## Revision History

<table>
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<th>Date</th>
<th>Description</th>
<th>Project Manager</th>
<th>Technical Writer</th>
</tr>
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<tbody>
<tr>
<td>08/2014</td>
<td>Updated document for RMPR<em>3.0</em>168: Updated title page</td>
<td>T. Bennett, VA PM</td>
<td>E. Phelps</td>
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<td>Added Revision History table</td>
<td>R. Wilson, HP PM</td>
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<td></td>
<td>New ICD-10 screen captures (pp. 3-5, 4-8)</td>
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<td>Added ICD-10 code reference (pp. 3-4, 6-2)</td>
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<td>Added note for Home Oxygen Patient Warning Message (p. 3-1)</td>
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1. Introduction

Overview

The Administrative Home Oxygen Module is exclusively an administrative system. It provides for the recording of patient information for reporting and invoice billing which can be used as a check against bills received from the contractor for each patient. The module facilitates the coordination of services when contractors change at the end of a contract cycle. It also provides correspondence support to remind patients when they need to renew their Home Oxygen prescriptions.

The Administrative Home Oxygen module is mainly used to manage billing from the vendor, providing several benefits, including saving money by suspending erroneous charges and time by eliminating a manual review of the records. The module also provides information about the current prescription of the patient, and flags patients with special problems quickly.

Correspondence may be required by local VAMC Home Oxygen program policy. With this release, letters may be sent to patients when prescriptions are due to expire or when service is discontinued.

New Administrative Home Oxygen Options

Add/Edit Home Oxygen Patient: This option allows you to add patients to the Prosthetics Patient file and document home oxygen prescription data and the equipment that is to be used by the patient.

Inactivate/Activate Oxygen Patient: If the patient is no longer receiving home oxygen or treatment has been interrupted for an extended length of time, inactivate the patient using this option. The option allows you to record a date of inactivation and a coded reason for the inactivation. This option is also used to re-activate a patient. Reactivating the patient changes the Home Oxygen Activation Date for the patient.

Generate Letters: This option generates a list of patients that meet the criteria (number of days prior to prescription expiry) for receiving a letter.

Billing Transactions: This option allows you to edit bills for a specific month, accept those transactions, post and sign-off on them.

Reports:

Alphabetical List Home Oxygen Patients (by site): This is a listing of active home oxygen patients for a selected site. The report also shows the date the current prescription expires.
**Active Home Oxygen Patients (Alpha by Zip Code):** This is a listing of active patients with their address information.

**Prescription Expiration Dates:** This is a listing of active patients sorted by the expiration dates for their current prescriptions.

**Inactive Home Oxygen Patients (by Inactive date):** This is a listing of inactive patients and the reason they were inactivated.

**Primary Item Report:** This is a report of active patients listing the primary item, quantity of the item, and cost.

**Monthly Home Oxygen Billing:** This report lists billings for all active home oxygen patients.

**New Patients:** This is a report of all new patients for a selected date range.

**Prescription Report:** This report includes HCPCS/items, quantity, cost, extended cost, and the fund control point.

**Pre-Billing Discrepancy Report:** This report should be run and any discrepancies corrected prior to creating a billing list for a month. If there are any discrepancies for a patient, then that patient will not appear on the billing list.

**Site Parameters Enter/Edit:** This option is used to enter site specific information regarding default days to expiration for prescription, letters, vendors, and Fund Control Points.

**Verify Posted Billing Transactions:** This option posts all Home Oxygen billing transactions for a selected month for bills posted in IFCAP that were not also posted in Patient 2319 records. It will loop through all the records for the month and vendor entered.

**Purchase Card Sign Off:** Once a billing is accepted and posted, this option can be used to sign off on the billing.
List Manager Functions

List Manager is used in the Billing Transactions and Generate Letters options. Its functions provide the ability to move around between screens, search for selected pieces of information, and print the information on the screen(s). A list of the functions for each option can be obtained at the "Select ACTION" prompt by entering two question marks (??). The List Manager functions are shown in bold below.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SSN</th>
<th>EL</th>
<th>PRIMARY ITEM</th>
<th>910</th>
<th>OTHER</th>
<th>SUSP</th>
<th>TOTAL</th>
</tr>
</thead>
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<tr>
<td>1.</td>
<td>PATIENT,ONE</td>
<td>0001</td>
<td>4</td>
<td>O2 TANK H SYSTEM</td>
<td>40.00</td>
<td>0.00</td>
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<tr>
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<td>0.00</td>
</tr>
<tr>
<td>6.</td>
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<tr>
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<td>10.</td>
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<td>228.00</td>
<td>0.00</td>
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</tbody>
</table>

Enter ?? for more actions

Select ACTION: Next Screen //</??

ET  Edit Patient  AP  Add Billing Patient  UB  Unaccept Billing
EB  Edit Billing   CV  Change View        XB  Post Billing
AB  Accept Billing QE  Quick Edit
23  Display 2319 SO  Sign Off Purchase Card

The following actions are also available:
+  Next Screen  FS  First Screen  SL  Search List
-  Previous Screen  LS  Last Screen  ADPL  Auto Display(On/Off)
UP  Up a Line     GO  Go to Page     QU  Quit
DN  Down a Line   RD  Re Display Screen
>  Shift View to Right  PS  Print Screen
<  Shift View to Left  PL  Print List

Next Screen: Enter + to move to the next screen.

Previous Screen: Enter - to go back to the previous screen.

Up a Line: (Not used in this version)

Down a Line: (Not used in this version)

Shift View to Right: (Not used in this version)

Shift View to Left: (Not used in this version)

First Screen: Enter FS to return to the first screen.

Last Screen: Enter LS to go forward to the final screen.
Go to Page: Enter GO to select the screen number you want to see.

Re Display Screen: Enter RD to re-display the screen.

Print Screen: Enter PS to get a device to print what you see on the screen.

Print List: Enter PL to get a device to print the data on the screen.

Search List: Enter SL to find a specific piece of information:

Search for: OXYGEN

Auto Display (On/Off): Enter ADPL to either display or hide the Letter or Billing actions you can take.
Do you wish to turn auto-display 'ON' for this menu? NO// YES

<table>
<thead>
<tr>
<th>NAME</th>
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<th>EL</th>
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<th>910</th>
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<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
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<td>1</td>
<td>O2 CONCENTRATOR</td>
<td>325.00</td>
<td>300.00</td>
<td>0.00</td>
<td>625.00</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>182.50</td>
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<td>O2 CONCENTRATOR</td>
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<td>252.50</td>
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<tr>
<td>PATIENT,SEVEN</td>
<td>0007</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
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<td>0008</td>
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<td>O2 CONCENTRATOR</td>
<td>182.50</td>
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<td>0.00</td>
<td>512.50</td>
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<tr>
<td>PATIENT,NINE</td>
<td>0009</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
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<td>90.00</td>
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<td>252.50</td>
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<tr>
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<td>182.50</td>
<td>228.00</td>
<td>0.00</td>
<td>410.50</td>
</tr>
</tbody>
</table>

Enter ?? for more actions

Select ACTION: Quit //

Quit: Enter QU to return to exit the option.
2. Setting Up the Site Parameters

Before setting up the site parameters, you need to make decisions concerning correspondence and sequence numbering of prescriptions. You also need to gather information on Fund Control Points and vendors.

Information Needed for the Site Parameters

Correspondence

Your medical center policy may require that letters be sent under certain circumstances to patients receiving home oxygen and/or to the contractor: e.g., when a patient is added to the program, when a prescription is about to expire, and/or when the service is discontinued. If you want to automate this process, the Home Oxygen Module provides the means. Add the letters to the Prosthetic software using the option Add/Edit Correspondence Skeleton Letter found under the Correspondence menu of the Prosthetic Official’s Menu. This should be done prior to editing the site parameters in the option Site Parameters Enter/Edit under the Home Oxygen Main Menu. Here’s an example of how use the Add/Edit Correspondence Skeleton Letter option:

| Select Correspondence Option: Add/Edit Correspondence Skeleton Letter |
| Select PROS LETTER NAME: PRESCRIPTION EXPIRATION |
| Are you adding 'PRESCRIPTION EXPIRATION' as a new PROS LETTER (the 7TH)? No/Yes |
| NAME: PRESCRIPTION EXPIRATION/ <RET> |
| LETTER TEXT: |
| No existing text |
| Edit? No/Yes |
| ==[ WRAP ]==[ INSERT ]============< LETTER TEXT >============[ <PF1>H=Help ]====|
| Enter the content of the body of your letter here. |
| <=====T=======T=======T=======T=======T=======T=======T=======T=======T==>=====T |
| Is this a Denial type of letter? No/Yes/ <RET> (No) |

Once you have created your letters, determine the following about each letter for the Home Oxygen Site Parameters:

1. Give the letter one of the following letter codes:
   A LETTER 1
   B LETTER 2
   C LETTER 3

2. Determine the number of days prior to the expiration (Days to Expiry) of the prescription that the letter should be created. Examples: A letter to remind a patient to renew a prescription might be sent 30 days prior to the expiration of the prescription. In the case of a welcome letter, enter 0 days to create the letter on the day the prescription is entered.
3. Should the letter be auto-generated or would you rather manage the creation of letters? Auto-generating means that whenever you run the Generate Letters option, a list of patients is created who meet the criteria for the number of days prior the prescription expiration. Letters can be automatically generated from that list.

