

# **Prosthetics VistA Suite**

## **User Manual**



**Version 3.0 (GUI Version)**

**October 2024**

**Department of Veterans Affairs  
Health System Design and Development  
Provider Systems**

## Revision History

**GUI User Manual**

Below are the development phases and dates of this **Prosthetics VistA Suite User Manual**.

Date	Version	Description
10/2024	RMPR*3.0*216	<p>Removed the following options from the <a href="#">Utilities Menu</a>:</p> <p>PGE <a href="#">PURGE OBSOLETE DATA</a>            **&gt; OUT OF ORDER: (PER PATCH RMPR*3.0*216)</p> <p>PCL <a href="#">PURGE CLOSED PURCHASING TRANSACTIONS</a>            **&gt; OUT OF ORDER: (PER PATCH RMPR*3.0*216)</p> <p>PCX <a href="#">PURGE CANCELLED TRANSACTIONS</a>            **&gt; OUT OF ORDER: (PER PATCH RMPR*3.0*216)</p> <p>PSU <a href="#">PURGE SUSPENSE RECORDS</a>            **&gt; OUT OF ORDER: (PER PATCH RMPR*3.0*216)</p> <p>THE <a href="#">PURGE OBSOLETE DATA</a> [RMPR PURGE MENU] MAIN MENU WILL BE PLACED "OUT OF ORDER" AND THE <a href="#">PURGE AGED PURCHASING TRANSACTIONS</a> [RMPR PURGE AGED] WILL REMAIN AS A STANDALONE OPTION UNDER THE UTILITIES [RMPR UTILITIES] MENU.</p>
11/07	RMPR*3.0*136	Updated GUI for Excel report saves
5/07	RMPR*3.0*75	RMPR*3.0*75 release
4/07	RMPR*3.0*75	Fixes per EVS Sections 5 & 6
3/07	RMPR*3.0*75	Fixes per EVS and release of patch 75 Sections 5 & 6
8/06	RMPR*3.0*75	Added OWL Lab section

		Section 6: Orthotic Lab & Work Order
2/06	RMPR*3.0*75	Added OWL creation section Section 5: Creating a Lab Work Order
1/06	RMPR*3.0*90	Updated GUI screens
9/05	RMPR*3.0*90	Minor fixes per EVS
4/05	RMPR*3.0*90	Purchase Card Purchasing
4/05	RMPR*3.0*109	Added a new "Display Custom Data field" feature NPPD Detail Display User Manual
1/05	RMPR*3.0*96	View Prosthetic Billing Information
6/03	RMPR*3.0*59	Automated Delayed Order Report
1/03	RMPR*3.0*71	NPPD Detail Display User Manual

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# Introduction to Prosthetics Application Suite User Manual

## User Manual Overview

**Introduction** This **Prosthetics Application Suite User Manual** encompasses past GUI (graphical user interface) patches that provided new and enhanced GUI features for Prosthetics. This user manual will be the main user manual for all future GUI updates.

---

**In this manual** This user manual contains the following topics and their corresponding sections:

---

<b>Topic</b>	<b>Section</b>
Purchase Card Purchasing	Section 1
NPPD Detail Display	Section 2
Delayed Order Report	Section 3
View Billing Information	Section 4
Creating a Lab Work Order (OWL)	Section 5
Orthotic Lab & Work Order	Section 6

---

# Section 1: GUI Purchase Card Purchasing

## Overview

---

### Introduction to GUI Purchasing

Patch RMPR\*3\*90 is a large Prosthetics patch affecting the Purchase Card Purchasing features. There is a whole new module using GUI (graphical user interface) windows features to create a Purchase Card purchase order. You will no longer be able to use the roll and scroll **Purchase Card Menu** option.

**IMPORTANT:** A new feature in GUI Purchasing is that a purchase order cannot be created if the consult (or manual entry in Suspense) is not in an **Open** or **Pending** status.

**Note:** Reconciling a 1358 purchase order continues as a roll and scroll selection.

---

### PSAS Menu options

There are several **PSAS Menu** options addressed with Patch 90. Here are the current roll and scroll **VistA Prosthetics** menu options that have been enhanced:

- Purchasing – **Purchase Cards Menu** Option
- Utilities Menu – **Site Parameters** option
- Display/Print Menu – **Display/Print Patient 2319 (23)** option (Appliance Transactions – Screen 4)

Three new roll and scroll menu options include:

- Purchasing Menu – **Enter Waiver or Excluded Notice (EW)**
  - Purchasing Menu – **Enter Contract Number (EC)**
  - Utilities Menu – **Display Pros PO Information (WD)**
-

**Transaction Type**

In this GUI Purchase Card Purchasing module with Patch RMPR\*3\*90, there are no longer four **Transaction Types** as they have been consolidated into two Types: The four Types were: S – Spare, X – Repair, I – Initial Issue, and R – Replace. This change has consolidated many steps into fewer keystrokes for users.

The two (2) consolidated Transaction Types are:

- I – New/Replace
- X – Service/Repair

**Note:** The Inventory, Home Oxygen and Lab modules still have four (4) Transaction Types.

---

*Continued on next page*

## Overview, Continued

---

### **SC and NSC Patient Categories**

Also, there used to be four **Patient Category** options, and this has been consolidated into two options with this patch. The four options were:

- 1) Service Connected/In-Patient
- 2) Service Connected/Outpatient
- 3) Non-Service Connected/In-patient
- 4) Non-Service Connected/Outpatient

**The two NEW Patient Categories are:**

- 1) Service Connected**
- 2) Non-Service Connected**

**Note:** With this consolidation, there is no need for a **Special Category** which had four options for you to choose when you selected the **Patient Category** of **Non-Service Connected/Outpatient** option.

