT SEP 28, 1999-SEP 27, 2000 STA
499 PAGE 1

REQUEST DATE	PATIENT NAME	SSN	ITEM	VENDOR
--------------	--------------	-----	------	--------

MAY 19, 2000	PATIENT,TWO	8888	**SYRINGE-SUBCUTA	PROSVENDOR,THREE
--------------	-------------	------	-------------------	------------------

LOT NBR: SERIAL NBR:

MAY 22, 2000	PATIENT,TWO	8888	**SYRINGE-SUBCUTA	PROSVENDOR,FIVE
--------------	-------------	------	-------------------	-----------------

LOT NBR: SERIAL NBR:

MAY 23, 2000	PATIENT,TWO	8888	**SYRINGE-SUBCUTA	PROSVENDOR,FIVE
--------------	-------------	------	-------------------	-----------------

LOT NBR: SERIAL NBR:

END OF REPORT

Search by Item Number, continued

Example

The following is an example of the usefulness of the **Search for Recalled Item** option:

A vendor calls the Prosthetic office to look for a patient's name and/or purchase order number but all they have is the item that was purchased and the date of the purchase.

By using this option, you can locate the patient's name and the item at the prompt that asks for the beginning and ending date.

You would then access the patient's 2319 which is located under the **Display/Print** option.

Select the Appliance Transactions option.

Select the date given to you by the vendor and enter the number that matches the date.

The number will show full entry, and you will be able to locate the purchase order number.

Site Parameter Inquiry (SI)

Overview

Introduction

The **Site Parameter Inquiry (SI)** option from the **Display/Print** Menu should be used to review your local site information.

Steps

To inquire on a site parameter, follow these steps:

Step	Action
1	Type ST for the Search for Recalled Item (ST) option from the Display/Print Menu.
2	At the Site prompt, type two question marks to display a list and select a site.
3	At the Device: HOME// prompt, press <Enter> twice to display the information to your terminal screen (or type SLAVE to print it).

Site Parameter Inquiry Screen

23 Display/Print Patient 2319

TI Transaction Inquiry

IP Print All Prosthetic Items

BI Print Prosthetic Billings for MAS

IH Item History

SE Search for Recalled Item

SI Site Parameter Inquiry

VI Vendor Inquiry

Select Display/Print Option: **SI <Enter>** Site Parameter Inquiry

Select PROSTHETICS SITE PARAMETERS SITE NAME: **??**

Choose from:

Hines Development System

Hines Development System2

CORKWELL VAMC

HINESTEST

SAN ANTONIO VAMC

ZZOJ VAMC VAMC

Select PROSTHETICS SITE PARAMETERS SITE NAME: **H <Enter>**

1 Hines System Development

2 Hines System Development2

CHOOSE 1-2: **1** <Enter> Hines System Development

DEVICE: **1** <Enter> P-SLAVE-CERA10 173C

Vendor Inquiry (VI)

Overview

Introduction

The **Vendor Inquiry** (VI) option from the **Display/Print** Menu provides a display of all information contained in IFCAP's Vendor file. Enter the vendor's name and the information is displayed. You can type two question marks to display a list of vendors to select one.

**Display/Print Menu
Screen**

23 Display/Print Patient 2319

TI Transaction Inquiry

IP Print All Prosthetic Items

BI Print Prosthetic Billings for MAS

IH Item History

SE Search for Recalled Item

SI Site Parameter Inquiry

VI Vendor Inquiry

Select Display/Print Option: **VI** <Enter> Vendor Inquiry

Select VENDOR NAME: ?? <Enter>

Choose from:

1 PROSVENDOR,FOUR NO: 1

ORD ADD:M AND M AVENUE FMS:
HACKETTSTOWN, NJ 07840 CODE: FAX:555
555-1212

****THIS VENDOR IS INACTIVE, NO REPLACEMENT VENDOR ****

PLEASE CHOOSE ANOTHER VENDOR

2	PROSVENDOR,FIVE	PH:555 555-5555 NO:
2		
	ORD ADD:1ST AVE NO 22ND	FMS:
	HINES, IL 60141	CODE: FAX:
3	PROSVENDOR,THREE	PH:555-555-5555 NO:
3		
	ORD ADD:CORPORATE ORDER ENTRY	FMS:
	ANY PARK, IL 60064	CODE: FAX:
4	PROSVENDOR,SIX	EDI PH:555 555-5555 NO:
4		
	ORD ADD:7701 SOUTH ST	FMS:TEST TEST
	CHICAGO, IL 60620	CODE: FAX:
5	PROSVENDOR,SEVEN	PH:555 555-5555 NO: 5
	ORD ADD:7501 S PULASKI	FMS:
	CHICAGO, IL 60652	CODE:FED000000 FAX:
	^	
	Select VENDOR NAME: PROSVENDOR,SIX <Enter>	
	PROSVENDOR,SIX EDIPH:555 555-5555NO:	

4

ORD ADD:7701 SOUTH ST

FMS:TEST TEST

CHICAGO, IL 60620

CODE:

FAX:

...OK? Yes// (Yes) <Enter>

Vendor Inquiry Screen Output

Vendor Report

The Vendor report displays for the vendor selected. You can press <Enter> at the **Device** prompt, to display the information to your terminal or type **SLAVE** to send it to your printer for a hard copy.

Vendor Inquiry Screen

```
DEVICE: <Enter> TELNET   Right Margin: 80// <Enter>

VENDOR LIST                OCT 3,2000 15:13  PAGE 1
-----
-----

NUMBER: 4                  NAME: PROSVENDOR,SIX

ORDERING ADDRESS1: 7701 SOUTH CLAREMONT

ORDERING CITY: CHICAGO      ORDERING STATE: ILLINOIS

ORDERING ZIP CODE: 60620    PROCUREMENT CONTACT
PERSON: PROVIDER,TEN

VENDOR PHONE NUMBER: (555) 555-5555  BILLING ADDRESS1:
BILLING ADDRESS 1

BILLING ADDRESS2: BILLING ADDRESS 2  BILLING CITY: CHICAGO

BILLING STATE: ILLINOIS      BILLING ZIP CODE: 60620

BILLING PHONE NUMBER: 555-5555

TYPE OF OWNERSHIP (FY88): V  VIETNAM VETERAN - OWNED

SOCIOECONOMIC GROUP (FPDS): Q  VIETNAM VET-OWNED SM
```

SOCIOECONOMIC GROUP (FPDS): S VETERAN-OWNED SM
BUSINESS

BUSINESS TYPE (FPDS): SMALL LABOR SURPLUS AREA?: YES

BUSINESS TYPE (FPDS-88): SMALL IS A SF129 ON FILE?: YES

DATE OF SF129: OCT 23, 1992 GUARANTEED DELIVERY
VENDOR?: NO

SPECIAL FACTORS: FAX#555-2509/FOB D EDI VENDOR?: YES

VENDOR ID NUMBER: 77778

Section 3: Purchasing Menu (PU)

Overview

Introduction

Creating the Prosthetics purchase order is an involved process and includes the following:

It combines patient information, vendor, item, obligation, and cost information on a single purchasing document.