4. Do you want a header printed on the letter? If you use pre-printed paper that has a letterhead, then you would answer No to this question. If you want a header to print along with the letter content, then you would answer Yes to this question.

Worksheet for defining letter management

<table>
<thead>
<tr>
<th>Long Name</th>
<th>Letter Code</th>
<th>Days to Expiry</th>
<th>Auto-Gen Y/N</th>
<th>Print Header Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home Oxygen Vendors**

Create a list of the vendors your site uses for providing home oxygen equipment.

**Fund Control Points**

Create a list of the Fund Control Points (FCP) used for Home Oxygen. There should be at least one FCP for 910. Many sites will also have a local number for the liquid gas.

To obtain the FCPs, you can use the Prosthetics package option, Create a No-Form Daily Record, under the Enter New Request menu in Purchasing. At the "Select CONTROL POINT" prompt, enter two question marks to obtain a list of the FCPs used by the Prosthetics and Sensory Aids Service at your site.

**Sequence Numbering of Prescriptions**

Those sites with local policy that defines the length of time the first, second, third, etc. prescriptions are good, may want to take advantage of a default prescription expiry date. Sequence numbering starts with 1 and increases by one for each new prescription. If the first prescription (sequence number 1) at your site cannot exceed 3 months, then its Default Days to Expiration would be 90 (days). If the second and all further prescriptions cannot exceed 6 months, then sequence number 2 and all the following sequence numbers would be given 180 for Default Days to Expiration. If you choose to use this functionality, adding 5-6 sequence numbers should be sufficient. If you choose not to use default dates, the prescription's "Expiration Date" field can be entered by hand.
Site Parameters Enter/Edit Option

Once you have all the above defined for each site, use the Site Parameters Enter/Edit option and enter the information. The following shows the order of the prompts and a brief description of what you should enter:

Site: Select the site for the parameters you are defining.

**Prescription Sequence Number:** Start with 1 and increment by 1 for each sequence number you enter. The first prescription when a patient is activated is sequence number 1, the second sequence number 2, etc. You are not required to use this functionality and may bypass the prompt by pressing the <ret> key.

**Default Days to Expiration:** If you enter a Sequence number, then you will be asked to enter the Default Days to Expiration. The program will look at the date entered for a prescription, check the sequence number of the prescription, add the Default Days to Expiration to the prescription date, and come up with a default response to the Expiration Date prompt for the prescription. This default response may be accepted or changed.

**Fund Control Point:** Enter each Fund Control Point used by your home oxygen program. These Fund Control Points will be displayed on reports that show statistics by Fund Control Point.

**PSAS?** Is this Fund Control Point a Prosthetics Sensory and Aids Service FCP? Enter Yes if the FCP is 910. Enter No for all local FCPs.

**Home Oxygen Vendors:** Enter each vendor that provides home oxygen services for your patients.

**Home Oxygen Letter:** Enter the name of each letter you created using the Add/Edit Correspondence Skeleton Letter option.

**Letter Code:** Select one of the following codes:

- A LETTER 1
- B LETTER 2
- C LETTER 3

**Days to Prescription Expiry:** Enter the number of days prior to the expiration of the prescription that you want to print the letter to send to the patient. Examples: A letter to remind a patient to renew a prescription might be sent 30 days prior to the expiration of the prescription. In the case of a welcome letter, enter 0 days to create the letter on the day the first prescription is entered.
**Autogenerate Letter:** If you want to be able to obtain a list of patients who meet the criteria for receiving this letter you just defined, enter YES at this prompt.

**Print Letter Header:** For those sites that print letters on paper already containing a letterhead, enter No at this prompt. For those sites that want to use the on-line letterhead, enter Yes at this prompt.
3. Entering Patient and Prescription Information

In order to bill patients, the program must have information concerning the patient, the patient's prescriptions, and the items being billed to the patient. It needs to know when a patient starts on the program and when the patient is no longer active.

This chapter shows you how to do the following:

- **Add patients to the program** (Add/Edit Home Oxygen Patient option)
- **Enter or change prescription information** (Add/Edit Home Oxygen Patient option)
- **Create or change the billing equipment list for a patient** (Add/Edit Home Oxygen Patient option)
- **Inactivate patients from the program** (Inactivate/Activate Oxygen Patient option)
- **Generate letters** (Generate Letters option)

Note: Upon the ICD-10 activation date, on the **Add/Edit Home Oxygen Patient option**, if you select an existing Item and that Item contains an ICD code that is inactive based on the Start Date of the currently selected prescription, the software then issues a warning and prompts you how you should proceed.

You have three options:

1. Select a different item with no ICD code or with an active ICD code.
2. Enter a new item.
3. Proceed with this item. If the user proceeds with this item, the existing ICD Diagnosis code will be DELETED. The user may then enter an active ICD Diagnosis code or they may leave the ICD Diagnosis field blank.

**Example: Warning for Add/Edit Home Oxygen Patient Option**

The following items are already in the patient's template:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Vendor</th>
<th>ICD</th>
<th>CS+</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 1 HEAD GEAR-CPAP-SOFT</td>
<td>PROSVENDOR ONE</td>
<td>784.0</td>
<td>9</td>
</tr>
<tr>
<td>2 NECK COOLER, STEELE</td>
<td>PROSVENDOR ONE</td>
<td>847.0</td>
<td>9</td>
</tr>
<tr>
<td>3 NECKLOOP POWERED AMPLIFIED</td>
<td>PROSVENDOR ONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* = Primary Item  
CS = Code Set for ICD Diagnosis code  
+ = Item with active ICD code on start date of prescription

Select ACTION: (A/D/E): **Edit**  
Select an ITEM: (1-3): 1 * 1 HEAD GEAR-CPAP-SOFT

This item contains the ICD Diagnosis Code: 784.0 which was inactive based on the start date of the currently selected prescription.

You may 1) select a different item with no ICD code or with an active ICD code,  
2) enter a new item or  
3) proceed with this item. If you proceed with this item, the existing ICD Diagnosis code 784.0 will be DELETED.

You may then enter an active ICD-10 Diagnosis code or you may leave the ICD Diagnosis field blank.

Do you wish to continue?
Add/Edit Home Oxygen Patient

Use this option to:

- Add a new patient
- Edit the patient's eligibility
- Activate the patient
- Add a new prescription
- Add or edit a billing item

There are three basic sets of data covered in this option.

The first set is demographic in nature and includes the prosthetics site, the date the patient was activated/reactivated to the Home Oxygen program, and the patient's eligibility.

A second set of data is for each prescription and includes the first and subsequent prescription dates, a description what was ordered for the patient, and the prescription expiration date.

The third set of data is called a "billing equipment list". The billing equipment list is used to record the items that are provided on a monthly basis to the patient. Information that will allow costs to flow through to the correct obligation such as the fund control point (FCP) number will be included as well.

The following shows the order of the prompts and a brief description of what you should enter:

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

**Prosthetics Patient Name:** Enter the patient name in the usual manner: LAST, FIRST or first initial last name plus last 4 digits of the SSN, etc. Note: This prompt also accepts an item name. If you enter a single letter or the item name, the program searches through a list of items that have been given to patients.

**Add a New Patient**

The Home Oxygen Module will first search the Prosthetics Patient file for the patient. If the patient isn't there, it will search the VISTA Patient file and ask if you want to add the patient as a new Prosthetics Patient. Enter Yes to add the patient as a new Prosthetics Patient.

**Prosthetics Patient Station:** If this patient is a new Prosthetics Patient, you must also enter a site for the patient.
Edit the Patient's Eligibility

**Home Oxygen Eligibility**: Enter the patient's eligibility for home oxygen services.

- **Note**: When selecting NSC/OP you may see additional prompts.
- 1 SC/OP
- 2 SC/IP
- 3 NSC/IP
- 4 NSC/OP

**Home Oxygen Contract Location**: Enter the site that will be administering the contract for the home oxygen.

Activate the Patient

**Home Oxygen Activation Date**: Enter the latest date the patient was activated as a home oxygen patient. This may be the first date on the program or the most recent activation date following an extended time off the program. An exact date is not required. You may enter a month, day and year or just a month and year. (E.g., 2/2/99, 2/99) Each Activation Date begins a sequence of prescriptions. If you are using this functionality, the earliest prescription date is sequence number 1.

Add a New Prescription

**Home Oxygen Prescription Date**: Enter the prescription date here.

- **Note**: It is strongly suggested that you do not delete prescription dates.

  If this is a new prescription, you will be asked if you are adding a new one. Answer Yes.

**Expiration Date**: Enter the expiration date of the prescription. If in the site parameters for the Home Oxygen Module, prescription sequence numbers and default days to expiration were defined, then you may see a default answer here. You may accept the default date or edit it.

**Description**: Enter a description of how often to use, flow rate, how administered, etc. according to the prescription.

  **Example**: 2 LPM O2 by N/C 24hr/d w/conc 6E, 2D, H

- **Note**: If no equipment has been entered for this patient, you will receive a message stating:

  No items found, please enter PRIMARY ITEM

  Otherwise, a list of the patient's oxygen equipment appears next with the primary equipment item starred (*). You have a choice of adding a new item, deleting an item or editing an item.
The following items are already in this patient's template:

* 1 PROSVENDOR, FOUR                   PROSVENDOR, THREE
  2 OXYGEN                             PROSVENDOR, THREE

* = Primary Item

Select ACTION:  (A/D/E):

Add or Edit a Billing Item

Pros Item Master Name: Select an item from the Prosthetics Master Item list. If this is the first item added, it should be the Primary item (primary component or system) that the patient will be receiving. The primary item is sometimes used on reports in lieu of listing all items.