---

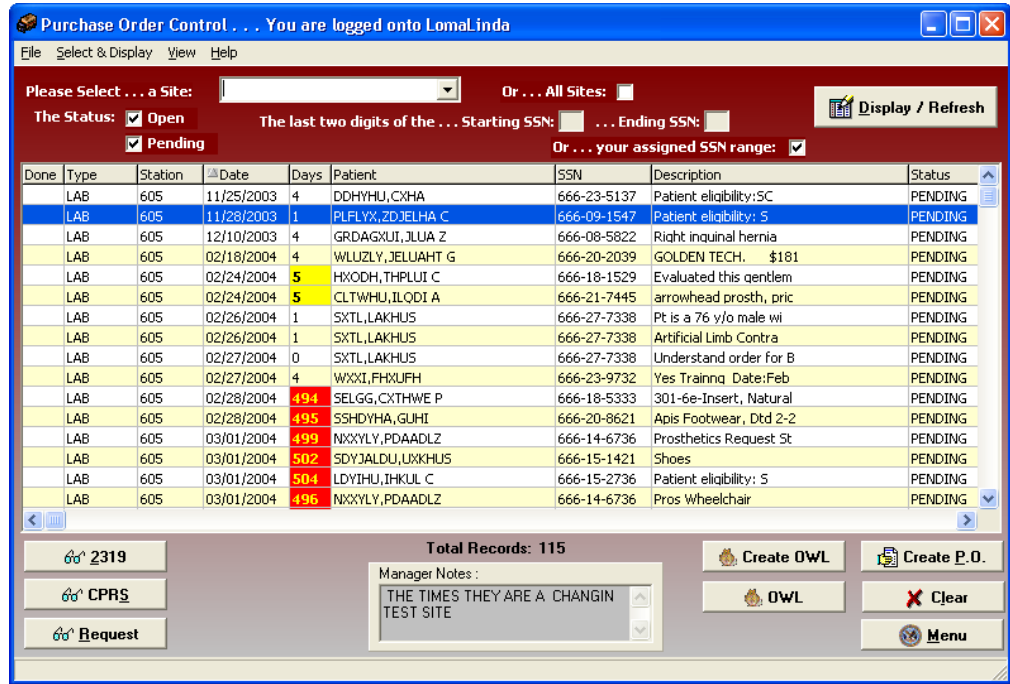
### **Printed Purchase Order**

The full social security number is not displayed on the printed purchase order; only the last four numbers on Form 2421. The purchase order number now appears on the top of this form. Also, the Lot number, Serial number, Make and Model appear on the purchase order (as appropriate).

---

**The Purchase Order Control Window**

The **Purchase Order Control** window shown below displays consults from the Suspense module that have been entered through CPRS or entered manually. **Open** and **Pending** consults display here for one site or “**All Sites**” as well as a Purchasing Agent’s responsible SSN range for patients.



# Chapter 1 – Roll and Scroll Features

## Patch RMPR\*3\*90 Overview

---

### **New and deleted features**

There are new Roll and Scroll features with Patch RMPR\*3\*96 as well as updated features and features no longer needed.

---

### **Purchasing Menu - Purchase Cards**

The **Purchase Cards** option (under the **Purchasing Menu (PU)** and the **Enter New Request (EN)** option) are no longer needed in roll and scroll and cannot be used any longer.

The new GUI Purchase Order process is outlined in this user manual and has been developed to replace the roll and scroll process. There have been many features added within this process as well.

---

### **Purchasing Menu**

The new menu options in the **Purchasing Menu** include:

- **Enter Waiver or Excluded Notice (EW)**
  - **Enter/Edit Contract Number (EC)**
-

**Utilities Menu** The Site Parameters file has been updated in the Utilities Menu with several new features and prompts. The enhanced option is the Enter/Edit Site Parameters (SP) option. You will then select the Enter/Edit Station Site Parameters (SS) option.

Also, there is a new menu option, Display Pros PO Information (WD) for display purposes only.

The VHA Business office for Prosthetics requested that the following menu options have been placed "OUT OF ORDER" with the release of RMPR\*3.0\*216:

PGE Purge Obsolete Data  
\*\*> Out of order: (per patch RMPR\*3.0\*216)  
PCL Purge Closed Purchasing Transactions  
\*\*> Out of order: (per patch RMPR\*3.0\*216)  
PCX Purge Cancelled Transactions  
\*\*> Out of order: (per patch RMPR\*3.0\*216)  
PSU Purge Suspense Records  
\*\*> Out of order: (per patch RMPR\*3.0\*216)

The Purge Obsolete Data [RMPR PURGE MENU] Main Menu will be placed "OUT OF ORDER" and the Purge Aged Purchasing Transactions [RMPR PURGE AGED] option will remain as a standalone option under the Utilities [RMPR UTILITIES] menu.

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.

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

---

**Display/Print 2319** There are two new display fields on the **Display/Print Patient 2319** (in the Appliance Transaction – Screen 4) as follows:

- **Contract Number**
- **Excluded Waiver**

# Utilities Menu – Site Parameters File

---

## Site Parameters file

You must first set up the Site Parameters file to set up your Purchasing Agent information including their name and SSN range of responsibilities before they can begin to use the GUI Purchase Order feature. This is also where the Common Numbering Series (number that is created for the PO process) and the new **Manager Comment** is updated.

To access this file, select the **Utilities Menu (UT)** and the **Enter/Edit Site Parameters (SP)** option.

**Note:** This file can be updated when a Purchasing Agent is on vacation, sick or for any temporary purposes to transfer the SSN range of responsibilities to another Purchasing Agent.

---

## Prosthetic Official's Menu

```
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 ...
VR  VERIFY/REPAIR PURCHASE CARD NUMBER
```

Select Prosthetic Official's Menu Option: **UT** Utilities

---



## Utilities Menu

```
AP  Add/Edit Patient to Prosthetics
DIS Enter Prosthetic Disability Code to 2319
REM Delete Prosthetic Disability Code from 2319
EN  Enter/Edit Prosthetic Item Master
IF  IFCAP Utilities ...
RC  Flag Item as Returned/Condemned
RE  Edit Returned/Condemned Item
PAG Purge Aged Purchasing Transactions
FCLN RMPR file cleansing for field lengths
SP  Enter/Edit Site Parameters ...
WD  Display Prosthetic PO Information
PGE Purge Obsolete Data
  **> Out of Order: (per patch RMPR*3.0*216)
```

```
Select Utilities Option: SP <Enter> Enter/Edit Site Parameters
```

## Utilities Menu – Site Parameters File, Continued

---

**Next step** Select the **Enter/Edit Station Site Parameters (SS)** option as shown below.

---

**Enter/Edit Site  
Parameters  
option**

```
SS  Enter/Edit Station Site Parameters
RF  Set CPT Modifier Rental Flag

Select Enter/Edit Site Parameters Option: SS <Enter>
Enter/Edit Station Site Parameters

Select PROSTHETICS SITE PARAMETER SITE NAME:

ATLANTA VAMC                508
CORKWELL VAMC               500
HINESTEST                   999
Hines Development System2    ST. NUM. 578
SAN ANTONIO VAMC            671
ZZOJ VAMC VAMC              991
Answer with INSTITUTION NAME, or STATUS, or STATION NUMBER,
or OFFICIAL VA NAME, or CURRENT LOCATION, or CODING SYSTEM/ID
PAIR, or NAME (CHANGED FROM), or CODING SYSTEM

Do you want the entire INSTITUTION List? Y <Enter> (Yes)
Choose from:
ALBANY, NY                   500
ALBUQUERQUE, NM             501
ALBUQUERQUE-RO              NM   340
ALEXANDRIA, LA              502
ALLEN PARK, MI              MI   553
ALTOONA, PA                 503
    ^

Select PROSTHETICS SITE PARAMETER SITE NAME: 500 <Enter>
ALBANY, NY
```

**Printer** You also need to know the name of your printer to set it up in the Site Parameters file. This must be defined and cannot be entered as "null" as it must be a Prosthetic printer.

---

*Continued on next page*

## Utilities Menu – Site Parameters File, Continued

---

### Manager Comment (NEW FEATURE)

Notice the new **Manager Comment** prompt below. You can enter a free-text comment that will display on the GUI **Purchase Order Control** window at the bottom of the display. This can be used by Supervisors to make announcements or specific messages to their responsible groups.