It is integrated with six other VISTA applications including: PSAS, IFCAP, Consult Tracking, CPRS, Patient Care Encounters, DSS and Billing. They are integrated by exchange of data between applications.

It is also different because of the structure of the National Prosthetics Patient Database (NPPD) and the NPPD requirements.

Creating the PSAS purchasing document using IFCAP interface is a seamless process.

PSAS data (patient name, SSN, address, and phone number) are automatically printed on PSAS obligation document.

Background

PSAS has developed a customized **Purchasing Menu** in the prosthetics software package in VISTA, which calls into IFCAP, to alleviate the need to switch to and from various packages in VISTA or various screens. This reduced processing time of procuring devices/appliances and services for direct patient care.

The **National Prosthetic Patient Database (NPPD)** requires various fields, which are patient specific, to ensure we are adhering to eligibility criteria, and maintaining prescription, diagnosis, ordering, vendor, item, and accounting data is captured on the patients record. The need for one point of entry and seamless entry/order processing has proven effective in reducing delays and fast effective processing of orders.

PSAS is held to a five-day time limit in processing an order (again since it is for direct patient care), and VISN Directors performance standards state such.

Prosthetics System

The Purchasing Menu (PU) is accessed from the Prosthetic Official's Menu.

Overview, continued

VA Forms

Purchasing interfaces with IFCAP into the IFCAP 1358 module.
Forms printed include the following:

VAF 10-2421, Prosthetics Authorization and Invoice

Form Letter 10-55, Authority to Exceed Amount on Service Card.

For tracking transactions associated with purchasing, Prosthetics will accommodate:

VAF 10-2520, Prosthetic Service Card Invoice

VAF 10-2914, Prescription and Authorization for Eyeglasses -
Computer entry of eyeglass prescriptions has been automated.

No-Form, Pickup/Delivery Charges

Request for Estimate (FL 10-55)

Patient Notification Letter.

Listed below are all the menus and sub-menus that you will use for purchasing purposes. If the system does not allow you to access an option, contact your Fiscal Service and inform them that you need access to fund control points.

Purchasing Menu (PU)

Select Prosthetic Official's Menu Option: PU Purchasing

- EN Enter New Request ...
- SI Stock Issues ...
- RP Reprints ...
- RE Record 2237 Purchase to 2319
- ED Edit/Delete 2237 from 10-2319
- CA Cancel a Transaction
- CO Close Out
- CPC Cancel Purchase Card Transaction
- CPO Reconcile/Close Out Purchase Card Transaction
- ED2 Edit 2319
- ED2C Edit 2319 (Vendor,QTY,Cost)
- EDPC Edit Purchase Card Transaction
- HI Add Historical Data
- HID Delete Historical Data Entry
- LI List Open 1358 Prosthetic Transactions
- LII List Open 1358 Transactions By Initiator
- LPC List Open Purchase Card Transactions

LPCI List Open Purchase Card Transactions By Initiator
LPS Purchase Card Summary Sheet
Select Purchasing Option:

In this manual

The following topics are covered under the Purchasing Menu:

Topic	See Page
List Open 1358 Prosthetic Transactions (LI)	61
Close Out (CO)	63
Enter a New Request (EN)	64

Overview, continued

Stock Issues

There is a separate **Stock Issues User Manual** that was developed with Patch RMPR*3*61 the Inventory/Bar Coding enhancement. Therefore, this menu and the menu options will not be explained in this basic manual.

Purchase Cards

There is also a **Purchase Cards User Manual** that is available from the Vista Document Library for you to download and therefore will not be explained in this basic manual.

The **Purchase Cards User Manual** also documents the following Purchasing options:

Purchase Card Form (PC) – from the **Enter New Request (EN) Menu**

CPC - Cancel Purchase Card Transaction

CPO - Reconcile/Close Out Purchase Card Transaction

LPC - List Open Purchase Card Transactions

LPCI - List Open Purchase Card Transactions By Initiator

LPS - Purchase Card Summary Sheet

Reprint a Purchase Card Form (PCR) – from the **Reprints (RP) Menu**

List Open 1358 Prosthetic Transactions (LI)

Introduction The **List Open 1358 Prosthetic Transactions (LI)** option produces a report that will print the open 1358 transactions in the Prosthetics Package, sorted by initiator. However, it will not include manual transactions that were created in the IFCAP 1358 module. Once the transaction has been closed out, it will not appear on this report.

Purchasing (PU) Menu

EN	Enter New Request ...
SI	Stock Issues ...
RP	Reprints ...
RE	Record 2237 Purchase to 2319
ED	Edit/Delete 2237 from 10-2319
CA	Cancel a Transaction
CO	Close Out
CPC	Cancel Purchase Card Transaction
CPO	Reconcile/Close Out Purchase Card Transaction
ED2	Edit 2319
ED2C	Edit 2319 (Vendor, QTY, Cost)
EDPC	Edit Purchase Card Transaction
HI	Add Historical Data
HID	Delete Historical Data Entry
LI	List Open 1358 Prosthetic Transactions
LII	List Open 1358 Transactions By Initiator
LPC	List Open Purchase Card Transactions
LPCI	List Open Purchase Card Transactions By Initiator
LPS	Purchase Card Summary Sheet

```
Select Purchasing Option: LI <Enter> List Open 1358 Prosthetic Transactions

This report lists open purchasing transactions created in the
Prosthetic Package. It will not include manual transactions done
in the IFCAP 1358 module.

SITE: Hines Development System// <Enter> 499

Starting Date: T-300 <Enter> (JAN 31, 2001)
Ending Date: T <Enter> (NOV 27, 2001)
DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

...Hmmm, I'm working as fast as I can
```

Site Multiple division sites are available

Date prompts The date prompts determine the range of dates for which the report will be produced.