Primary Item: For each additional item entered, you will be asked if it is the primary item. If you have already entered a primary item, then answer NO at this prompt.

HCPCS Code: Enter the HCPCS code for the item selected.

Vendor: Enter the vendor that will be supplying the equipment and services.

Quantity: Enter the number authorized to be issued to the patient during the month. Example: For liquid oxygen, enter the number of pounds of liquid.

Unit Cost: Enter the cost for each unit issued. Type a dollar amount with 2 decimal digits.

Note: The program will use the Quantity and Unit Cost to calculate the total amount for billing.

Unit of Issue: Select a unit of issue.

ICD9 or ICD10 Code: Enter the diagnosis that is most closely related to the reason this patient is receiving oxygen.

Remarks: Enter any further information about this patient, up to 30 characters. This information is displayed on the patient's 2319 record on screen 8.

Example: Equip used in conj with CPAP

Item Type: Is this an initial issue ( I ), replacement ( R ), or repair ( X )? If this is a 910 issue, enter X. If this is out of a local FCP, enter either I or R.

Fund Control Point: Through which FCP will this purchase be handled? Enter the FCP here.
At this point you may edit the data you entered, add a new item for this prescription, or delete an item.

Example:

Select Home Oxygen Main Menu Option: Add/Edit Home Oxygen Patient

Select PROSTHETICS PATIENT NAME: PROSPATIENT,ONE 5001AC 1-12-42 0001 12233 YES SC VETERAN
HOME OXYGEN ELIGIBILITY: SC/OP//
HOME OXYGEN CONTRACT LOCATION: ALBANY//
HOME OXYGEN ACTIVATION DATE: MAR 1,2000/
Select HOME OXYGEN PRESCRIPTION DATE: Jan 01, 2014// 3/1/2000 MAR 01, 2000 DATE: MAR 1,2000/
EXPIRATION DATE: MAR 1,2000/
DESCRIPTION: Adding new ICD9 code.

Edit? NO/

The following items are already in this patient's template:

* 1 ACETAMINOPHEN W/CODEINE 30MG TAB PROSVENDOR ONE
2 WHEELCHAIR LIGHTWEIGHT PROSVENDOR TWO
3 COLOSTOMY BAGS PROSVENDOR ONE
4 ACETAMINOPHEN W/CODEINE 30MG TAB PROSVENDOR ONE
5 NECK BRACE PROSVENDOR TWO

* = Primary Item

Select ACTION: (A/D/E): Edit
Select an ITEM: (1-5): 2 2 WHEELCHAIR LIGHTWEIGHT
PRIMARY ITEM: NO/
ITEM: COOKIE/
HCPCS CODE: A4365/
VENDOR: VENDOR TWO //
QUANTITY: 1//
UNIT COST: 1.25//
UNIT OF ISSUE: EA//
ICD10 Diagnosis code: F14.19// 100.0
No data found
ICD10 Diagnosis code: F14.19// F14

20 matches found

1. F14.10 Cocaine Abuse, Uncomplicated
2. F14.12- Cocaine abuse with intoxication
3. F14.14 Cocaine Abuse with Cocaine-Induced Mood Disorder
4. F14.15- Cocaine abuse with cocaine-induced psychotic disorder
5. F14.18- Cocaine abuse with other cocaine-induced disorder
6. F14.19 Cocaine Abuse with unspecified Cocaine-Induced Disorder
7. F14.20 Cocaine Dependence, Uncomplicated
8. F14.21 Cocaine Dependence, in Remission

Press <RETURN> for more, "^^" to exit, or Select 1-8: 2

4 matches found

1. F14.120 Cocaine Abuse with Intoxication, Uncomplicated
   (ICD-10-CM F14.120)
2. F14.121 Cocaine Abuse with Intoxication with Delirium  
   (ICD-10-CM F14.121)
3. F14.122 Cocaine Abuse with Intoxication with Perceptual  
   Disturbance (ICD-10-CM F14.122)
4. F14.129 Cocaine Abuse with Intoxication, unspecified  
   (ICD-10-CM F14.129)

Select 1-4: 2

ICD10 Diagnosis code: F14.121  
ICD10 Diagnosis description: Cocaine Abuse with Intoxication with Delirium  
   (ICD-10-CM F14.121)
REMARKS: ICD10 Edit & change//
ITEM TYPE: Initial Issue//
Select FUND CONTROL POINT: ^
Inactivate/Activate Oxygen Patient

Use this option to:

- Inactivate a Home Oxygen Patient
- Activate a Home Oxygen Patient

Inactivate patients for any of the following reasons:
- Discontinued by Patient
- Rx Expired
- MD Discontinued
- Patient Deceased
- Inpatient Status
- Entered in Error

Note on Inpatient Status: For those patients who are often admitted as an inpatient to manage their condition but whose stay is generally not lengthy, they do not need to be inactivated. Use the Inpatient Status only when it is apparent that their stay will be lengthy and that they may not return to the Home Oxygen Program.

When an Inactivation Date and Inactivation Reason are recorded for a patient, the patient is inactivated causing the last prescription in the patient's file to be canceled.

When a patient is reactivated, the Inactivation date is deleted. When the inactivation date is deleted, the reason for inactivation is automatically deleted by the system. The prescription will remain unchanged unless it is directly edited in the Add/Edit Home Oxygen Patient option.

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

Prosthetics Patient Name: Enter the patient name in the usual manner: LAST, FIRST or first initial last name plus last 4 digits of the SSN, etc. Note: If you enter a single letter, the program searches through a list of items given to patients.

Home Oxygen Inactivation (or Activation) Date: Enter the date the patient is either inactivated or activated.

Home Oxygen Inactivat. Reason: If the patient is being inactivated, this prompt will appear. Select the reason the patient is being inactivated.
- D Discontinued by Patient
- R Rx Expired
- M MD Discontinued
- P Patient Deceased
- I Inpatient Status
- E Entered in Error

Example:
Select PROSTHETICS PATIENT NAME:   PATIENT1,SEVEN   SUPPORT ISC   01-05-32
000000017   NO   EMPLOYEE
Are you sure you want to inactivate PROSPATIENT1,ONE ?? NO// y   YES
HOME OXYGEN INACTIVATION DATE: TODAY// <ret>   (JUL 01, 1999)
HOME OXYGEN INACTIVAT. REASON: ??
   Enter a code (P, R, M, D, I, or E) for the reason for discontinuance of home
   oxygen therapy.
   Choose from:
   D        DISCONTINUED BY PATIENT
   R        Rx EXPIRED
   M        MD DISCONTINUED
   P        PATIENT DECEASED
   I        INPATIENT STATUS
   E        ENTERED IN ERROR
HOME OXYGEN INACTIVAT. REASON: p   PATIENT DECEASED
Select PROSTHETICS PATIENT NAME: <ret>
Generate Letters

If you set up your site parameters to auto-generate your letters, this option will build a list of patients who meet the criteria for receiving each type of letter (e.g., recently activated, within so many days of the expiration of their prescription, about to be discontinued from the home oxygen program).

Note: Once you print a letter for a patient, the patient will no longer appear on the list for that type of letter. So if you print a welcome letter for a patient, that patient will no longer appear as needing a welcome letter. Use the option Print/Display Patient Correspondence Letter under the Correspondence menu within the Prosthetic Official's Menu if you need to reprint the letter.

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

If your current list is not so current, then generate a new list as shown here. This will place any patients on the list that have met the criteria since the last list was generated:

Do you wish to manage the current list? No// <[.ret]> (No)
Do you wish to generate a new list which will discard any edits? No// Y (Yes)

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Patients on List</th>
</tr>
</thead>
<tbody>
<tr>
<td>LETTER 1</td>
<td>3</td>
</tr>
<tr>
<td>LETTER 2</td>
<td>5</td>
</tr>
<tr>
<td>LETTER 3</td>
<td>1</td>
</tr>
</tbody>
</table>

ML Manage Letter List: This functionality generates a new list, adding any patients that meet the criteria.

Select Action: Quit// ml Generate Letter List
Select letter type line #: (1-3): 2
Generating a new list... .
DONE GENERATING A NEW LIST...
LT Print Letters: This functionality lets you add patients, print the letters for all or selected patients, and delete entries.

Select Action: Quit//LT Print Letters
Select letter type line #: (1-3): 1
Processing...

<table>
<thead>
<tr>
<th>RMPO LETTER Mar 09, 1999 08:57:24 Page: 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME OXYGEN PATIENT LETTER LIST</td>
</tr>
<tr>
<td>Patient</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>1 PATIENT1,EIGHT 000-00-0008 O2 CONCENTRATOR MAR 06, 1999 JUN 04, 1999</td>
</tr>
<tr>
<td>2 PATIENT1,NINE 000-00-0009 O2 CONCENTRATOR MAR 08, 1999 JUN 06, 1999</td>
</tr>
<tr>
<td>3 PATIENT1,TEN 000-00-0110 O2 CONCENTRATOR MAR 08, 1999 JUN 06, 1999</td>
</tr>
</tbody>
</table>

Enter ?? for more actions

AP Add Patient to the list: Use this action if you want to add a patient to the list to receive a letter.