---

### Site Parameters file

```
VAMC 500 COR
KWELL VAMC
SITE NAME: CORKWELL VAMC//
VISN: 17//
PHONE NUMBER:
STREET ADD1: //
CITY: SAN ANTONIO//
STATE: TEXAS//
ZIP CODE: 78249//
MANAGER COMMENT: "Please enter your time today." <Enter>

CHIEF SIG BLOCK: PROSmanager,one,ACTING CHIEF,PROSTHETICS
SERVICE
    Replace Y <Enter> ?? Replace
Select PURCHASING AGENT: PROSpurchagent,one //
PURCHASING AGENT: PROSpurchagent,one//
START RANGE: 0//
STOP RANGE: 99//
```



### NEW Prompt

## Utilities Menu – Display Prosthetic PO Information (WD)

---

### **Display PO Information (WD)**

With Patch RMPR\*3\*90, you can display purchase order information with the new option from the **Utilities Menu** called **Display Prosthetic PO Information (WD)**. This will display purchase order information that does not contain patient name or sensitive information.

---

**Display  
Prosthetic PO  
Information  
(WD)**

```
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 ...
VR VERIFY/REPAIR PURCHASE CARD NUMBER

Select Prosthetic Official's Menu Option: UT <Enter> Utilities

AP Add/Edit Patient to Prosthetics
DIS Enter Prosthetic Disability Code to 2319
REM Delete Prosthetic Disability Code from 2319
EN Enter/Edit Prosthetic Item Master
IF IFCAP Utilities ...
RC Flag Item as Returned/Condemned
RE Edit Returned/Condemned Item
PAG Purge Aged Purchasing Transactions
FCLN RMPR file cleansing for field lengths
SP Enter/Edit Site Parameters ...
WD Display Prosthetic PO Information
  Purge Obsolete Data
    **> Out of Order: (per patch RMPR*3.0*216)

Select Utilities Option: WD <Enter> Display Prosthetic PO Information

Select PROSTHETICS 1358 DATE: 2-15-2005 EYEGLASSES-PRES

DEVICE: <Enter> INCOMING TELNET Right Margin: 80// <Enter>
Prosthetics Display MAR 10,2005 09:18 PAGE 1
-----

Deliver To: OTHER LOCATION AT THIS SITE IFCAP Order: 516-0U7820

Vendor: INVACARE

Initiator: PROSDEVELOPER,ONE

Station Name: BAY PINES VAMC

Item: EYEGLASSES-PRESCRIPTION

Brief Description: EYEGLASSES

Unit Cost: 25.00 Qty: 1 Unit of Issue: EA
Eyeglasses, Prescription

Select PROSTHETICS 1358 DATE:
```

## Purchasing Menu – Enter Waiver or Excluded Notice (EW)

---

**Definitions** The **Enter Waiver or Excluded Notice (EW)** option is from the **Purchasing (PU)** Menu. You can use this menu option if you forget to enter this information during the creation of the purchase order.

A **Waiver** is a device/vendor that is not on a National Prosthetics Mandatory BPA/Contract and is prescribed because it meets the needs of an individual patient. (The prescribing physician requests in writing to the Chief of Staff and if approved, a copy is forwarded to the VPR.) **Excluded** means that an Item (HCPCS) issued is not covered by a National Prosthetics Mandatory BPA/Contract.

---

### Prosthetic Official's Menu

```
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 ...
VR  VERIFY/REPAIR PURCHASE CARD NUMBER

Select Prosthetic Official's Menu Option: PU <Enter> Purchasing
```

### Purchasing Menu

```
EN  Enter New Request ...
SI  Stock Issues ...
RP  Reprints ...
RE  Record 2237 Purchase to 2319
ED  Edit/Delete 2237 from 10-2319
EC  Enter Contract # and FPDS
CA  Cancel a Transaction
CO  Close Out
CPC Cancel Purchase Card Transaction
CPO Reconcile/Close Out Purchase Card Transaction
ED2 Edit 2319
EDPC Edit Purchase Card Transaction
ER  Enter Product Information for Recall
EW  Enter Waiver or Excluded Notice
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: EW <Enter> Enter Waiver or Excluded Notice
```

# Purchasing Menu – Enter Waiver or Excluded Notice (EW),

Continued

## The 2319

The Waiver or Excluded information appears on the 2319.

**Note:** This new feature works for any Inventory/Stock Issues items as well.

## Enter Waiver or Excluded Notice



```
Enter Patient Name or PO Number 1-27-2005 ITEM DES
...OK? Yes// <Enter> (Yes)

Patient Name: PROSpatient,one <Enter>
Form: VISA
Transaction #: 0U7748
Brief Desc: ITEM DES
PSAS HCPCS: E2100
Item: WHEELCHAIR-H2000-18IN-ELEV
Vendor: SUN BRAND
Initiator: PROSdeveloper,one

EXCLUDE/WAIVER: ? <Enter>
  Choose from:
    E   EXCLUDED
    W   WAIVER
EXCLUDE/WAIVER: E <Enter> EXCLUDED

Enter Patient Name or PO Number <Enter>
```

## Purchasing Menu – Enter/Edit Contract # (EC)

---

### Enter/Edit Contract Number

The **Enter/Edit Contract Number (EC)** option allows you to enter a new Contract number on the 2319 or edit an existing one. This menu option is a free-text field and you can enter any free-text.

**Note:** The **Contract #** has a maximum of 30 characters allowed in this prompt.

---

### Purchasing Menu

```
EN  Enter New Request ...
SI  Stock Issues ...
RP  Reprints ...
RE  Record 2237 Purchase to 2319
ED  Edit/Delete 2237 from 10-2319
EC  Enter/Edit Contract #
CA  Cancel a Transaction
CO  Close Out
CPC Cancel Purchase Card Transaction
CPO Reconcile/Close Out Purchase Card Transaction
ED2 Edit 2319
EDPC Edit Purchase Card Transaction
ER  Enter Product Information for Recall
EW  Enter Wavier or Excluded Notice
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: EC <Enter> Enter/Edit Contract # on 2319
```

### Enter Contract #

```
Enter Patient Name or PO Number 1-27-2005 ITEM DES
...OK? Yes// <Enter> (Yes)

Patient Name: PROSpatient,one <Enter>
Form: VISA
Transaction #: 0U7748
Brief Desc: ITEM DES
PSAS HCPCS: E2100
Item: WHEELCHAIR-H2000-18IN-ELEV
Vendor: SUN BRAND
Initiator: PROSdeveloper,one

CONTRACT #: ? <Enter>
    Answer must be 1-30 characters in length.

CONTRACT #: 123ABC <Enter>

Enter Patient Name or PO Number
```





## Display/Print Patient 2319 (23) – Excluded and Waiver

---

**Excluded and Waiver prompts** With Patch RMPR\*3\*90, there are two new prompts on the 2319: Excluded and Waiver. You can display and print the 2319 from the **Display/Print (DD) Menu** (accessed from the **Prosthetics Official's Menu**) to update the Excluded or Waiver prompts on the 2319. Follow the sequence of prompts below to display or print the 2319.