List Open 1358 Prosthetic Transactions (LI), continued

Output Here's the output:

Screen output

FROM: JAN 31, 2001-NOV 27, 2001 OPEN 1358 TRANSACTIONS STA 499 PAGE 1						
PATIENT NAME	SSN	OBLIGATION	REQUEST DATE	VENDOR	ITEM	ITEM COST
PATIENT,FIVE	0005	A20012-0132	FEB 02, 2001	VENDOR,EIGHT	TEST ITEM	0.01
PATIENT,FOUR	0004	A20012-0133	FEB 05, 2001	VENDOR,THREE	TEST ITEM	0.01
PATIENT,FIVE	0005	A20012-0134	FEB 06, 2001	VENDOR,THREE	TEST ITEM	0.01
PATIENT,FIVE	0005	A20012-0135	FEB 06, 2001	VENDOR,THREE	EYEGLASSES	0.01
PATIENT,FOUR	0004	A20012-0140	MAY 22, 2001	VENDOR,NINE	*SHIPPING	1.00
					OXYGEN DEV	1.00
PATIENT,FOUR	0004	A20012-0141	JUL 10, 2001	VENDOR,TEN	OXYGEN DEV	1.00
PATIENT,FOUR	0004	A20012-0142	JUL 16, 2001	VENDOR,THREE	*DELIVERY	1.00
PATIENT,FOUR	0004	A20012-0143	JUL 19, 2001	VENDOR,THRE	TEST ITEM	2.00
PATIENT,FOUR	0004	A20012-0144	JUL 19, 2001	VENDOR,TEN	DELIVERY	

Close Out (CO)

Menu description The **Close Out (CO)** option is used to close out transactions when invoices are received from the vendor. This will update the actual VAF 1358 account balance.

Screen sample

EN	Enter New Request ...
SI	Stock Issues ...
RP	Reprints ...
RE	Record 2237 Purchase to 2319
ED	Edit/Delete 2237 from 10-2319
CA	Cancel a Transaction
CO	Close Out
CPC	Cancel Purchase Card Transaction
CPO	Reconcile/Close Out Purchase Card Transaction
ED2	Edit 2319
ED2C	Edit 2319 (Vendor, QTY, Cost)
EDPC	Edit Purchase Card Transaction
HI	Add Historical Data
HID	Delete Historical Data Entry
LI	List Open 1358 Prosthetic Transactions
LII	List Open 1358 Transactions By Initiator
LPC	List Open Purchase Card Transactions

LPCI List Open Purchase Card Transactions By Initiator

LPS Purchase Card Summary Sheet

Select Purchasing Option: **CO** <Enter> Close Out

SITE: Hines Development System// <Enter> 499

Select OBLIGATION NUMBER: 499-A20012 07-01-97 1358 Obligated -
1358

FCP: 910 \$ 2000.00

1358 Balance is \$ 2911.23

Select PATIENT: 8-16-2001 PROSPATIENT,FOUR REF: 0167 SHOE
COMPONENTS

PROSPATIENT,FOUR 000-00-0004 499-A20012

ITEM: 913 SHOE COMPONENTS AMIS: 20

PSAS HCPCS CODE: L3455 SHOE HEEL NEW LEATHER STANDA

CPT MODIFIER: LT,RT

REMARKS: TESTING

Enter New Request (EN)

Overview

Menu description

Enter New Request (EN) option or to enter a new transaction, you must choose one of the menu options (purchasing forms) below. All the options listed under this menu are similar in several ways. Each form type will, upon posting, update the patient's electronic 10-2319, and record the transaction to the 1358 obligation that you choose.

Once posted, these requests may only be closed out or cancelled. After you begin input into the computer, these forms must be completed to the point of posting to the 1358 obligation and patient's 10-2319 record. If the form is not completed, exiting the program during input of one of these forms will cause the transaction to be deleted. (This is unlike IFCAP where a transaction may be started and later edited.)

Note: Prosthetics purchasing forms are not saved in the computer for editing later.

Enter New Request Menu (EN)

EN	Enter New Request ...
SI	Stock Issues ...
RP	Reprints ...
RE	Record 2237 Purchase to 2319
ED	Edit/Delete 2237 from 10-2319
CA	Cancel a Transaction
CO	Close Out
CPC	Cancel Purchase Card Transaction

CPO Reconcile/Close Out Purchase Card Transaction

ED2 Edit 2319

ED2C Edit 2319 (Vendor, QTY, Cost)

EDPC Edit Purchase Card Transaction

HI Add Historical Data

HID Delete Historical Data Entry

LI List Open 1358 Prosthetic Transactions

LII List Open 1358 Transactions By Initiator

LPC List Open Purchase Card Transactions

LPCI List Open Purchase Card Transactions By Initiator

LPS Purchase Card Summary Sheet

Select Purchasing Option: **EN** <**Enter**> Enter New Request

24 2421 Form

25 2520 Transaction without printing 10-55

10 10-55 PSC Form

29 2914 Eyeglass Record

NF Create a No-Form Daily Record

PD Pickup and Delivery Charges

PC	Purchase Card Form
SS	Purchase Card Site Parameter

Topic	See Page
2421 Form (24)	65
2520 Transaction without printing 10-55	75
10-55 PSC Form (10)	77
2914 Eyeglass Record (29)	80

Enter a 2421 Form (24)

Introduction With the **2421 Form (24)** option, the user will create a 2421 Form for a selected patient. This form will update the patient's electronic 10-2319, and record the transaction to the 1358 obligation that you choose. Once posted, this request may only be closed out or cancelled.

When do you use this option? You must use the **2421 Form (24)** option when a vendor does NOT accept the government purchase card. (This is another form of a Prosthetics Purchase Order using a 1358.)

What is the process? After you access the **2421 Form (24)** option, this form must be completed to the point of posting to the 1358 obligation and patient's 10-2319 record. If it is not completed, exiting the program during input will cause the transaction to be deleted.

You will be prompted to enter the site, substation, obligation number, patient, and disability code(s) if none exists. If the patient already has disability codes, they will display.

You may view any of the 10-2319 patient screens (patient demographics, clinic enrollments/correspondence, entitlement information, appliance transactions, auto adaptive information, critical comments, add/edit disability code).

Enter a 2421 Form (24), continued

Obligation Number This is the 1358 Number. This prompt will display: **This will Create a 10-2421 Do you wish to Continue? Yes//**. By pressing **<Enter>**, you accept the default answer of YES and are asked to select the Prosthetics 1358 patient.

The Obligation Number is also considered all the following: Procurement & Accounting Transactions Purchase Order Number, or method of processing, or Depot Voucher No., or Supply Status, or Supply Status Order, or FCP or vendor, or Purchase Card holder, or Requisition No.(Supply), or Issue Voucher No.(Supply), or Issue Voucher No.(Fiscal), or Inventory/Distribution Point, or ISMS Order No.

Steps To enter a **2421 Form (24)**, follow these steps:

Step	Action
1	Select the Form Type (i.e., 2421 Form (24)).
2	Enter the Site (if a multi-site facility).
3	Enter the 1358 Obligation Number.