Select Action: Quit//ap Add Patient to the list

Select PROSTHETICS PATIENT NAME: NAME,PATIENT

DE Delete List Entry: This allows you to delete selected entries.

Select Action: Quit//DE Delete List Entry
Enter lines to delete: (1-2): 1

AL Print All Letters: This sends all the letters in the list to a selected Device.

Select Action: Quit//AL Print all letters
DEVICE: HOME/

PP Print a letter for one patient: You may send a letter for one or more selected patients to a selected Device. Enter your selections singly or in a range (e.g., 3,6,7,8 or 3,6-8, etc.)

Select Action: Quit//PP Print a letter for one patient
Enter a list or range of numbers (1-2): 1
DEVICE: HOME/

Device: Enter a printer name. This will not allow you to print to the screen or to a slave printer.
In the following example letter, the header VAMC address information is taken from the Prosthetics Site Parameters file.

Department of Veterans Affairs  
HINES ISC VAMC  
BUILDING #37  
HINES, IL  60141

MAR 11,1999  
PROSPATIENT2,ONE  
BELLWOOD, ILLINOIS  60611

In Reply Refer To: HINES ISC VAMC/121  
SSN: 000-00-0021  
Rx Sequence number

4946  
Pt. IEN  
Current Home Oxygen Rx#: 1  
Rx Expiration Date: JUN 6,1999

Dear Mr. PROSPATIENT2,ONE  
Welcome to the Home Oxygen Program

This is the welcome letter containing routine information for any patient entering the program. The contents of this letter are specific to your site. It is created prior to editing the letter information in the site parameters (Site Parameters Enter/Edit) for Home Oxygen.

Prosthetics Service

To help you move around through your letter list on any of the Generate Letters screens, there are a number of options available to you. Enter two question marks at the "Select Action" prompt to see them. This functionality is discussed in the Introduction under List Manager Functions.
4. Billing

There are a number of activities associated with billing. This chapter explains how to do the following:

- **Find discrepancies that will affect accurate billing** (Pre-Billing Discrepancy Report option)
- **Correct the discrepancies that affect accurate billing** (See Pre-Billing Discrepancy Report)
- **Create a billing list** (Billing Transactions option)
- **Add patients to the billing list** (Billing Transactions option)
- **Edit patient data after the billing list is created** (Billing Transactions option)
- **Suspend dollar amounts for an item** (Billing Transactions option)
- **Complete/accept the billing** (Billing Transactions option)
- **Sign off the purchase card** (Billing Transactions or Purchase Card Sign Off options)
- **Verify that everything went okay with the posted billing** (Verify Posted Billing Transactions option)
Pre-Billing Discrepancy Report

Always run this report and correct any discrepancies found prior to using the option Billing Transactions. If discrepancies remain unfixed, the patient will not be added to the billing list which can only be created once a month for each vendor.

Find Discrepancies that Affect Accurate Billing

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

Billing Month: Enter the month and year you want shown in the report. Examples: February 1999, Feb 99, 02/99, 2-99.

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

Correct Discrepancies that Affect Accurate Billing

The following describes the discrepancy and tells you how to correct it.

Different Home Oxygen Contract Location: The Site you enter at the first prompt in this option, is not the same as the Contract Location for the patient shown in the report. If the contract location should be the same, change the location using the Add/Edit Home Oxygen Patient option.

No Home Oxygen Information: There is no eligibility entered for the patient. Enter the patient's eligibility and any other missing home oxygen information using the Add/Edit Home Oxygen Patient option.

Deactivated: The patient was inactivated prior to the billing period. If the patient needs to be reactivated, use the Inactivate/Activate Oxygen Patient option.

No RX on file: The patient has no prescription on file. Enter prescription information using the Add/Edit Home Oxygen Patient option. If the patient is not participating in the program, you may want to inactivate the patient using the Inactivate/Activate Oxygen Patient option.

RX expires prior to billing period: The prescription expired before the selected billing period. If the patient has a new prescription for the period, use the Add/Edit Home Oxygen Patient option to enter the prescription. If not, you may want to inactivate the patient using the Inactivate/Activate Oxygen Patient option.

No items on file: The patient's record shows no items to be billed. Use the Add/Edit Home Oxygen Patient option to add items for the patient.
No items for vendor: There is a vendor attached to the patient record but no item. Use the Add/Edit Home Oxygen Patient option to edit the item for the patient.
Billing Transactions

Note: Run the Pre-Billing Discrepancy Report under the Reports menu to find any records that lack complete or up-to-date information. Correct those discrepancies prior to using this Billing Transactions option. Any incomplete records will not appear on the billing list. The billing list can only be generated once a month for each vendor.

The main purpose of the Home Oxygen Module is to help you manage the billing. This option produces a list of patients that received oxygen therapy over a selected month from a specified vendor. You can use this option to do a number of things, including edit the patient or billing record, accept or unaccept the billing, display the 2319, post the billing, and sign off using a purchase card or 1358.

Create the Billing List

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

Billing Month: Enter the month you want the bill to cover, e.g., 2-1999, 2-99, Feb 99 for February 1999.

Vendor: Select the vendor for which you want the list generated.

A screen similar to the following will appear:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SSN</th>
<th>EL</th>
<th>PRIMARY ITEM</th>
<th>910</th>
<th>OTHER</th>
<th>SUSP</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT,ONE</td>
<td>0001</td>
<td>4</td>
<td>O2 TANK H SYSTEM</td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>PATIENT,TWO</td>
<td>0002</td>
<td>1</td>
<td>O2 CONCENTRATOR</td>
<td>325.00</td>
<td>300.00</td>
<td>0.00</td>
<td>625.00</td>
</tr>
<tr>
<td>PATIENT,THREE</td>
<td>0003</td>
<td>4</td>
<td>O2 NEBULIZER/BUNN SYS</td>
<td>150.00</td>
<td>0.00</td>
<td>0.00</td>
<td>150.00</td>
</tr>
<tr>
<td>PATIENT,FOUR</td>
<td>0004</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>0.00</td>
<td>0.00</td>
<td>182.50</td>
</tr>
<tr>
<td>PATIENT,FIVE</td>
<td>0005</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>45.00</td>
<td>0.00</td>
<td>207.50</td>
</tr>
<tr>
<td>PATIENT,SIX</td>
<td>0006</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>PATIENT,SEVEN</td>
<td>0007</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>PATIENT,EIGHT</td>
<td>0008</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>330.00</td>
<td>0.00</td>
<td>512.50</td>
</tr>
<tr>
<td>PATIENT,NINE</td>
<td>0009</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>PATIENT,TEN</td>
<td>0010</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>228.00</td>
<td>0.00</td>
<td>410.50</td>
</tr>
</tbody>
</table>

Enter ?? for more actions
Select ACTION:Next Screen// ??

Note: Entering ?? displays the other options available including the List Manager options for moving about and printing the screens. For information about the List Manager options (+, -, UP, DN, etc.), see List Manager Functions in the Introduction.
Billing Actions
There are a number of actions that you can take while in billing. The following information describes each of the actions.

<table>
<thead>
<tr>
<th>Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET</td>
<td>Edit Patient</td>
</tr>
<tr>
<td>EB</td>
<td>Edit Billing</td>
</tr>
<tr>
<td>AB</td>
<td>Accept Billing</td>
</tr>
<tr>
<td>23</td>
<td>Display 2319</td>
</tr>
<tr>
<td>AP</td>
<td>Add Billing Patient</td>
</tr>
<tr>
<td>CV</td>
<td>Change View</td>
</tr>
<tr>
<td>UB</td>
<td>Unaccept Billing</td>
</tr>
<tr>
<td>QE</td>
<td>Quick Edit</td>
</tr>
<tr>
<td>SO</td>
<td>Sign Off Purchase Card</td>
</tr>
<tr>
<td>DP</td>
<td>Delete Patient Billing</td>
</tr>
<tr>
<td>XB</td>
<td>Post Billing</td>
</tr>
</tbody>
</table>

Correct Data on a Patient Record

ET Edit Patient: If you create the billing list and then discover that some items are not covered in the bill for a patient, you can use this function to edit the information in the patient's record. This option only lets you correct information for patients already on the billing list.

Note: If the patient does not appear on the billing list, run the Pre-Billing Discrepancy report to find out what is missing and correct the record. Then use the Add Billing Patient action described below to add the patient to the list.