---

### Display/Print Patient 2319

```
Select Display/Print Option: 23 <Enter> Display/Print Patient 2319
SITE: DVAMC BAY PINES 516/121//      <Enter>      516

Select PROSTHETIC PATIENT: PROSpatient,one <Enter>      5-28-
25 000277955 NO NSC VETERAN      B      B      PC NORTH PINELLAS
Enrollment Priority: GROUP 8c Category: IN PROCESS End Date:
      BAY PINES VAMC
DEVICE: HOME//<Enter> INCOMING TELNET Right Margin: 80// <Enter>

Current Disability Codes are:

AO/DIS      OTHERS ELIG NSC PL-104-262 (ELIG. REFORM
AO/ELAS      OTHERS ELIG NSC PL-104-262 (ELIG. REFORM
```

---

### Appliance Transactions (Screen 4)

```
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
```

---

*Continued on next page*

# Display/Print Patient 2319 (23) – Excluded and Waiver, Continued

## New Display fields

Below you can see the two new display fields on the **Display/Print Patient 2319**:

- **Contract Number**
- **Excluded Waiver**

## Appliance/ Repair Record for a Veteran

```

PROSpatient,one      SSN: 000-27-7955  DOB: MAY 28,1925  CLAIM#
Date Qty HCPCS Type Vendor Sta Serial Delivery Date Tot Cost
1. 01/27/05 2 BLOOD GLUC R SUN BRAND 516 24.00
2. 01/24/05 2 PLNR BACK I INVACARE 516 20.00
REMARK
3. 02/06/04 1 WHO, WRIST I EBI MEDICA 516 2022-14 02/06/04 7.73
RIGHT MEDIUM ISSUED 12-16-04
4. 02/06/04 1 WHO, WRIST I EBI MEDICA 516 2022-24 02/06/04 7.73
LEFT MEDIUM ISSUED 12-16-04
5. 03/10/03 2 ELASTIC SU I SURGICAL A 516 8868LG 03/10/03 19.78
ISS 2-21-03 1PR TRUFORM AK 8868 LG
6. 02/19/03 1 AUTO BLOOD I MEDICAL PL 516 02/19/03 29.70
MAILED BP KIT

End of Appliance/Repair records for this veteran!
+=Turned-In *=Historical Data I=Initial X=Repair S=Spare R=Replacement
Enter 1-6 to show full entry, '^' to exit or `return` to continue. 1 <Enter>

PROSpatient,one      SSN: 000-27-7955  BAY PINES VAMC DOB: 05-28-1925
APPLIANCE/REPAIR LINE ITEM DETAIL <4-1>

TYPE OF FORM: VISA INITIATOR: PROSdeveloper,one DATE: JAN 27, 2005
DELIVER TO: VETERAN
TYPE TRANS: REPAIR QTY: 2 SOURCE: COMMERCIAL
VENDOR TRACKING: BANK AUTHORIZATION:
VENDOR: SUN BRAND
VENDOR PHONE: 404-455-0664
3900 GREEN INDUSTRIAL WAY
ATLANTA, GEORGIA 30341
DELIVERY DATE:
TOTAL COST: $24.00 OBL: 0U7748
REMARKS:
DISABILITY SERVED: NSC
ITEM DESCRIPTION: WHEELCHAIR-H2000-18IN-ELEV
APPLIANCE: WHEELCHAIR-H2000-18IN-ELEV
CONTRACT #: 123ABC
EXCLUDED/WAIVER: EXCLUDED
PSAS HCPCS: E2100 BLOOD GLUCOSE MONITOR W VOICE
ICD-9 Code:
CPT MODIFIER:
DESCRIPTION: ITEM DES
EXTENDED DESCRIPTION:

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

```

New display fields here:



## Chapter 2 – Access/Sign-on Instructions to GUI

### Open the Prosthetics Main Menu

---

**Introduction** Introducing the **Prosthetics Main Menu** window, as shown below. This feature was first included in Patch RMPR\*3\*90. It will grow as more features are developed in the GUI suite of Prosthetics programs as part of an entire VistA suite of Prosthetics programs. It will remain the main point of access for future Prosthetics applications. This window allows you to access the current GUI features including the following:

- VistA Sign-On
- Processing (formerly Purchasing)
- View Prosthetic Billing Information
- Delayed Order Report
- NPPD Detail Display Report
- Orthotic Lab & Work Order (OWL)
- Help
- About (provides the version number of the application)

### Prosthetics Main Menu



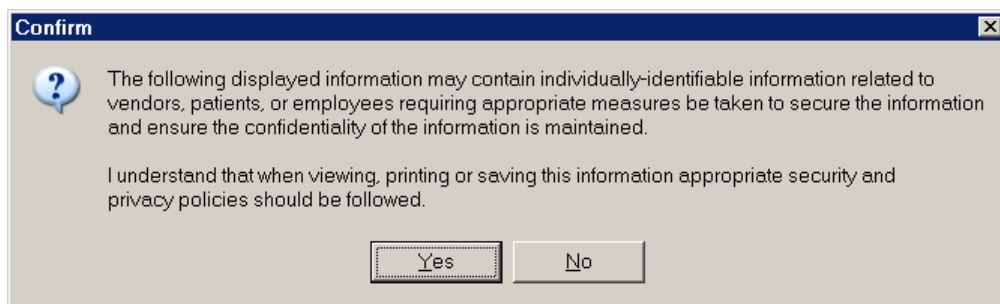
## Open the Prosthetics Main Menu, Continued

### Steps

To sign on to VistA and access the Prosthetics applications, follow these steps:

Step	Action
1	<p>For Prosthetics users: Double-click the <b>Prosthetics Vista Suite</b> which is the <i>medicine bag</i> icon on your desktop.</p> <p>(For Billing Users: Double-click the <b>Prosthetics View Billing Menu</b> which is the <i>green dollar sign</i> icon on your desktop.)</p>
2	<p>Click the <b>VISTA Sign-On</b> button.</p> <p><b>Shortcut:</b> Press the &lt;Alt&gt; key + &lt;S&gt; key.</p> <p>A confirmation window displays to alert you that opening this application may expose you to individually-identifiable information which must be kept confidential.</p>
3	<p>Click <b>Yes</b> if you agree to follow appropriate security and privacy policies. The <b>Connect To</b> dialog displays.</p>

### Confirm window



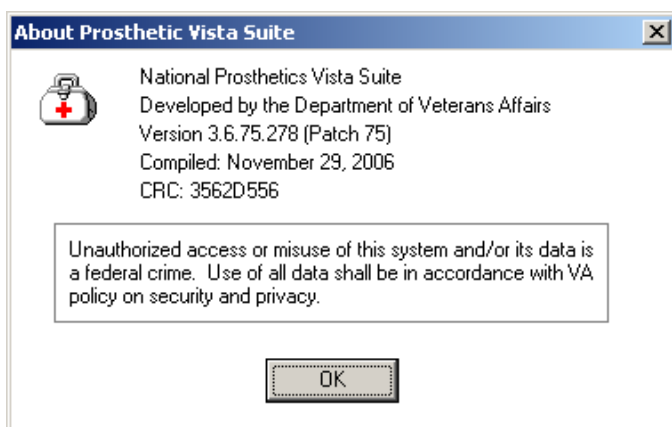
### Help and About Buttons

If you require online help, you can click the **Help** button WITHOUT signing on. You can also access the **About** option WITHOUT signing on.