2421 Form screen

SITE: Hines Development System// **<Enter>** 499

Select OBLIGATION NUMBER: ?? **<Enter>**

Choose from:

499-A20003 11-24-95 1358 Cancelled Order

FCP: 910 \$ 0.00

499-A20010 01-04-00 1358 Order Not Completely Prepared

FCP: 910 \$ 0.00

499-A20012 07-01-97 1358 Obligated - 1358

FCP: 910 \$ 2000.00

Select OBLIGATION NUMBER: 499-a20012 07-01-97 1358
Obligated - 1358

FCP: 910 \$ 2000.00

1358 Balance is \$ 2984.97

This will Create a 10-2421 Do you wish to Continue? Yes// **Y**
<Enter> (Yes)

Enter a 2421 Form (24), continued

Prosthetic patient

The patient selected must be in both the MAS patient file and the Prosthetic Patient file. If the patient is not in the Prosthetic Patient file, but is in the MAS Patient file, you may enter the patient into the Prosthetic Patient file at this time.

The current Disability codes will be displayed for the selected patient. If there is no Prosthetic Disability Code entered for the patient, you must do so prior to continuing.

Steps

To continue to enter a **2421 Form (24)**, follow these steps:

Step	Action
4	Enter the Prosthetic Patient . The Disability Codes will display.
5	Enter the Date or press <Enter> to accept the default setting.
6	Select a Vendor .

Screen Sample

Select PROSTHETIC PATIENT: PATIENT,FOUR <Enter>
PATIENT,FOUR 12-27-50 000654321 YES SC VETERAN

Enrollment Priority: GROUP 2 Category: IN PROCESS End Date:

...OK? Yes// <Enter> (Yes)

SUPPORT ISC

Current Disability Codes are:

AMP/LS INPATIENT S/C

BLD/TRE EMPLOYEE NSC

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to continue:

DATE REQUIRED: T+30// <Enter> (AUG 18, 2001)

VENDOR:??

Enter the Vendor the item is being purchased from.

VENDOR: VENDOR,THREE <Enter> VENDOR,THREE PH:555
555-5555 NO: 3

ORD ADD:CORPORATE ORDER ENTRY FMS:

PARK, IL 60064 CODE: FAX:

...OK? Yes// <Enter> (Yes)

Date Required

Press <Enter> at the **Date Required** prompt to accept the default response, which is today's date plus 30 days. If another date is necessary (i.e., item is needed in one week), enter that date.

Vendor

Select the Vendor for the item you are purchasing. If the computer does not recognize the vendor you select, you must first enter the vendor into the IFCAP file.

You may enter an ^ to exit the program at this time if you need to enter data into either of these files.

Enter a 2421 Form (24), continued

Contract/BOA Number If the item you are purchasing is on contract with the vendor, enter the Contract Number at the prompt.

Type of Transaction Enter a question mark (?) to view the choices for the **Type of Transaction** prompt. They are the following:

I Initial Issue

R Replace

S Spare

X Repair

Steps To continue to enter a **2421 Form (24)**, follow these steps:

Step	Action
7	Select a Contract/BOA Number.
8	Select a Type of Transaction.

2421 Form Screen
(continued)

Select CONTRACT/BOA NUMBER: ?? <Enter>

Choose from:

V797P-5640M -- EXP. DATE: 12-31-95 MOL\$100000
CONTRACT

V797P-5894M 02-09-00 EXP. DATE: 05-04-01
MIN\$1000/MOL\$15000

CONTRACT

Select CONTRACT/BOA NUMBER: **v797p-5640M** <Enter> --
EXP. DATE: 12-31-95 MOL \$100000 CONTRACT

TYPE OF TRANSACTION: **I** <Enter> INITIAL ISSUE

Enter a 2421 Form (24), continued

Patient Category

The **Patient Category** includes the following:

SC/OP (Service connected/Outpatient)

SC/IP (Service connected/Inpatient)

NSC/IP (Non-service connected/Inpatient)

NSC/OP (Non-service connected/Outpatient)

Note: If you select the NSC/OP option, a prompt for Special Category appears requiring you to select from one of four options (i.e., Special Legislation, AA, etc.)

Item

This is the item entered into the Prosthetic Item master list. You can search for an item using the question mark processing feature.

PSAS HCPCS

Enter the appropriate HCPCS (Health Care Financing Administration Common Procedure Coding System) code. Try the HCPCS, E1399 if unknown. This field should have the HCPCS code for the Item you are selecting. HCPCS is a uniform method to report professional services, procedures and supplies for healthcare providers and medical suppliers.

Steps (continued)

To continue to enter a **2421 Form (24)**, follow these steps:

Step	Action
9	Enter the Patient Category . (If the veteran is NSC/OP, then select a Special Category.)

10	Select the Item to be Issued or Repaired.
11	Select the PSAS HCPCS and if necessary a CPT Modifier .

2421 Form screen
(continued)

PATIENT CATEGORY: ??

Enter a code from the list.

Select one of the following:

- 1 SC/OP
- 2 SC/IP
- 3 NSC/IP
- 4 NSC/OP

PATIENT CATEGORY: NSC/IP **<Enter>**

Select ITEM: 913 SHOE COMPONENTS

...OK? Yes// **<Enter>** (Yes)

PSAS HCPCS: L3455 **<Enter>** SHOE HEEL NEW LEATHER
STANDA

Enter a CPT MODIFIER for HCPCS L3455: (LT/RT/B): Both Left and
Right

Enter a 2421 Form (24), continued

Brief/Extended Description of Item

You can type a brief description of the item for that specific vendor. This description will print on the 10-2421 form for use by the vendor to determine what item is to be provided to the veteran.

At the Extended Description, you can further describe the item for the vendor in a text editor at the **Edit?** prompt.

Steps (continued)

To continue to enter a **2421 Form (24)**, follow these steps:

Step	Action
12	Enter a brief and an extended description of the item (for the vendor).
13	Enter the Quantity to be Purchased.
14	Enter Unit Cost.
15	Enter Unit of Issue.
16	Enter Remarks (2310 and 1358).
17	Establish a Shipping Charge (optional).

2421 Form screen
(continued)

BRIEF DESCRIPTION OF ITEM (for Vendor): SHOE HEEL

EXTENDED DESCRIPTION:

No existing text

Edit? NO//

QTY: **1** <Enter>

UNIT COST: **2500** <Enter>

UNIT OF ISSUE: **ea** <Enter> EACH

REMARKS (2319 and 1358):

EST. SHIPPING CHARGE:

Prompt	Description
Quantity	Enter the number of the item you want to order – total amount of units issued for this item.
Unit Cost	Enter the cost of one item to be purchased.
Unit of Issue	This field uses data from the IFCAP system (i.e., ea for Each).

Remarks	Any Remarks you would like printed on the 1358 Obligation form and the 10-2319 should be entered here.
Est. Shipping Charge	The estimated shipping charge when the transaction is created. This field only holds the estimate, not the actual charge.

Enter a 2421 Form (24), continued

Percent Discount Contains the percent discount for the purchase. Estimated Cost and Actual Cost are calculated with the percent Discount.

Deliver To You have four selections of delivery locations to choose one.