Example: In the following list, the user notices that the amount for an item is not showing due to the vendor not being defined for that item. This was determined by using the Pre-Billing Discrepancy report. We can use Edit Patient to add the vendor and correct any other information that is not complete.
2 OXYGEN CONTENTS LIQ PER/UNIT << VENDOR NOT DEFINED >>

* = Primary Item

Select ACTION: (A/D/E): e Edit
Select an ITEM: (1-2): 2 OXYGEN CONTENTS LIQ PER/UNIT
PRIMARY ITEM: NO // <ret>
ITEM: OXYGEN CONTENTS LIQ PER/UNIT // <ret>
HCPCS CODE: E0442 OXYGEN CONTENTS LIQ PER/UNIT
VENDOR: PROSVENDOR, THREE PH: 555-555-5555 NO: 71608
ORD ADD:200 VENDOR DRIVE FMS:
VENDOR, IL 60048 CODE: FAX:

...OK? Yes // <ret> (Yes)
QUANTITY: (nn)
UNIT COST: ($$)
UNIT OF ISSUE: LB POUND
ICD9 CODE: 416.8 CHR PULMON HEART DIS NEC
REMARKS: <ret>
ITEM TYPE: X Repair
Select FUND CONTROL POINT: 913 PROSTHETIC SUPPLIES

The following items are already in this patient's template:

1 CONCENTRATOR PROSVENDOR, THREE
* 2 OXYGEN CONTENTS, GASEOUS, PE PROSVENDOR, THREE

* = Primary Item

Select ACTION: (A/D/E): <ret>

<table>
<thead>
<tr>
<th>NAME</th>
<th>SSN</th>
<th>EL</th>
<th>PRIMARY_ITEM</th>
<th>910</th>
<th>OTHER</th>
<th>SUSP</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PATIENT, ONE</td>
<td>0001</td>
<td>4</td>
<td>O2 TANK H SYSTEM</td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>2. PATIENT, TWO</td>
<td>0002</td>
<td>1</td>
<td>O2 CONCENTRATOR</td>
<td>325.00</td>
<td>300.00</td>
<td>0.00</td>
<td>625.00</td>
</tr>
<tr>
<td>3. PATIENT, THREE</td>
<td>0003</td>
<td>4</td>
<td>O2 NEBULIZER/BUNN SYS</td>
<td>150.00</td>
<td>0.00</td>
<td>0.00</td>
<td>150.00</td>
</tr>
<tr>
<td>4. PATIENT, FOUR</td>
<td>0004</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>360.00</td>
<td>0.00</td>
<td>542.50</td>
</tr>
<tr>
<td>5. PATIENT, FIVE</td>
<td>0005</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>45.00</td>
<td>0.00</td>
<td>207.50</td>
</tr>
<tr>
<td>6. PATIENT, SIX</td>
<td>0006</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>7. PATIENT, SEVEN</td>
<td>0007</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>8. PATIENT, EIGHT</td>
<td>0008</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>330.00</td>
<td>0.00</td>
<td>512.50</td>
</tr>
<tr>
<td>9. PATIENT, NINE</td>
<td>0009</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>10. PATIENT, TEN</td>
<td>0010</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>228.00</td>
<td>0.00</td>
<td>410.50</td>
</tr>
</tbody>
</table>

Enter ?? for more actions
Select ACTION: Next Screen //

The action corrected the billing list as shown in bold above.
Correct Billing Data and/or Suspend Dollar Amts

**EB Edit Billing:** You can edit the billing information for a patient using this action. It allows you to add, delete, edit, or zero out an item. This option can also be used to suspend dollar amounts for an item. The patient must be on the billing list.

Example:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SSN</th>
<th>EL</th>
<th>PRIMARY ITEM</th>
<th>910</th>
<th>OTHER</th>
<th>SUSP</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PATIENT,ONE</td>
<td>0001</td>
<td>4</td>
<td>O2 TANK H SYSTEM</td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>2. PATIENT, TWO</td>
<td>0002</td>
<td>1</td>
<td>O2 CONCENTRATOR</td>
<td>325.00</td>
<td>300.00</td>
<td>0.00</td>
<td>625.00</td>
</tr>
<tr>
<td>3. PATIENT, THREE</td>
<td>0003</td>
<td>4</td>
<td>O2 NEBULIZER/BUNN SYS</td>
<td>150.00</td>
<td>0.00</td>
<td>0.00</td>
<td>150.00</td>
</tr>
<tr>
<td>4. PATIENT, FOUR</td>
<td>0004</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>360.00</td>
<td>0.00</td>
<td>542.50</td>
</tr>
<tr>
<td>5. PATIENT, FIVE</td>
<td>0005</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>45.00</td>
<td>0.00</td>
<td>207.50</td>
</tr>
<tr>
<td>6. PATIENT, SIX</td>
<td>0006</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>7. PATIENT, SEVEN</td>
<td>0007</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>8. PATIENT, EIGHT</td>
<td>0008</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>330.00</td>
<td>0.00</td>
<td>512.50</td>
</tr>
<tr>
<td>9. PATIENT, NINE</td>
<td>0009</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>162.50</td>
<td>90.00</td>
<td>0.00</td>
<td>252.50</td>
</tr>
<tr>
<td>10. PATIENT, TEN</td>
<td>0010</td>
<td>4</td>
<td>O2 CONCENTRATOR</td>
<td>182.50</td>
<td>228.00</td>
<td>0.00</td>
<td>410.50</td>
</tr>
</tbody>
</table>

Enter ?? for more actions

Select ACTION: Next Screen // eb Edit Billing
Enter a list or range of numbers (1-6): 1
PROSPATIENT2, FOUR 000-00-0024
Current Prescription (#1)
  Active Date: FEB 28, 1999  Expiration Date: JUL 1, 1999
  2 liters per minute by nasal cannula, as needed with an "H" tank.

<table>
<thead>
<tr>
<th>HCPCS</th>
<th>Description</th>
<th>FCP</th>
<th>Qty</th>
<th>Cost</th>
<th>Susp</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ennnn</td>
<td>TANKS H</td>
<td>910</td>
<td>1</td>
<td>40.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

TOTAL COST: 40.00

Total 910 Charges: 40.00

Total Station FCP Charges: 0.00

Enter a code from the list.
Select one of the following:

A Add
D Delete
E Edit
Z Zero  (This will zero out the cost of the item without going through edit.)

Zero Out an Item

Select ACTION: (A/D/E/Z): Z Zero
PROSPATIENT2, FOUR 000-00-0024
Current Prescription (#1)
  Current Prescription (#1)
  Active Date: FEB 28, 1999  Expiration Date: JUL 1, 1999
  2 liters per minute by nasal cannula, as needed with an "H" tank.

<table>
<thead>
<tr>
<th>HCPCS</th>
<th>Description</th>
<th>FCP</th>
<th>Qty</th>
<th>Cost</th>
<th>Susp</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ennnn</td>
<td>TANKS H</td>
<td>910</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL COST: 0.00
Total 910 Charges: 0.00
Total Station FCP Charges: 0.00

Edit an Item

Select ACTION: (A/D/E/Z): e  Edit
PRIMARY ITEM: YES//<ret>
QUANTITY: 1//<ret>
UNIT COST: 0//60
REMARKS: <ret>
SUSPENDED AMOUNT: 0/<ret>
ITEM TYPE: x  Repair
UNIT OF ISSUE: EA/<ret>
PROSPATIENT2,FOUR  000-00-0024
Current Prescription (#1)
Active Date: FEB 28,1999  Expiration Date: JUL 1,1999
2 liters per minute by nasal cannula, as needed with an "H" tank.

<table>
<thead>
<tr>
<th>HCPCS Description</th>
<th>FCP</th>
<th>Qty</th>
<th>Cost</th>
<th>Susp.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TANKS H</td>
<td>910</td>
<td>1</td>
<td>60.00</td>
<td>0.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>

TOTAL COST 60.00

Total 910 Charges: 60.00
Total Station FCP Charges: 0.00

Add an Item

Select ACTION: (A/D/E): Add
Select PROS ITEM MASTER NAME: ??
Choose from:
4    COLOSTOMY BAGS
26   ACETAMINOPHEN W/CODEINE 30MG TAB
47   PARAFFIN

Select PROS ITEM MASTER NAME: 47 PARAFFIN
...OK? Yes// (Yes)

PRIMARY ITEM: N  NO
ITEM: COOKIE//
HCPCS CODE: ??
Enter the HCPCS code for this item. This number is taken from the CPT file (81) and consists of 1 letter and 4 numbers. The HCPCS shares the CPT file 81.

Choose from:
#SHIP  SHIPPING CHARGES ** inactive HCPCS **
#SHIP  SHIPPING CHARGES ** inactive HCPCS **
A4254  BATTERY FOR GLUCOSE MONITOR
A4255  GLUCOSE MONITOR PLATFORMS
A4258  LANCET DEVICE
A4259  LANCETS PER BOX
A4265  PARAFFIN
A4280  ADHESIVE SKIN SUPPORT
A4300  IMPLANTABLE ACCESS CATHETER
A4301  IMPLANTABLE ACCESS TOTAL SYSTE
A4324  MALE EXTERNAL CATHETER
A4325  MALE EXTERNAL CATHETER STRIP
A4331  EXTENSION DRAINAGE TUBING
A4332  LUBRICANT, INDIVIDUAL PACKET
A4333  URINARY CATHETER ANCHORING
A4334  URINARY CATHETER ANCHOR LEG
Delete an Item

Select ACTION: (A/D/E/Z): Delete
Select an ITEM: (1-2): 2
Are you SURE you want to delete this item? NO// YES ...deleted!

PROSPATIENT2,FOUR 000-00-0024
Current Prescription (#1)
Current Prescription (#1)
Active Date: FEB 28,1999 Expiration Date: JUL 1,1999
2 liters per minute by nasal cannula, as needed with an "H" tank.

HCPCS Description FCP Qty Cost Susp. Total
1. Ennnn TANKS H 910 1 60.00 0.00 60.00

TOTAL COST 60.00
Total 910 Charges: 60.00
Total Station FCP Charges: 0.00
Add a Patient to the Billing List

**AP Add Billing Patient:** If a patient does not appear on the billing list, use the Pre-Billing Discrepancy Report to find out what is missing or incorrect in the patients record. Correct the discrepancy and then use this function to add the patient to the list.