## Open the Prosthetics Main Menu, Continued

---

**About window (Version number may be different)**



---

**Single Sign-on** The **Prosthetics Main Menu** window is a location for a single sign-on to all the Prosthetics GUI applications. Using this main menu requires you to sign-on using the **VISTA Sign-on** button. Then you can decide if you want the **Purchasing** option, the **View Prosthetic Billing Information** option, the **Delayed Order Report** option, or the **NPPD Detail Display Report** option (until future applications are available).

---

**Title Bar** After you sign on, all Prosthetics programs will display the server information that you are logged into in the Title bar of the application window.

---

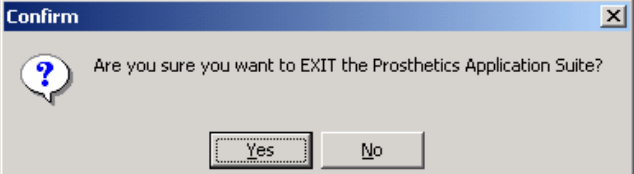
**Multiple Windows Open** After you log on, you can access multiple applications, and you can switch between open applications without having to relog on and without losing displayed data. If you change servers that you are logged into, then you will lose the data displayed in all open windows.

---

**Exit the VistA Suite** You can logoff the **Prosthetics Main Menu** window by clicking the **Close** button. This exits you out of the **VistA** suite of Prosthetics applications. If you have any open Prosthetics applications when you exit, you will lose data in these open applications. A confirmation message will display as shown below.

---

**Confirmation message**



## Connect to the System (Only necessary for multiple sites)

---

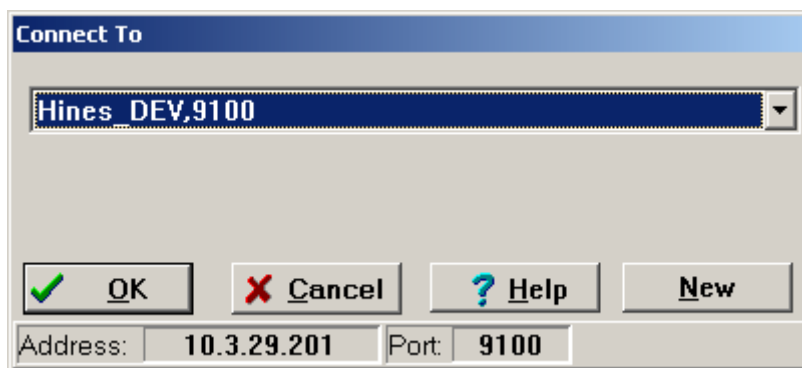
### Prosthetics Main Menu window

After you click the **VISTA Sign-on** button and click **Yes** at the Confirm window (as described above), the **Connect To** dialog box displays as shown below ONLY if you are connected to multiple sites/systems.

Workstations are typically configured to sign-on to a single system. However, if your workstation is configured to sign-on to more than one system (see example below), you will see the **Connect To** window whenever you try to establish a connection.

---

### Connect To window



### Steps

To continue to access the VistA system, follow these steps:

---

Step	Action
1	Click the drop-down arrow in the <b>Connect To</b> dialog box to display the list of systems or press <b>&lt;Enter&gt;</b> for the default system (displayed).
2	In that list, click the connection you need.
3	Then click <b>OK</b> or press <b>&lt;Enter&gt;</b> to sign-on to that system.

---

**Cancel Button** You can click the **Cancel** button to exit the **Connect To** dialog box.  
**Shortcut:** Press the **<Alt>** key + **<C>** key to cancel.

---

**Help Button** The **Help** button displays online help regarding the dialog box that is currently displayed. You can also press the **<F1>** key to display online help.

---

# Sign-On to VistA

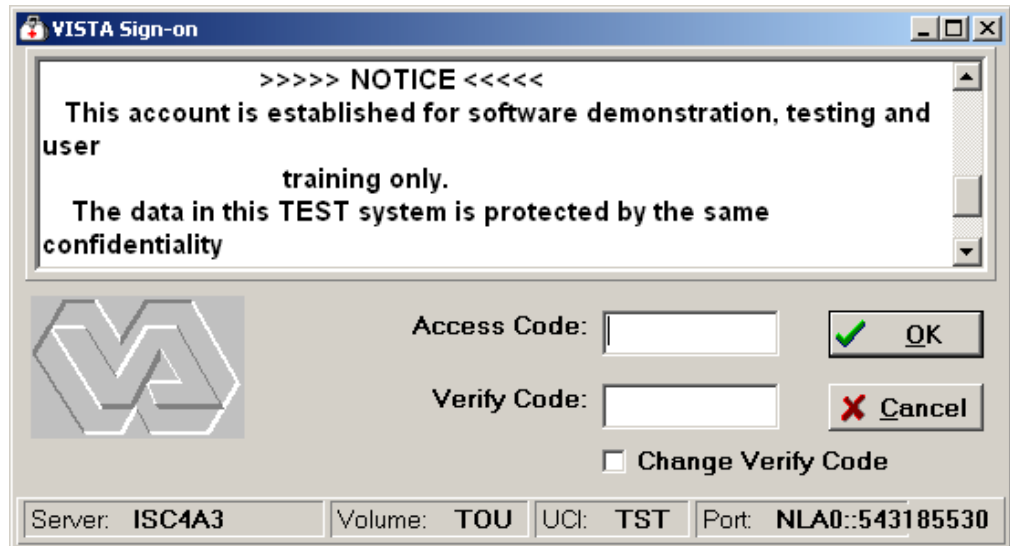
**Introduction** The **VISTA Sign-on** window is the main sign-on window for all VistA GUI applications. It displays the current system introductory messages, and lets you sign on to the system using your Access and Verify codes.

**Note:** This is the first window if you have only one system to sign-on to; otherwise, see the previous page.

**VISTA Sign-on** To continue to sign on to the VistA system, follow these steps:

Step	Action
1	In the <b>Access Code</b> box on the <b>VISTA Sign-on</b> window, enter your access code.
2	Press the <Tab> key to jump to the <b>Verify Code</b> box.
3	In the <b>Verify Code</b> box, enter your verify code.
4	Press <Enter> or click <b>OK</b> to sign on.

**VistA Sign-on window**



**Time-saving Tip** Alternatively, in the access code box you can enter your access code, a semicolon, and your verify code all at once. Then press <Enter> or click **OK** to sign on.



## Sign-On to VistA, Continued

---

**Menu Button** Once you have accessed the **DOR** window, the **NPPD Detail Display** window, or the **View Prosthetic Billing Information** window, you can return to the **Prosthetics Main Menu** by clicking the **Menu** button.

---

**Multiple Windows Open** After you log on, you can access multiple applications, and you can switch between open applications without having to re-log on and without losing displayed data.