Steps (continued) To continue to enter a **2421 Form (24)**, follow these steps:

Step	Action
18	Enter a Percent Discount (if applicable).
19	Select one of the following to Deliver To : Veteran VAMC Warehouse Prosthetics Other
20	Answer Yes or No at the following prompt: Are you ready to POST to IFCAP and 10-2319 NOW? No//

2421 Form screen
(continued)

PERCENT DISCOUNT: <Enter>

DELIVER TO: ?? <Enter>

Enter a code from the list.

Select one of the following:

- 1 VETERAN
- 2 VAMC WAREHOUSE
- 3 PROSTHETICS

OTHER

DELIVER TO: PROSTHETICS <Enter>

Are you ready to POST to IFCAP and 10-2319 NOW? No// **NO**
<Enter> (No)

Are you ready to Post? The prompt, **Are you ready to Post to IFCAP and the 2319 now?//No** displays. The default answer for posting will always be **NO**. Accept the default answer by pressing the <Enter> key, so you may verify that the information entered on the request is correct. The data entered displays for your review.

If information is not correct, you have the option to edit the transaction as shown in the example on the next page.

Enter a 2421 Form (24), continued

Display Entry

The data entered displays below for your review if you accepted the default of **NO** at the **Are you ready to Post to IFCAP and 10-2319 NOW?** prompt.

2421 Form screen
(continued)

PROSPATIENT,FOUR	000-00-0004	499-A20012

ITEM: 903 TEST ITEM	AMIS: 05 D	
PSAS HCPCS CODE: VENDOR,FOUR HEART PACEMAKER, PERMANENT		
CPT MODIFIER: GX		
DELIVER TO: PROSTHETICS		
DESCRIPTION: Heart Pacemaker, Permanent		
SERIAL NUMBER:		
UNIT COST: 2500	UNIT OF ISSUE: EA	QTY: 1 ITEM COST: 2500.00
TYPE: INITIAL	CATEGORY: NSC/IP	SPECIAL CATEGORY:
SUB TOTAL:		\$2500.00
% DISCOUNT:		
SHIPPING CHARGE:		\$ 0.00

TOTAL COST:

\$2500.00

Enter Item to Edit: 903 TEST ITEM

...OK? Yes// **<Enter>** (Yes)

Enter a 2421 Form (24), continued

Edit the form

You can now edit the prompts if you need to change anything on the order. Press <Enter> to view each prompt and accept the default entry shown.

Steps (continued)

To continue to enter a **2421 Form (24)**, follow these steps:

Step	Action
21	Press <Enter> for each prompt that you do not want to edit.
22	None of the fields have been edited in the example below because the information is correct. When you are asked again Are you Ready to POST to IFCAP and 10-2319 NOW? NO// you can answer YES.
23	A YES response at the Would you like to print the Privacy Act Statement? will print an additional page to the 10-2319.
24	At the prompt, Would you like to print a Patient Notification letter? A YES response will print the Patient Notification letter on the purchasing printer defined in the Site Parameter File. You may also print the Patient Notification letter from the Reprint 2421 Form (24) option from the Reprints (RP) Menu .

2421 Form screen
(continued)

TYPE OF TRANSACTION: INITIAL ISSUE// <Enter>

PATIENT CATEGORY: NSC/IP// <Enter>

ITEM: TEST ITEM// <Enter>

PSAS HCPCS: SI501// <Enter>

BRIEF DESCRIPTION: Heart Pacemaker, Permanent Replace
<Enter>

EXTENDED DESCRIPTION: <Enter>

No existing text

Edit? NO// <Enter>

QTY: 1// <Enter>

UNIT COST: 2500// **2** <Enter>

** Total for Previous Item(s) is \$2500

** Total With This Amount is \$2

UNIT OF ISSUE: EA// <Enter>

REMARKS: <Enter>

EST. SHIPPING CHARGE: <Enter>

PERCENT DISCOUNT: <Enter>

DATE REQUIRED: AUG 18,2001// <Enter>

DELIVER TO: PROSTHETICS// <Enter>

Enter Item to Edit:

Are you ready to POST to IFCAP and 10-2319 NOW? No// **Y**
<Enter> (Yes)

Would you like to print the Privacy Act Statement? Yes// Y <Enter>
(Yes)

Would you like to print a Patient Notification letter? No// <Enter>
(No)

Posting Now ...

1358 Transaction has been assigned Number: 499-A20012-0143

Updated 10-2319

DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

Final Output

Below is the output of the data from the 2421 Form (24) option.
Then the Suspense Processing (SU) screen displays and allows you
to perform an action on a Suspense item and link it to the item(s)
you just ordered through the Stock Issues (SI) Menu.

**2421 Form (24) Screen
– Final Output**

OMB Number 2900-0188

Estimated Burden: 4 minutes

***ORIGINAL COPY AND COMMERCIAL INVOICE MUST BE
SUBMITTED***

TO THE VAMC PROSTHETIC ACTIVITY LISTED BELOW

Department of Veterans Affairs|Prosthetics Authorization for Items
or Services

1. Name and Address of Vendor
Facility

2. Name and Address of VA
Facility

PROSVENDOR,THREE
(499/121)

Hines Development System

CORPORATE ORDER ENTRY

TEST 2

PO BOX 1140

HINES, IL 60142

ANY PARK,IL 60064

(800) 255-5162

222

3. Veterans Name (Last, First, MI)

4. Date of Authorization

PROSPATIENT,FOUR

JUL 19, 2001

5. Veterans Address		6. Date Required	
100 HOLLYWOOD		AUG 18, 2001	
HOLLYWOOD,CALIFORNIA		-----	

9. Authority For Issuance CFR 17.115			
CHARGE MEDICAL APPROPRIATION			

7. Claim Number 000654322P		8. SSN 000-00-0004	

10. Statistical Data	11. FOB Point	12. Discount	13. Delivery Time
NSC/IP	DEST	%	30 Days

14. Delivery To: PROSTHETICS			

15. DESCRIPTION OF ITEMS OR SERVICES AUTHORIZED			

ITEM NUMBER	DESCRIPTION/NOMENCLATURE	QUANTITY	
UNIT	UNIT	AMOUNT	

ORDERED	PRICE

#1. Heart Pacemaker, Permanent 2.00	1 EA 2.00

16. Contract Number:	Subtotal: 2.00
ACCT.#: 17000000	Discount \$ 0.00 Shipping: 0.00 Total \$ 2.00

17. Signature and Title of 20. Date	18. DATE
19. Signature and Title of	24. Date
Requesting Official	Contracting/Accountable Officer
PROSPROVIDER1,ONE	PROSPROVIDER,FOUR

Order and Receipt Action	

21. Order Number	22. Date of Order
23. Date Item Received	24. Date Delivered
499-A20012-0143	JUL 19, 2001

25. The articles or services listed herein have been received, or rendered

ordered in the quantity and quality specified originally or as shown by

authenticated changes, except as noted.