Example:

```
Select ACTION:Quit// ADD   Add Billing Patient

Select PROSTHETICS PATIENT NAME: PROSPATIENT2,FIVE HINES, IL 03-03-6
6 0000000025 NO NSC VETERAN

Item 19 was added to Billing Transaction....
```

Delete a Patient from the Billing List

**DP Delete Patient Billing:** This action removes a patient from the selected month's billing list.
**Change the Quantity of an Item**

**QE Quick Edit:** Use this action to quickly edit the quantity of an item.

Select ACTION: Quit // qe Quick Edit

Enter a list or range of numbers (1-5): 1

PROSPATIENT, ONE 000-19-7641

Current Prescription (#1)

Active Date: FEB 24, 1999  Expiration Date: JUL 1, 1999

<table>
<thead>
<tr>
<th>HCPCS</th>
<th>Description</th>
<th>FCP</th>
<th>Qty</th>
<th>Cost</th>
<th>Susp.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>E0430 OXYGEN</td>
<td>910</td>
<td>1</td>
<td>500.00</td>
<td>0.00</td>
<td>500.00</td>
</tr>
<tr>
<td>2.</td>
<td>A4616 OXYGEN HOSE UNION</td>
<td>910</td>
<td>25</td>
<td>0.75</td>
<td>0.00</td>
<td>18.75</td>
</tr>
</tbody>
</table>

**TOTAL COST**

518.75

Total 910 Charges: 518.75

Total Station FCP Charges: 0.00

1. E0430 OXYGEN 910 1 500.00 0.00 500.00

QUANTITY: 1 // <ret>

2. A4616 OXYGEN HOSE UNION 910 25 0.75 0.00 18.75

QUANTITY: 25 // <ret>

<table>
<thead>
<tr>
<th>HCPCS</th>
<th>Description</th>
<th>FCP</th>
<th>Qty</th>
<th>Cost</th>
<th>Susp.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>E0430 OXYGEN</td>
<td>910</td>
<td>1</td>
<td>500.00</td>
<td>0.00</td>
<td>500.00</td>
</tr>
<tr>
<td>2.</td>
<td>A4616 OXYGEN HOSE UNION</td>
<td>910</td>
<td>25</td>
<td>0.75</td>
<td>0.00</td>
<td>18.75</td>
</tr>
</tbody>
</table>

**TOTAL COST**

518.75

Total 910 Charges: 518.75

Total Station FCP Charges: 0.00

Enter RETURN to continue or '^' to exit:
Accept the Billing

**AB  Accept Billing:** Once you are sure the bill is correct, use this action to Accept the billing. You may accept selected records or a range of records. This places a small "a" before those records that have been accepted.

Select ACTION: Quit// **AB  Accept Billing**
Enter a list or range of numbers (1-6): 1

View Only Accepted or Unaccepted Records

**CV  Change View:** Use this action when you want to limit your list to just those records that are Accepted or Unaccepted. The default view is Both.

Select ACTION: Quit// **CV  Change View**
Select one of the following:

A  Accepted
U  Unaccepted
B  Both

Which Transactions would you like displayed?: Both// **U  Unaccepted**

Unaccept the Billing

**UB  Unaccept Billing:** If you accepted a billing record in error, you can unaccept it using this action. It removes the small "a".

Select ACTION: Quit// **UB  Unaccept Billing**
Enter a list or range of numbers (1-6): 1
Post the Billing

**XB Post Billing:** After accepting a billing, you can post it using this action.

Also, anytime you have records that are Accepted, when you exit, you will be asked if you would like to post the bills.

**Note:** If a purchase card is being used, accepting can be done by multiple people, but posting should only be done by one person. When using a purchase card payment type, **do not** Post Billing within List Manager. Select Quit and you will see the example below for Purchase Card.

A small "p" next to the patient name and a "*" next to an amount indicates that the record is only partially posted.

**Hint:** If you have not loaded all your home oxygen patients into the program, you can still post those not in the program using the Create a No-Form Daily Record option under Purchasing.

**Warning:** The purchase card holder must have a monthly purchase limit greater than the total purchase order amount.

---

**Example: (1358 Payment Type)**

Select ACTION: Quit/ ?

1. ET  Edit Patient  AP  Add Billing Patient  UB  Unaccept Billing
2. EB  Edit Billing  CV  Change View  XB  Post Billing
3. AB  Accept Billing  QE  Quick Edit
4. 23 Display 2319  SO  Sign Off Purchase Card
5. Select ACTION: Quit/ xb  Post Billing

Enter a list or range of numbers (1-10): 1-10

Are you Sure you Want to Post Transactions? NO/ y YES

Fund Control Point: 910 PROSTHETIC SERVICES
Select Fund Control Point: 910 PROSTHETIC SERVICES  499-C35010  8509.75
PAYMENT TYPE: ?

Enter 1 for 1358 or P for Purchase Card.
Choose from:
1  1358
P  PURCHASE CARD

PAYMENT TYPE: 1358
Select Obligation Number: C35010  499-C35010  09-08-93  1358 Obligated - 1358
FCP: 910  $ 10000.00
Are you sure? NO/ y YES

910 PROSTHETIC SERVICES  ...Posted

Fund Control Point: 913 PROSTHETIC SUPPLIES
Select Fund Control Point: 913 PROSTHETIC SUPPLIES  499-C35009  7900.00
PAYMENT TYPE: 1358
Select Obligation Number: C35010  499-C35010  09-08-93  1358 Obligated - 1358
FCP: 913  $ 10000.00
Are you sure? NO/ y YES

913 PROSTHETIC SUPPLIES  ...Posted

All Fund Control Points posted successfully
Press any Key to Continue: <ret>
Example: (Purchase Card Type)
Select ACTION: Quit//?
ET Edit Patient AP Add Billing Patient UB Unaccept Billing
EB Edit Billing CV Change View XB Post Billing
AB Accept Billing QE Quick Edit
23 Display 2319 SO Sign Off Purchase Card
Select ACTION: Quit//<ret> QUIT

There are patients whose billing transactions have been accepted and not yet posted.
Would you like to post them now? NO//YES

Are you Sure you Want to Post Transactions? NO//YES

Fund Control Point: 910 PROSTHETIC SERVICES
Select Fund Control Point: <ret>
PAYMENT TYPE:?

Enter 1 for 1358 or P for Purchase Card.
Choose from:
1 1358
P PURCHASE CARD

PAYMENT TYPE: PURCHASE CARD

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: 499-P7 PC AUTHORIZED BUYER
Are you adding '499-P70151' as a new Purchase Order number? Y (YES)
PURCHASE CARD NAME: VISA VISA-CARD
COST CENTER: 827300// PROSVENDOR,FIVE
Are you sure? NO//YES

910 PROSTHETIC SERVICES ...Posted

Fund Control Point: 913 PROSTHETIC SUPPLIES
Select Fund Control Point: <ret>
PAYMENT TYPE: PURCHASE CARD

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: 499-P7 PC AUTHORIZED BUYER
Are you adding '499-P70152' as a new Purchase Order number? Y (YES)
PURCHASE CARD NAME: VISA VISA-CARD
COST CENTER: 827300// PROSVENDOR,FIVE
Are you sure? NO//YES

913 PROSTHETIC SUPPLIES ...Posted

All Fund Control Points posted successfully
Press any Key to Continue: <ret>
Sign Off on the Purchase Card

**SO Sign Off Purchase Card**: Use this action to sign off on purchase card transactions. If you have posted more than one

Select ACTION: Quit// **SO** Sign Off Purchase Card

**PAYMENT TYPE**: PURCHASE CARD

Select FUND CONTROL POINT: **910** PROSTHETIC SERVICES **P70148**

Verifying all items posted for FCP. Please be patient.
Sure you want to Continue? **YES**

Enter ELECTRONIC SIGNATURE CODE: **(Enter your electronic signature code)**

Thank you.
Cost of this request: $$$$.00
Current Control Point Balance: $$$.00
View the 2319

**23 Display 2319:** Use this action to view the 2319. Screen #8 of the 2319 contains the home oxygen information.

Select ACTION: Quit/ 23 Display 2319
Enter a number (1-5): 2

*Comments on file*

Current Disability Codes are:

- COS/B SC VIETNAM S/C
- AMP/LSD SC VIETNAM S/C Deleted...
- AMP/LPH OTHERS ELIG NSC PL-96-151

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

HOME OXYGEN ITEMS

PROSPATIENT2, SIX 000-00-0026
Current Prescription (#1)
Active Date: FEB 28, 1999 Expiration Date: JUL 1, 1999
2 liters per minute by nasal cannula, 24 hours a day, with an oxygen concentrator, 6 "E" tanks, 2 "D" tanks, and an "H" tank as the emergency back up system.