You can keep a window open (any Prosthetics GUI application) by clicking the **Menu** button, returning to the **Prosthetics Main Menu** window and opening another application. Once you have multiple programs open, you can switch back and forth between them and not lose any data.

**Warning:** If you change servers that you are logged into, then you will lose the data displayed in all open windows.

---

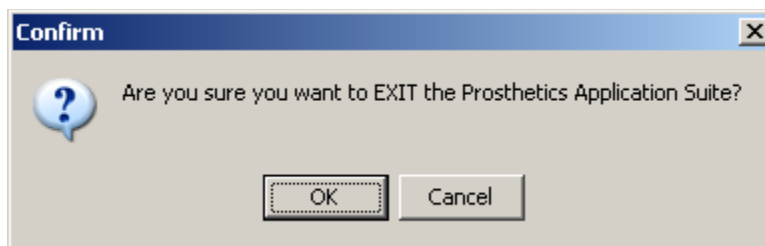
## Logging Off

---

**Log Off** You can also sign off the **Prosthetics VistA Suite** screen by clicking the **Close** Menu. The following message displays for you to click **OK** to continue or **Cancel** to cancel the log off procedure.

---

**Confirmation Message**



## Sign-On Properties (Optional)

---

### Sign-on Properties

From the **Sign-on** window, you can also set **Sign-on Properties** as shown below.


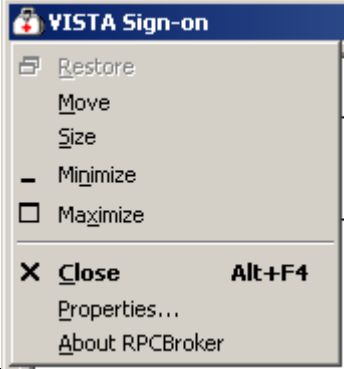
**Recommendation:** Do not change the settings. Use this option only if necessary.

---

### Steps

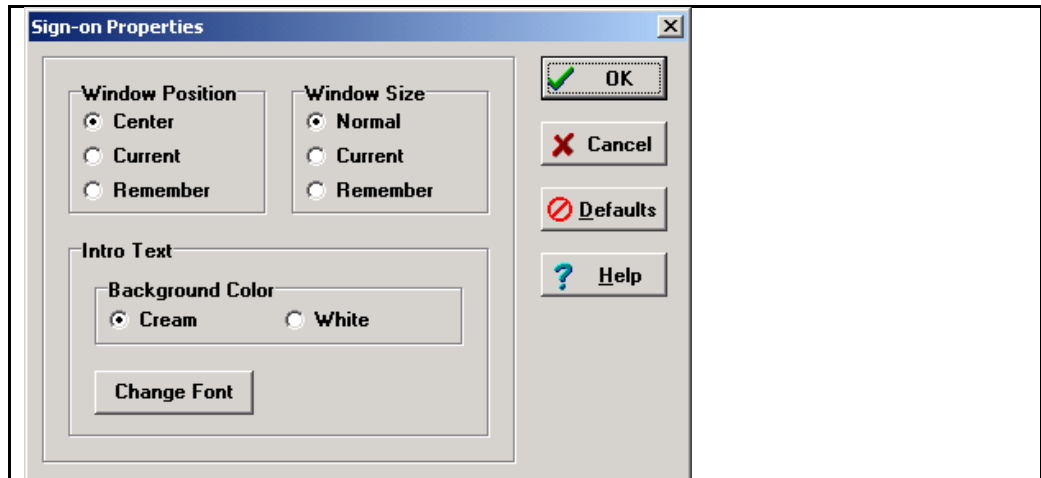
To set sign-on properties, follow these steps:

---

Step	Action
1	From the <b>Vista Sign-on</b> window, click the  icon at the top left corner (to the left of the window title name).
2	From the <b>Vista Sign-on</b> window menu, choose the <b>Properties</b> option. 
3	Set any individual properties you want to change on the <b>Sign-on Properties</b> dialog box, and click <b>OK</b> to save those changes.
4	To return the properties to their default values, click the <b>Defaults</b> button, and then click <b>OK</b> to save that change.

---

## Sign-on Properties window



### Note

Sign-on properties that you save will be used for subsequent sign-ons using this workstation.

*Continued on next page*

## Sign-On Properties (Optional), Continued

---

### Window Position

Below are the window positions as they appear on your desktop.

---

Part	Function
<b>Center (default)</b>	The window will always appear in the center of the screen.
<b>Current</b>	The current position of the window will be saved and used in the future.
<b>Remember</b>	Each time the window is used and closed, it will record its position and open in that same place the next time it is used.

---

### Window Size

Below are the window sizes as they appear on your desktop.

---

Part	Function
<b>Normal (default)</b>	The size of the window as it was designed. Typically, this is 500 pixels wide by 300 pixels high.
<b>Current</b>	The current size of the window will be saved and used in the future.
<b>Remember</b>	Each time the window is used and closed, it will record its size and open with the same size the next time it is used.

---

### Color and Font

Below are the text background colors and fonts.

---

Part	Function
<b>Background Color</b>	You can set the background color to Cream or White.
<b>Font</b>	You can choose any font on your system to use for the Introductory Text.

---

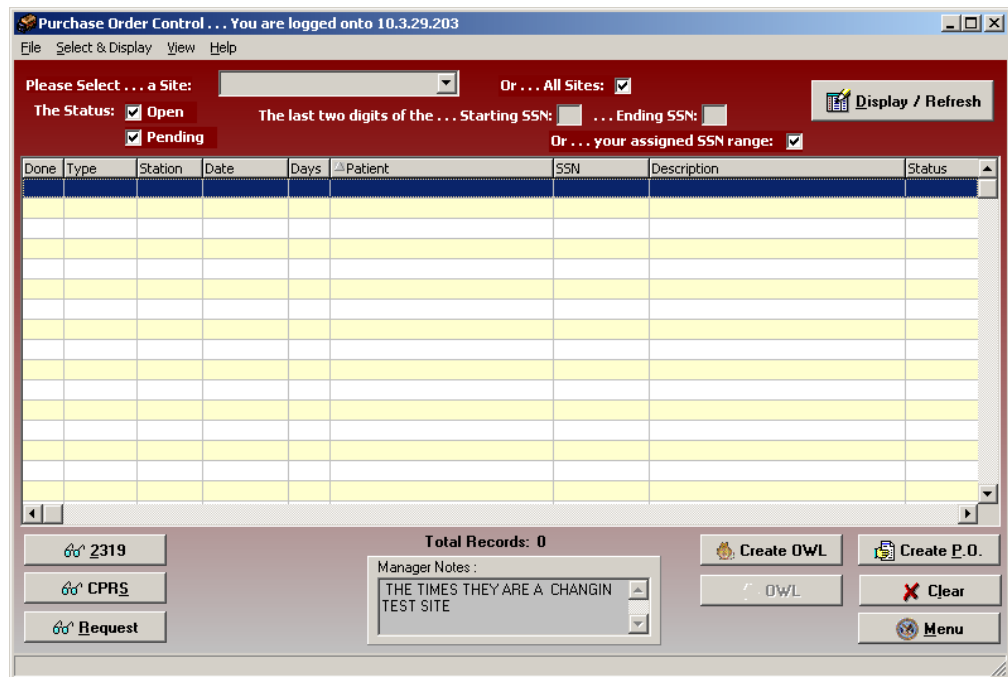
# Chapter 3 – Purchase Ordering

## The Purchase Order Control Window

**Display data** The **Purchase Order Control** window shown below will display consults from the Suspense module that have been entered through CPRS or entered manually. **Open** and **Pending** consults display here for one site or “**All Sites**” as well as a Purchasing Agent’s responsible SSN range for patients.