Signature of Veteran or VA Official

Enter a 2520 Transaction without Printing 10-55 (25)

Description From the **Purchasing (PU) Menu** and the **Enter New Request (EN) Menu**, you can access the **2520 Transaction without Printing (25)** option. This is used for VAF 10-2520 PSC transactions that are under \$300.00 and do not have an FL 10-55. It will then post to the VAF 1358 and patient's VAF 10-2319 record.

Screen sample

- 24 2421 Form
- 25 2520 Transaction without printing 10-55
- 10 10-55 PSC Form
- 29 2914 Eyeglass Record
- NF Create a No-Form Daily Record
- PD Pickup and Delivery Charges
- PC Purchase Card Form
- SS Purchase Card Site Parameter

Select Enter New Request Option: 25 <Enter> 2520 Transaction without printing 10-55

SITE: Hines Development System// **<Enter>** 499

Select OBLIGATION NUMBER: 499-A20012 07-01-97 1358 Obligated - 1358

FCP: 910 \$ 2000.00

1358 Balance is \$ 2570.23

This will Create ALL OTHER Do you wish to Continue? Yes// **<Enter>** (Yes)

Select PROSTHETIC PATIENT: PATIENT,FOUR **<Enter>** SUPPORT ISC
12-27-50 00012275

0P YES SC VETERAN

Current Disability Codes are:

AMP/LS INPATIENT S/C

BLD/TRE EMPLOYEE NSC

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue:

Enter 'W' for WHEELCHAIR, 'O' for BRACE, 'B' for BLIND AIDS, 'A' for ART.
LIMBS

Select PSC ITEM CATEGORY: ?? <Enter>

CHOOSE FROM:

W WHEELCHAIR

O BRACE

B BLIND AID

A ARTIFICIAL LIMB

Enter 'W' for WHEELCHAIR, 'O' for BRACE, 'B' for BLIND AIDS, 'A' for ART.
LIMBS

Select PSC ITEM CATEGORY: W

You will not be able to exceed an item repair cost of more than \$100.00.

Add/Edit/View Patient PSC? No// **Y** <Enter> (Yes)

Select PSC ISSUE CARD: ?? <Enter>

1 MAY 22, 2000 TEST 345-678

You may enter a new PSC ISSUE CARD, if you wish

This is the date the PSC card was issued.

Select PSC ISSUE CARD: 1 5-22-2000 TEST 345-678

PSC ISSUE CARD DATE: MAY 22,2000// <Enter>

Enter a 2520 Transaction without Printing 10-55 (25), continued

Screen sample
(continued)

ITEM: EYEGASSES// ?? <Enter>

This is the PSC item issued to the patient.

Choose from:

3	**SYRINGE-SUBCUTANEOUS-3IN	**** THIS ITEM IS INACTIVE

55	WHEELCHAIR-ADULT/HEMI/BLUE-STD FOR ALL PATIENTS	
56	WHEELCHAIR-CLASSIC-18X16	
59	EYEGASSES	
99	OXYGEN CONCENTRATOR	
100	OXYGEN DEVICE	
903	TEST ITEM	
912	WHEELCHAIR GLOVES	
913	SHOE COMPONENTS	
921	WHEELCHAIR - ELECTRIC	
922	WHEELCHAIR - MANUAL	
925	SHOES	
10000	EYEGASSES	

ITEM: EYGLASSES// <Enter>

DETAILED DESCRIPTION: TEST// <Enter>

SERIAL NUMBER: 345-678// <Enter>

Select PSC ISSUE CARD: ?? <Enter>

1 MAY 22, 2000 TEST 345-678

You may enter a new PSC ISSUE CARD, if you wish

This is the date the PSC card was issued.

Select PSC ISSUE CARD: **1** <Enter> 5-22-2000 TEST 345-678

PSC ISSUE CARD DATE: MAY 22,2000// <Enter>

ITEM: EYGLASSES// <Enter>

DETAILED DESCRIPTION: TEST// <Enter>

SERIAL NUMBER: 345-678// <Enter>

Select PSC ISSUE CARD: **1** <Enter> 5-22-2000 TEST 345-678

PSC ISSUE CARD DATE: MAY 22,2000// <Enter>

ITEM: EYGLASSES// <Enter>

DETAILED DESCRIPTION: TEST// <Enter>

10-55 PSC Form (10)

Description From the **Purchasing (PU) Menu** and the **Enter New Request (EN) Menu**, you can access the **10-55 PSC Form (10)**. This will create a new FL 10-55 form and post purchasing data to patient's VAF 10-2319 record and update the Service's VAF 1358 obligation.

**Sample 10-55
PSC Form (10)**

- 24 2421 Form
- 25 2520 Transaction without printing 10-55
- 10 10-55 PSC Form
- 29 2914 Eyeglass Record
- NF Create a No-Form Daily Record
- PD Pickup and Delivery Charges
- PC Purchase Card Form
- SS Purchase Card Site Parameter

Select Enter New Request Option: 10 10-55 PSC Form

SITE: Hines Development System//

Select STATION NUMBER: 499 SUPPORT ISC

Select OBLIGATION NUMBER: ??

Choose from:

499-A20003 11-24-95 1358 Cancelled Order

FCP: 910 \$ 0.00

499-A20010 01-04-00 1358 Order Not Completely Prepared

FCP: 910 \$ 0.00

499-A20012 07-01-97 1358 Obligated - 1358

FCP: 910 \$ 2000.00

Select OBLIGATION NUMBER: **499-A20012** <Enter> 07-01-97 1358
Obligated - 1358

FCP: 910 \$ 2000.00

1358 Balance is \$ 259.79

This will Create a PSC 10-55 Do you wish to Continue? Yes// <Enter> (Yes)

Select PROSTHETIC PATIENT: PROSPATIENT,ONE <Enter>
PROSPATIENT,ONE 1-1-30 453890765

NO PILL

Enrollment Priority: Category: IN PROCESS End Date:

*** Patient Requires a Means Test ***

Primary Means Test Required from FEB 13,2002

...OK? Yes// <Enter> (Yes)

HINES, IL

10-55 PSC Form (10), continued

Screen
(continued)

*Comments on file

Current Disability Codes are:

COS/B	EMPLOYEE	NSC	
AMP/LAE	SC VIETNAM	S/C	
AMP/LAE	SC VIETNAM	NSC	Deleted...
ORTH/PLS	INPATIENT	S/C	

*More Disability Codes on File, See Screen 1

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to continue:

Add/Edit/View Patient PSC? No// y (Yes)

Select PSC ISSUE CARD:

NAME	SERIAL NUMBER
1. TEST ITEM	

SELECT NUMBER: **1** <Enter>

VENDOR: PROSVENDOR,THREE PH:555 555-5555 NO: 3

ORD ADD:CORPORATE ORDER ENTRY

FMS:

ANY PARK, IL 60064

CODE:

FAX:

...OK? Yes// **<Enter>** (Yes)

TYPE OF TRANSACTION: I **<Enter>** INITIAL ISSUE

PATIENT CATEGORY: 4 **<Enter>** NSC/OP

SPECIAL CATEGORY: 4 **<Enter>** ELIGIBILITY REFORM

PSAS HCPCS: A4254 **<Enter>** BATTERY FOR GLUCOSE MONITOR

DESCRIPTION OF ITEM (For Vendor): Battery

EXTENDED DESCRIPTION:

No existing text

Edit? NO//

QTY: 1// **<Enter>**

UNIT COST: 20 **<Enter>**

UNIT OF ISSUE: JB// **<Enter>** JOB

REMARKS (2319 and 1358): battery **<Enter>**

EST. SHIPPING CHARGE: 2 **<Enter>**

Are you ready to POST to IFCAP and 10-2319 NOW? No// y **<Enter>** (Yes)

Would you like to print the Privacy Act Statement? Yes// n **<Enter>** (No)

Posting Now ...

1358 Transaction has been assigned Number: 499-A20012-0226

Updated 10-2319

DEVICE: HOME// **<Enter>** TELNET Right Margin: 80// **<Enter>**

10-55 PSC Form (10), continued

Letter on file Below is the letter on file for the 10-55 PSC Form (10).

Sample Letter

DEPARTMENT OF VETERANS AFFAIRS	
Hines Development System	
TEST 2	
HINES, IL 60142	
PROSVENDOR,THREE	In Reply Refer to: -121
CORPORATE ORDER ENTRY	PROSPATIENT,ONE
ANY PARK, IL 60064	000-00-0001
	499-A20012-0226
PROSVENDOR,THREE	
<p>With reference to your request of 02/18/04, authority is granted to repair the appliance described below for the above-named veteran.</p> <p>.....</p>	
DESCRIPTION OF APPLIANCE OR REPAIR	
Unit	Total

Item Name	Serial Number	Qty	Price	Cost
.....				
903 TEST ITEM		1	\$20.00	
Battery				
	Shipping Charge:		\$2.00	
The total cost, not including mailing cost, will not exceed				\$20.00
<p>When repairs are completed, please attach the original of this letter to the original copy of your invoice covering repair charges. Your invoice, in original and one copy should then be forwarded to this office for payment.</p> <p>Please retain the duplicate copy of this letter for your files.</p> <p>Sincerely,</p> <p>PROVIDER,FOUR, Chief</p> <p>CHIEF</p>				

Initiator: PROSPROVIDER1,ONE REF: 578 ADP FORM 10-55

2914 Eyeglass Record (29)

Description From the **Purchasing (PU) Menu** and the **Enter New Request (EN) Menu**, you can access the **2914 Eyeglass Record (29)**. This will create a VAF 10-2914 eyeglass record and post to the patient's VAF 10-2319 and VAF 1358 obligation.

Enter New Request Menu

- 24 2421 Form
- 25 2520 Transaction without printing 10-55
- 10 10-55 PSC Form
- 29 2914 Eyeglass Record
- NF Create a No-Form Daily Record
- PD Pickup and Delivery Charges
- PC Purchase Card Form
- SS Purchase Card Site Parameter

Select Enter New Request Option: **29 <Enter> 2914 Eyeglass Record**

**2914 Eyeglass
Record Screen
sample**

SITE: Hines Development System// <Enter>

Select STATION NUMBER: <Enter> 499

Select OBLIGATION NUMBER: 499-A20012 07-01-97 1358 Obligated -
1358

FCP: 910 \$ 2000.00 <Enter>

1358 Balance is \$ 237.79

This will Create an EYEGLASS 10-2914 Do you wish to Continue? Yes//
<Enter> (Yes)

Select PROSTHETIC PATIENT: PROSPATIENT,ONE HINES, IL 1-1-30
000890765

NO PILL

*Comments on file

Current Disability Codes are:

COS/B EMPLOYEE NSC

AMP/LAE SC VIETNAM S/C

AMP/LAE SC VIETNAM NSC Deleted...

ORTH/PLS INPATIENT S/C

*More Disability Codes on File, See Screen 1

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to continue:
<Enter>

2914 Eyeglass Record (29), continued

Screen sample (continued)

Enter a screen number (1-8) OR '^' TO EXIT.

Select one of the following:

- 1 PATIENT DEMOGRAPHICS
- 2 CLINIC ENROLLMENTS/CORRESPONDENCE
- 3 ENTITLEMENT INFORMATION
- 4 APPLIANCE TRANSACTIONS
- 5 AUTO ADAPTIVE INFORMATION
- 6 CRITICAL COMMENTS
- 7 ADD/EDIT DISABILITY CODE
- 8 HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue:
<Enter>

VENDOR: PROSVENDOR,THREE PH:555 555-5555 NO: 3

ORD ADD:CORPORATE ORDER ENTRY FMS:

ANY PARK, IL 60064 CODE: FAX:

...OK? Yes// **<Enter>** (Yes)

ITEM (for AMIS): ?? <Enter>

Choose from:

59 EYEGASSES

10000 EYEGASSES

ITEM (for AMIS): 59 <Enter> EYEGASSES

...OK? Yes// <Enter> (Yes)

TYPE OF TRANSACTION: I <Enter> INITIAL ISSUE

PATIENT CATEGORY: NSC OP <Enter>

PSAS HCPCS: A4254 <Enter> Eyeglass

BRIEF DESCRIPTION: Eyeglass for a stigmatism <Enter>

QTY: 1// <Enter>

UNIT COST: 29.99 <Enter>

UNIT OF ISSUE: ea <Enter> EACH

REMARKS (2319 and 1358): Ordered eyeglasses <Enter>

EST. SHIPPING CHARGE: 3.50 <Enter>

Are you ready to POST to IFCAP and 10-2319 NOW? No// y **<Enter>** (Yes)

Posting Now ...

1358 Transaction has been assigned Number: 499-A20012-0227

Updated 10-2319

Appendix A – Online Help

Question Mark Help

You can view online descriptive help for menus, options, and prompts. You can enter one, two, or three question marks to get extended online help in Prosthetics.

? (Single question mark)

Entering a **single question mark** at a prompt provides you with a single line of standard help.

?? (Double question mark)

Two question marks entered at a prompt provide you with a list of choices appropriate to the prompt where you entered the question marks.

SITE: Hines Development System// **?? <Enter>**

Choose from:

ATLANTA VAMC	508
CORKWELL VAMC	500
HINESTEST	998
Hines Development System	499
SAN ANTONIO VAMC	671
ZZOJ VAMC VAMC	991

SITE: Hines Development System//

Menu Options You can enter **three question marks** to view Menu option descriptions.