Enter RETURN to continue or ‘^’ to exit: <ret>

PROSPATIENT2, SIX SSN: 000-00-0026 DOB: JAN 1, 1918 CLAIM#
Date Qty Item Type Vendor Sta Serial Delivery Date Tot Cost
1. 05/12/99 1 TANKS E PO VENDOR 499 05/26/99 50.00
2. 05/12/99 1 TANKS E PO VENDOR 499 05/26/99 50.00

End of Home Oxygen records for this veteran!
+=Turned-In *=Historical Data I=Initial X=Repair S=Spare R=Replacement
Enter 1-2 to show full entry, ‘^’ to exit or 'return' to continue. 1

PROSPATIENT2, SIX SSN: 000-00-0026 SUPPORT ISC DOB: 01-01-1918 CLAIM#
APPLIANCE/REPAIR LINE ITEM DETAIL *

TYPE OF FORM: OTHER INITIATOR: PROSPROVIDER,ONE DATE: MAY 12, 1999@08:48:34
DELIVER TO:
TYPE TRANS: QTY: 1 SOURCE: COMMERCIAL
VENDOR: PROSVENDOR, THREE
VENDOR PHONE: 555-555-5555
200 VENDOR DRIVE
LIBERTYVILLE, ILLINOIS 60048
DELIVERY DATE: MAY 26, 1999@06:12:05
TOTAL COST: $50.00 OBL: 499-C35010-0070
REMARKS:
DISABILITY SERVED: NSC/OP
APPLIANCE: TANKS E PORTABLES
PSAS HCPCS: E0420 OXYGEN CYLINDER, DEMURRAGE O
DESCRIPTION:

Enter RETURN to continue or ‘^’ to exit:

1. 05/12/99 1 TANKS E PO HOLLISTER 499 05/26/99 50.00
2. 05/12/99 1 TANKS E PO HOLLISTER 499 05/26/99 50.00

End of Home Oxygen records for this veteran!
+=Turned-In *=Historical Data I=Initial X=Repair S=Spare R=Replacement
Enter 1-2 to show full entry, ‘^’ to exit or 'return' to continue.
*Comments on file

Current Disability Codes are:

COS/B        SC VIETNAM    S/C
AMP/LSD      SC VIETNAM    S/C          Deleted...
AMP/LPH      OTHERS ELIG   NSC  PL-96-151

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:
Purchase Card Sign Off

Use this action to sign off on a purchase card transaction. This action can also be taken using the option Billing Transactions.

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

Billing Month: Enter the month you want to review, e.g., 2/99, 0299, Feb 99 for February 1999.

Payment Type: Enter the method of payment for the fund control point. Payments for home oxygen are done by purchase cards or 1358 service orders. Select one of the following:
   1  1358
   P  PURCHASE CARD

Fund Control Point: Through which FCP will this purchase be handled? Enter the FCP here.

Example:

SITE: HINES ISC VAMC// <ret> 499
Select BILLING MONTH:  2-1998
PAYMENT TYPE: ??

Enter 1 for 1358 or P for Purchase Card.
Choose from:
   1  1358
   P  PURCHASE CARD

PAYMENT TYPE: P  PURCHASE CARD
Select FUND CONTROL POINT: 910 PROSTHETIC SERVICES  P70134

Verifying all items posted for FCP. Please be patient.
Sure you want to Continue? Y  YES
Enter ELECTRONIC SIGNATURE CODE: (Enter your signature code) Thank you.
Cost of this request: $$$$$.50
Current Control Point Balance: $$$$$.50
Verify Posted Billing Transactions

After posting billing transactions, a bill might be posted in IFCAP but fail to be posted to the patient's 2319. Use this option as often as needed to make sure that all records get posted to the 2319.

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

**Billing Month**: Enter the month you want to review, e.g., 2-1999, 2-99, Feb 99 for February 1999. This field only accepts months that have been posted.

**Vendor**: Select the vendor.

If nothing fails, you get the following notification.

```
Processing...
Everything posted okay!!
```
5. Reports

There are a number of reports to help you manage your home oxygen program.

**Alphabetical List Home Oxygen Patients (by site):** This is a listing of active home oxygen patients for a selected site. The report also shows the date the current prescription expires.

**Active Home Oxygen Patients (Alpha by Zip Code):** This is a listing of active patients with their address information.

**Prescription Expiration Dates:** This is a listing of active patients sorted by the expiration dates for their current prescriptions.

**Inactive Home Oxygen Patients (by Inactive date):** This is a listing of inactive patients and the reason they were inactivated.

**Primary Item Report:** This is a report of active patients listing the primary item, quantity of the item, and cost.

**Monthly Home Oxygen Billing:** This report lists billings for all active home oxygen patients.

**New Patients:** This is a report of all new patients for a selected date range.

**Prescription Report:** This report includes HCPCS/items, quantity, cost, extended cost, and the fund control point.

**Pre-Billing Discrepancy Report:** This report should be run and any discrepancies corrected prior to creating a billing list for a month. If there are any discrepancies for a patient, then that patient will not appear on the billing list.
Reports ...
Alphabetical List Home Oxygen Patients (by site)

This is an alphabetical listing of active home oxygen patients for a selected site. The report also displays the primary item, the date the patient was last activated, and the date the current prescription expires.

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

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

<table>
<thead>
<tr>
<th>Patient</th>
<th>SSN</th>
<th>Primary Item</th>
<th>Active</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT2,SEVEN</td>
<td>0001</td>
<td>CONCENTRATOR</td>
<td>02/22/99</td>
<td>05/23/1999</td>
</tr>
<tr>
<td>PROSPATIENT2,EIGHT</td>
<td>0002</td>
<td>CONCENTRATOR</td>
<td>02/24/99</td>
<td>05/25/1999</td>
</tr>
<tr>
<td>PROSPATIENT2,NINE</td>
<td>0003</td>
<td>CONCENTRATOR</td>
<td>02/19/99</td>
<td>05/20/1999</td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Patients: 8
Reports ...  
Active Home Oxygen Patients (Alpha by Zip Code)  

This is a list of addresses, sorted by the zip code, for active home oxygen patients.

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

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

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Name/Phone Number</th>
<th>SSN</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>60067</td>
<td>PROSPATIENT2,TEN</td>
<td>0009</td>
<td>123 Any RD Anytown, IL</td>
</tr>
<tr>
<td>60141</td>
<td>PROSPATIENT3,ONE</td>
<td>0008</td>
<td>3455 WEST Any ST. Anyville, IL</td>
</tr>
<tr>
<td>60148</td>
<td>PROSPATIENT3,Two</td>
<td>0007</td>
<td>123 E Amystreet Anywhere, IL</td>
</tr>
</tbody>
</table>

...  

Total Patients: 9
Reports ...

Prescription Expiration Dates

This list is sorted by the prescription expiration date and displays the patient, SSN, primary item, and the date the patient was last activated.

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

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

<table>
<thead>
<tr>
<th>Date Current</th>
<th>Prescription Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>SSN</td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
</tr>
<tr>
<td>PROSPATIENT3,THREE</td>
<td>0033</td>
</tr>
<tr>
<td>PROSPATIENT3,FOUR</td>
<td>0034</td>
</tr>
<tr>
<td>PROSPATIENT2,TEN</td>
<td>0210</td>
</tr>
<tr>
<td>...</td>
<td></td>
</tr>
</tbody>
</table>

Total Patients: 8
Inactive Home Oxygen Patients (by Inactive date)

This is a list of inactive patients sorted by the dates the patients were inactivated.

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

Start at INACTIVATION DATE: This is the beginning date of the date range for the report.

Ending INACTIVATION DATE: This is the ending date of the date range for the report.

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

<table>
<thead>
<tr>
<th>Patient</th>
<th>SSN</th>
<th>Active</th>
<th>Inactive</th>
<th>Inactive Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT3,SIX</td>
<td>0036</td>
<td>02/24/1999</td>
<td>02/24/1999</td>
<td>INPATIENT STATUS</td>
</tr>
<tr>
<td>PROSPATIENT3,SEVEN</td>
<td>0037</td>
<td>02/17/1999</td>
<td>03/02/1999</td>
<td>Rx EXPIRED</td>
</tr>
</tbody>
</table>

TOTAL PATIENTS: 2
Reports ...
Primary Item Report

This report is sorted by the primary item and displays the patient name, SSN, primary item, quantity of the item, unit cost and total cost.

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

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

<table>
<thead>
<tr>
<th>Patient</th>
<th>SSN</th>
<th>Primary Item</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT2,SEVEN</td>
<td>0027</td>
<td>CONCENTRATOR</td>
<td>1</td>
<td>450.00</td>
<td>450.00</td>
</tr>
<tr>
<td>PROSPATIENT1,TWO</td>
<td>0012</td>
<td>CONCENTRATOR</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>PROSPATIENT3,EIGHT</td>
<td>0196</td>
<td>CONCENTRATOR</td>
<td>1</td>
<td>450.00</td>
<td>450.00</td>
</tr>
<tr>
<td>PROSPATIENT3,NINE</td>
<td>0039</td>
<td>CONCENTRATOR</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>PROSPATIENT3,TWO</td>
<td>0032</td>
<td>CONCENTRATOR</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Primary Item: TANKS E PORTABLES

<table>
<thead>
<tr>
<th>Patient</th>
<th>SSN</th>
<th>Primary Vendor, FOUR</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT3,TEN</td>
<td>0310</td>
<td>PROSVENDOR, FOUR</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>PROSPATIENT2,TWO</td>
<td>0022</td>
<td>PROSVENDOR, FOUR</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>PROSPATIENT1,FIVE</td>
<td>0015</td>
<td>PROSVENDOR, FOUR</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Total Patients: 8
Reports ...
Monthly Home Oxygen Billing

This prints a list of active patients with their home oxygen costs displayed by FCP and any suspended dollars.