To access the Purchase Order Control window, click the **Processing** button on the Main Menu.

### Purchase Order Control window



**Manager Notes** The new feature, **Manager Notes** window, displays text-entered notes from a manager that can be displayed to all Purchasing Agents in their group.

**Create P.O.** You will create a PO from this window for a specific patient.

## Select a Site and Status

---

### Site field

The first step to view purchasing transactions is to select a Site. There is a drop down list to select a specific site or you can select the **All Sites** checkbox (which is the default setting). The **Site** drop-down arrow may display a list of multiple sites for you to select one. When you click the drop down arrow, the checkmark from the **All Sites** checkbox disappears automatically.

**Recommendation:** It is strongly recommended that you always select **All Sites** so a consult does not get overlooked.

---

### Purchase Order Control window

The screenshot shows the 'Purchase Order Control' window. At the top, it says 'You are logged onto 10.3.29.203'. Below the title bar, there are menu options: 'File', 'Select & Display', 'View', and 'Help'. The main area has a red header with the text 'Please Select ... a Site:' and a dropdown menu. To the right of the dropdown is a checkbox labeled 'Or ... All Sites:'. Below this, there are two checkboxes: 'The Status:  Open' and ' Pending'. A 'Display / Refresh' button is on the right. Below the status options is a table with columns: Done, Type, Station, Date, Days, Patient, SSN, Description, and Status. The table is currently empty. At the bottom, there are several buttons: '2319', 'CPRS', 'Request', 'Total Records: 0', 'Manager Notes: THE TIMES THEY ARE A CHANGIN TEST SITE', 'Create OWL', 'Create P.O.', 'OWL', 'Clear', and 'Menu'.

### CBOC data

If you want to view all available suspense entries/electronic consult orders including Community Based Outpatient Clinics (CBOC) data, click the **All Sites** checkbox instead of selecting your specific site from the **Site** drop-down list box. This ensures that the display will include all sites. For example, the Kenosha, Wisconsin CBOC will not display when the Milwaukee site is selected only. These records display when the **All Sites** checkbox is selected.

---

### Status options

The status selections are **Open** transactions and **Pending** transactions. They are both checked by default, but you can deselect one by clicking on it.

---

## Select an SSN Range

---

### SSN Range

This is a range of patient Social Security Numbers by the last two digits entered in the Starting SSN field and the Ending SSN field. When you enter a range, it will display electronic consults or manual suspense entries within that range.

A Purchasing Agent has two choices when entering SSN ranges:

1. Enter a specific SSN range within your responsible range by entering the Starting SSN and Ending SSN, or
2. Keep the “Or...your assigned SSN range” checkbox checked (which is the default setting).

The SSN range has been entered in the Site Parameters file by employee name. (See Chapter 1: Utilities Menu - Site Parameters File for more information.)

If your workload is categorized by the SSN for a specific Purchasing Agent, then you can display entries that are assigned by one Purchasing Agent at a time.

**Note:** Enter a range of 00 to 99 to view all Purchasing Agents’ SSNs for all patients.

### SSN Range or Assigned SSN Range checkboxes



The screenshot shows a software window titled "Purchase Order Control ... You are logged onto 10.3.29.203". The interface includes a menu bar with "File", "Select & Display", "View", and "Help". Below the menu bar, there is a section for site selection: "Please Select ... a Site:" with a dropdown menu showing "ON ST 605-A69 NULL DEVICE" and an "Or ... All Sites:" checkbox. The "The Status:" section has checkboxes for "Open" and "Pending", both of which are checked. The "The last two digits of the ..." section has input fields for "Starting SSN:" (value 50) and "Ending SSN:" (value 90). The "Or ... your assigned SSN range:" checkbox is unchecked. A "Display / Refresh" button is located on the right side of the form.

**Display button**

Click the **Display/Refresh** button once you have selected a Site(s), Status and an SSN range. The transactions displayed depend upon what site was selected, whether you have selected **Open** or **Pending** or both statuses as well as the SSN range for the Purchasing Agent.

**Data**

The data that is displayed includes the following:

- Done
- Type (Routine, Eyeglass, Manual, Contact Lens and Clone)
- Station
- Date (Create date of Suspense entry)
- Days (Number of days the transaction has remained in Open or Pending status)
- Patient
- SSN
- Description (of the transaction)
- Status (Open or Pending)
- IEN 668
- Pt IEN

**Purchase Order Control list**

The screenshot shows the 'Purchase Order Control' application window. At the top, it indicates the user is logged onto 'LomaLinda'. The interface includes a menu bar (File, Select & Display, View, Help) and several filter controls: 'Please Select ... a Site:' (set to ABILENE 519HC ABILENE N), 'The Status:' (with checkboxes for Open and Pending), 'The last two digits of the ... Starting SSN:' and 'Ending SSN:' fields, and 'Or ... your assigned SSN range:' (checked). A 'Display / Refresh' button is located on the right. Below these controls is a table with the following data:

Done	Type	Station	Date	Days	Patient	SSN	Description	Status
LAB	605	11/25/2003	4	DDHYHU,CXHA	666-23-5137	Patient eligibility:SC	PENDING	
LAB	605	11/28/2003	1	PLFLYX,ZDJELHA C	666-09-1547	Patient eligibility: S	PENDING	
LAB	605	12/10/2003	4	GRDAGXUI,JLUA Z	666-08-5822	Right inqual hernia	PENDING	
LAB	605	02/18/2004	4	WLUZLY,JELUAHT G	666-20-2039	GOLDEN TECH. \$181	PENDING	
LAB	605	02/24/2004	5	HXODH,THPLUI C	666-18-1529	Evaluated this gentlem	PENDING	
LAB	605	02/24/2004	5	CLTWHUJ,ILQDI A	666-21-7445	arrowhead prosth, pric	PENDING	
LAB	605	02/26/2004	1	SXTL,LAKHUS	666-27-7338	Pt is a 76 y/o male wi	PENDING	
LAB	605	02/26/2004	1	SXTL,LAKHUS	666-27-7338	Artificial Limb Contra	PENDING	
LAB	605	02/27/2004	0	SXTL,LAKHUS	666-27-7338	Understand order for B	PENDING	
LAB	605	02/27/2004	4	WXXI,FHXUFH	666-23-9732	Yes Training Date:Feb	PENDING	
LAB	605	02/28/2004	494	SELGG,CXTHWE P	666-18-5333	301-6e-Insert, Natural	PENDING	
LAB	605	02/28/2004	495	SSHDIYA,GUHI	666-20-8621	Apis Footwear, Dtd 2-2	PENDING	
LAB	605	03/01/2004	499	NXXYLY,PDAADLZ	666-14-6736	Prosthetics Request St	PENDING	
LAB	605	03/01/2004	502	SDYJALDU,LXKHUS	666-15-1421	Shoes	PENDING	
LAB	605	03/01/2004	504	LDYIHU,IKKUL C	666-15-2736	Patient eligibility: S	PENDING	
LAB	605	03/01/2004	496	NXXYLY,PDAADLZ	666-14-6736	Pros Wheelchair	PENDING	

At the bottom of the window, there are buttons for '2319', 'CPRS', and 'Request'. A 'Total Records: 115' indicator is present. A 'Manager Notes' box contains the text: 'THE TIMES THEY ARE A CHANGIN TEST SITE'. On the right side, there are buttons for 'Create OWL', 'Create P.O.', 'OWL', 'Clear', and 'Menu'.