??? (Triple question mark)

Entering three question marks provides you with a brief description and a synonym:

- 24 2421 Form
- 25 2520 Transaction without printing 10-55
- 10 10-55 PSC Form
- 29 2914 Eyeglass Record
- NF Create a No-Form Daily Record
- PD Pickup and Delivery Charges
- PC Purchase Card Form
- SS Purchase Card Site Parameter

Select Enter New Request Option: **??? <Enter>**

'10-55 PSC Form' Option name: RMPR 10-55 Synonym: 10

This will create a new FL 10-55 form and post purchasing data to patient's VAF 10-2319 record and update the Service's VAF 1358 obligation.

'2421 Form' Option name: RMPR 2421 Synonym: 24

This option will create a new VAF 10-2421 form, post to the patient's

VAF 10-2319, and update the VAF 1358 obligation.

'2520 Transaction without printing 10-55' Option name: RMPR 2520
Synonym: 25

For VAF 10-2520 PSC transactions that are under \$300.00 and do not have and FL 10-55. It will then post to the VAF 1358 and patient's VAF 10-2319 record.

Appendix B - Glossary

Ad Hoc	An Ad-hoc has a specific purpose. Example: MS Access ad hoc query done to obtain specific data.
AMIS	Automated Management Information System.
Authorization	An estimated payment that will be applied to the 1358.
Control Point	The division of monies to a specified service, activity, or purpose from an appropriation. This is a financial element, existing only in IFCAP, that corresponds to the ACCS number in FMS.
Cost Center	Subsections of Fund Control Points. Cost centers allow fiscal staff to create total expense reports for a section or service, and requestors to assign requests to that section or service.
DCT	Document Confirmation Transactions
Default	A normal or suggested response to a prompt that is provided by the system.
Detailed Inventory ID	A description of the item and/or where it can be found within a location.

DSS Decision Support System

FMS Financial Management System (FMS), which has replaced CALM as the primary accounting system for administration appropriations.

FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security.

FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.

FPDS	Federal Procurement Data System.
Fund Control Point	CALM accounting element that is not used by FMS.
Funds Distribution	A group of fiscal options that allow the budget analyst to distribute funds to control points and track budget distribution reports information.
GIP	Generic Inventory package.
Grouper Counter	The grouper counter is used to associate multiple entries in file 660, Record of Appliance/Repair, to a single patient. A post-init routine initially sets the counter for you at 99999999, then counts backwards. Do not edit this number.
HCPCS	Healthcare Financing Administration Common Procedure Coding System. A code that represents an item or service.
IFCAP	Integrated Funds Distribution, Control Point Activity, Accounting and Procurement.
Item File	A listing of items specified by A&MM as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers, and a procurement history.

Item History Procurement information stored in the ITEM file. A history is kept by fund control point at the time of request.

Item Master Number A computer-generated number used to identify an item in the ITEM file.

Location A specific area that contains prosthetic stock.

MCCR Medical Care Cost Recovery

No-Form Daily Record The no-form type of purchasing transaction is used to record purchases from local Durable Medical Equipment (DME) contracts. Not all VAMCs use this type of contract. Items such as hospital beds, bath transfer equipment, etc. are examples of types of equipment purchased from a DME on this form.

NPPD National Prosthetics Patient Database

Obligation The commitment of funds. The process that Fiscal Service completes to set aside monies to cover the cost of a purchase order.

Obligation Number The C prefix number that Fiscal Service assigns to the 1358.

Patient Category The patient's service connection and patient status:

SC/OP

SC/IP

NSC/IP

NSC/OP

Pickup and Delivery Charges Form Pickup and delivery charges must be included in AMIS information. This computer form records pickup and delivery charges when a local vendor is required by contract to pickup/deliver prosthetic items at a veteran's home.

PSAS Item Prosthetic Sensory Aids Service (PSAS) item that can be issued to a patient. There may be multiple PSAS items associated with one HCPCS:

Sling, arm extra large

Sling, arm medium

Sling, arm small

PSC Prosthetic Service Card

Purchase Order A government document authorizing the purchase of goods or services within the terms indicated.

Purchasing Agents A&MM employees legally empowered to purchase goods and services from commercial vendors.

Reference Number Also known as the transaction number. The computer-generated number that identifies a request. It is comprised of the station number, fiscal year, quarter, control point, four-digit sequence number.

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.

Short Description The nomenclature that identifies the item in the ITEM MASTER file. It is restricted to three-to-sixty characters and consists of what the item is, what kind of item, and the size of the item (e.g., glove-surgical medium).

Site Parameters Information such as station number, cashier address, billing address, etc., that is unique to your station.

Source The distribution for the stock, either VA or Commercial.

Transaction Any action that affects a bill or an account. All transactions are numbered sequentially and may be examined individually.

Transaction Number The number of the transaction that funded a control point. It consists of the station, fiscal year, quarter, control point sequence number.

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.

VA	The Department of Veterans Affairs, formerly called the Veterans Administration.
VA Form 4-1358	This VA form is used to record estimated obligations or changes in estimated obligations.
VA Form 10-2319	Each time a patient receives medical equipment, supplier or services from Prosthetics Service, the item purchased is recorded on this form (Record of Appliance/Repair). This is an overall list of all appliances/repairs purchased for a veteran.
VA Form 10-2421	This is the main purchasing authorization and invoice form for items or services issued by Prosthetics Service.
VA Form 10-2520	This form is used to authorize repairs for prosthetic items/appliances prior to the item being sent to a vendor for repair.
VA Form 10-2527	Appointment roster and action sheet for clinics.
VA Form 10-2914	Eyeglasses are authorized for purchase on this form.

VA Form 10-55 This repair authorization form letter is used by Prosthetics Service to authorize repairs of prosthetic items/appliances sent directly to the vendor by the veteran, without prior Prosthetic Service approval on VA Form 10-2520.

VA Form 10-7306d (AMIS) This form tracks cumulative active prosthetics disability codes for AMIS calculations.

VA Form 2237 This form is used to request goods and services by a service/section, through A&MM.

VA Form 2421PC This form keeps track of purchases that are used with a purchase card. Form 1358 is no longer available when a purchase card is used.

Vendor The company from which the item is purchased.

Vendor File An IFCAP file (440) of vendors that the facility conducts business. This file contains ordering and billing addresses, contract information, FPDS information, and telephone numbers.

VISTA Veterans Health Information Systems and Technology Architecture, formerly Decentralized Hospital Computer Program of the Veterans Health Administration (VHA), Department of Veterans Affairs (VA).

VISTA software, developed by the VA, is used to support clinical and administrative functions at VA Medical Centers nationwide. It is written in M and, via the Kernel, runs on all major M implementations regardless of vendor.

VISTA is composed of packages that undergo a verification process to ensure conformity with name spacing and other *VISTA* standards and conventions.