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


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

<table>
<thead>
<tr>
<th>ACC Name</th>
<th>SSN</th>
<th>Vendor</th>
<th>910</th>
<th>Point</th>
<th>Other</th>
<th>Susp</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT3,SEVEN</td>
<td>0037</td>
<td>PROSVENDOR, THREE</td>
<td>200.75</td>
<td>-</td>
<td></td>
<td></td>
<td>200.75</td>
</tr>
<tr>
<td>PROSPATIENT3,TEN</td>
<td>0310</td>
<td>PROSVENDOR, THREE</td>
<td>518.75</td>
<td>-</td>
<td></td>
<td></td>
<td>518.75</td>
</tr>
<tr>
<td>PROSPATIENT4,ONE</td>
<td>0041</td>
<td>PROSVENDOR, THREE</td>
<td>50.00</td>
<td>-</td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td><strong>a#</strong> PROSPATIENT4,TWO</td>
<td>0042</td>
<td>PROSVENDOR, THREE</td>
<td>272.00</td>
<td>-</td>
<td></td>
<td></td>
<td>272.00</td>
</tr>
<tr>
<td>PROSPATIENT4,THREE</td>
<td>0043</td>
<td>PROSVENDOR, THREE</td>
<td>80.00</td>
<td>-</td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
<td>920.75</td>
<td>200.75</td>
<td>-</td>
<td></td>
<td>1121.50</td>
</tr>
</tbody>
</table>

Total Patients: 5

Note: a = accepted.
# = posted completely
p = partially posted (one FCP, but not both)
Reports ...  
New Patients

This is a list of new patients, not necessarily new to the program but their last activation date falls within the date range selected for the report.

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

**Start date:** The default start date is the first day of the month you are in. This date may be changed to another. It is assumed the end date is "today".

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

<table>
<thead>
<tr>
<th>Patient</th>
<th>SSN</th>
<th>Primary Item</th>
<th>Activation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT3,EIGHT</td>
<td>0038</td>
<td>CONCENTRATOR</td>
<td>MAR 2,1999</td>
</tr>
<tr>
<td>PROSPATIENT1,FIVE</td>
<td>0015</td>
<td>CONCENTRATOR</td>
<td>MAR 3,1999</td>
</tr>
<tr>
<td>PROSPATIENT3,TWO</td>
<td>0032</td>
<td>CONCENTRATOR</td>
<td>MAR 2,1999</td>
</tr>
</tbody>
</table>

**TOTAL PATIENTS:** 3
Reports ...

Prescription Report

This report includes HCPCS/items, quantity, cost, extended cost, and the fund control point for a selected patient or all patients.

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

Select All Patients? You may select all patients (YES) or a single patient (NO).

Prosthetics Patient: If you choose to select a single patient, enter the patient name at this prompt. Enter the patient's name as LAST, FIRST or first initial last name plus last 4 digits of the SSN.

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

<table>
<thead>
<tr>
<th>Date Current</th>
<th>HINES ISC VAMC</th>
<th>Page: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescription Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Activation Date</th>
<th>Prescription Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROSPATIENT4,FOUR</td>
<td>0044</td>
<td>MAR 8,1999</td>
<td>JUN 6,1999</td>
</tr>
</tbody>
</table>

This is a full description of how much, how often and how the oxygen should be delivered to the patient according to the prescription.

VENDOR, INC.

<table>
<thead>
<tr>
<th>HCPCS</th>
<th>Item</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Fund Control Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1401</td>
<td>OXYGEN</td>
<td>1</td>
<td>140.00</td>
<td>140.00</td>
<td>910</td>
</tr>
<tr>
<td>E0424</td>
<td>PROSVENDOR, FOUR</td>
<td>1</td>
<td>22.50</td>
<td>22.50</td>
<td>910</td>
</tr>
<tr>
<td>E0443</td>
<td>PROSVENDOR, FOUR</td>
<td>3</td>
<td>15.00</td>
<td>45.00</td>
<td>910</td>
</tr>
</tbody>
</table>

Total Cost 207.50

Inactivation Date:
Inactivation Reason:

********************************************************************************
Total Patients: 1
Reports...

Pre-Billing Discrepancy Report

See Pre-Billing Discrepancy Report under Billing.
### 6. Glossary

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1358</td>
<td>The computerized record of obligations during a set time frame. This form allows a financial obligation to be set up in the system.</td>
</tr>
<tr>
<td>2319</td>
<td>The computerized form on which a patient's Prosthetics data is accepted.</td>
</tr>
<tr>
<td>Accept</td>
<td>The act of marking a patient’s monthly home oxygen bill as having been checked and correct.</td>
</tr>
<tr>
<td>Activation Date</td>
<td>Date the patient began home oxygen treatment. If patient becomes inactivated (see Inactivation Reason) this may also be the date the patient is reactivated.</td>
</tr>
<tr>
<td>AMA</td>
<td>American Medical Association.</td>
</tr>
<tr>
<td>Concentrator</td>
<td>A device that extracts the nitrogen from the air we breathe and outputs 88 to 93% pure oxygen for patients to breathe.</td>
</tr>
<tr>
<td>Contract Location</td>
<td>The site that administers the contract.</td>
</tr>
<tr>
<td>Cost</td>
<td>Charge per unit in dollars and cents.</td>
</tr>
<tr>
<td>CPT</td>
<td>Current Procedural Terminology codes published by the AMA.</td>
</tr>
<tr>
<td>Default Days to Expiration</td>
<td>The expiration date of the prescription will default to the contents of this field by adding this number of days to the Prescription Date when the user initially enters a new prescription.</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Home Oxygen eligibility is one of the following: 1 = SC/OP 2 = SC/IP 3 = NSC/IP 4 = NSC/OP</td>
</tr>
<tr>
<td>Eligibility, Special Category</td>
<td>A subcategories of the NSC/OP: 1 = Special Legislation 2 = A &amp; A 3 = PHC 4 = Eligibility Reform</td>
</tr>
<tr>
<td>FCP</td>
<td>Fund Control Point.</td>
</tr>
</tbody>
</table>
HCPCS
Healthcare Financing Administration Common Procedure Code System. A code that represents and item or service. Can also be PSAS HCPCS code created by the Data Validation Committee.

H.O.
Home Oxygen (From Section 3.1.3).

ICD9 and ICD10 Code
International Classification of Diseases code. A code that represents the primary diagnosis for which oxygen treatment is prescribed for the patient.

IEN
Internal Entry Number (From Section 3.5.2.1 – Purchase Order field).

IFCAP
The financial system in VISTA that records information about obligations, purchase cards, etc.

Inactivation Date
The date the patient's home oxygen treatment is discontinued.

Inactivation Reason
Why the treatment is cancelled or not started:
D = Discontinued by Patient
R = Rx Expired
M = MD Discontinued
P = Patient Deceased
I = Inpatient Status
E = Entered in Error

Item
Something that can be issued to a patient. Multiple items may be associated with one HCPCS.

Item, Primary
The item that is most important to the patient's care; denotes what kind of treatment the patient is getting. The main component of the equipment.

Item Type
A first time issue of the item, replacement of the item, or repair of the item:
I = Initial issue
R = Replace
X = Repair

JCAHO
Joint Committee on the Accreditation of Healthcare Organizations

Liquid system
A tank of oxygen gas in liquid form.

PCO
Purchase Card Order.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHC</td>
<td>Sub-category of NSC/OP Eligibility.</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order.</td>
</tr>
<tr>
<td>Post</td>
<td>This process creates and updates a 2319. It also sends home oxygen patient billing transactions to the IFCAP system so that they will be officially recorded and paid, reducing the obligated amount available to be spent.</td>
</tr>
<tr>
<td>Prescription</td>
<td>A physician order for treatment/service/medication for the patient.</td>
</tr>
<tr>
<td>Prescription Date</td>
<td>Date that the prescription is written.</td>
</tr>
<tr>
<td>Prescription Expiration Date</td>
<td>Date that the prescription is no longer valid.</td>
</tr>
<tr>
<td>Prescription Sequence Number</td>
<td>This is the internal identification number of a prescription. Each prescription in sequence will have a different life-time. The 1st prescription may expire in 6 months, the 2nd in another 6 months, the 3rd in 12 months, the 4th in 24 months. As users enter prescriptions for patients, the system will try to calculate the correct expiration date for it based on the &quot;Default Days to Expiration&quot; field value.</td>
</tr>
<tr>
<td>Prosthesis</td>
<td>A man-made device that replaces functionality that was originally a natural capability of the body.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The number of units issued.</td>
</tr>
<tr>
<td>SRS</td>
<td>Software Requirements Specification.</td>
</tr>
<tr>
<td>Suspended</td>
<td>When a Home Oxygen provider bills the VAMC for services or supplies and the VAMC does not recognize the charges as liquidated and does not pay them, such charges are said to be suspended.</td>
</tr>
<tr>
<td>Unit of Issue</td>
<td>How the item is issued, e.g., box, each, bottle, liter, etc.</td>
</tr>
<tr>
<td>VA</td>
<td>Department of Veterans Affairs.</td>
</tr>
<tr>
<td>VAMC</td>
<td>VA Medical Center.</td>
</tr>
<tr>
<td>Vendor</td>
<td>The company from which the item is purchased.</td>
</tr>
<tr>
<td>VISN</td>
<td>Veterans Integrated Services Network.</td>
</tr>
</tbody>
</table>


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