## Change Data Display

---

### **Sizing columns**

Columns are sizable on this window, but not movable. To resize a column, you can place the cursor on the column header borderline until you can view the double-headed arrow. Then click and drag the column until it is the size you want.

---

### **Column sorting**

You can manipulate the layout of the view in the **Purchase Order Control** window for display purposes. The following can be done for column sorting features:

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

### **Refresh data**

You can click the **Display/Refresh** button to update your window with any new transactions that may have been added into Suspense.

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

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

---

### **Clear button**

You can use the **Clear** button to blank out the window and start over with new display criteria.

---

### **Menu button**

The **Menu** button returns you to the **Prosthetics Main Menu** window where you can open additional applications at the same time.

---

### **2319 button**

You can display all eight tabs of 2319 data for a patient from this button.

---

### **CPRS button**

You can view a CPRS record for a patient from this button.

---

### **Request button**

You can view a Request (if information is available for that patient) from this button.

## View Column Descriptions

---

<b>Done</b>	The Done column displays a <b>Yes</b> after you have created a purchase order with one or more items on it.
<b>Type</b>	The <b>Type</b> column displays one of the following record types for the Purchase Order transaction: Manual Suspense entry or Routine Consult (electronic orders via CPRS including Eyeglass, Contact Lens and Home Oxygen orders). Clone is also a type of record that may display.
<b>Station</b>	The Station column displays the Station Number of the selected Purchasing Agent.
<b>Date</b>	The <b>Date</b> column displays the date the consult was entered into Suspense or the manual entry was created in Suspense.
<b>Days</b>	The <b>Days</b> column displays the number of days the transaction has remained in Open or Pending status.
<b>Patient</b>	The <b>Patient</b> column contains the veteran's name, last name first. All patient transactions for the requested date range appear for Non-Service Connected (NSC) veterans.
<b>SSN</b>	The <b>SSN</b> column displays the patient's Social Security Number (SSN).
<b>Description</b>	The <b>Description</b> column displays the prescription that was entered on the consult or during the manual suspense entry.
<b>Status</b>	The status displays either <b>Open</b> or <b>Pending</b> . Records with an <b>Open</b> status are shown in blue. Pending status transactions are shown in red.

---

# Chapter 4 - Display the 2319

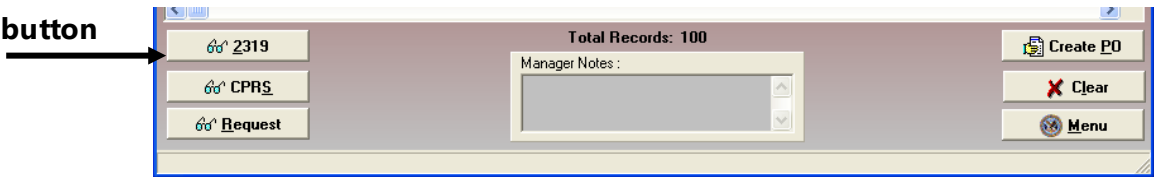
## 2319 Button

---

**2319 Button** You can click the **2319** button on the **Purchase Order Control** window to display the View 2319 window with the following eight tabs:

1. Patient Demographics
2. Clinic Enrollments/Correspondence
3. Entitlement Info (not available)
4. Appliance Transaction
5. Auto Adaptive Info (not available)
6. Critical Comments
7. HISA Information
8. Home Oxygen

**2319 button**



**View 2319  
window**

View 2319      PLFLYX,ZDJELHA C    SSN:666-09-1547

1. Patient Demographics      2. Clinic Enrollments/Correspondence      3. Entitlement Info

4. Appliance Transactions      5. Auto Adaptive Info      6. Critical Comments      7. HISA Information      8. Home Oxygen

Date	Qty	HCPC Item	Typ	Vendor	Station	Serial	HCPC	Total Cost	NoC
05/03/2006	1	BATTERY CABLES	I	ORTHOTIC	605		A4612	0.00	
02/03/2006	1	MATTRESS FOAM RUBBER	I	BAXTER HEA	605		E0272	4.62	
11/13/2003	1	+W/C RECLINING FXD ARMS	I	GUARDIAN 5	605		E1050	387.51	
09/08/2003	1	HIGH STRENGTH LTWT WHLCHR	I	GUARDIAN 5	605	A36913588	K0004	253.95	
09/08/2003	1	DME DELIVERY,SET-UP	X	LOMA LINDA	605		A9901	237.16	
08/21/2003	1	MATTRESS FOAM RUBBER	I	WOUND SUPP	605		E0272	450.45	
06/04/2003	1	STANDARD WHEELCHAIR	I	SUNRISE ME	605		K0001	1.00	
05/14/2003	1	WHEELCHAIR 2 INCH CUSHION	I	SAMMONS PR	605		E0963	14.95	
05/14/2003		SHIPPING	X	SAMMONS PR	605			3.21	
04/15/2003	1	DME DELIVERY,SET-UP	X	MK MEDICAL	605		A9901	72.15	
04/15/2003	1	HOSP BED TOTAL ELECTR W/ MAT	I	INVACARE C	605		E0265	663.09	
04/15/2003	1	PATIENT LIFT HYDRAULIC	I	GUARDIAN 5	605		E0630	427.00	
04/15/2003	1	PATIENT LIFT SLING OR SEAT	I	GUARDIAN 5	605		E0621	33.17	
03/13/2003	1	DME DELIVERY,SET-UP	X	MK MEDICAL	605		A9901	72.15	
03/12/2003	1	HOSP BED TOTAL ELECTR W/ MAT	I	INVACARE C	605	49003C816057	E0265	663.09	
02/22/2003	1	PATIENT LIFT ELECTRIC	I	SUNRISE ME	605	not recorded	E0635	510.88	
12/12/2002	1	BATH/SHOWER CHAIR	R	INVACARE C	605		E0240	68.07	
12/12/2002	1	DME DELIVERY,SET-UP	X	Home Care	605		A9901	72.15	
12/03/2002	1	DME DELIVERY,SET-UP	X	Home Care	605		A9901	144.30	
11/25/2002	1	DME DELIVERY,SET-UP	X	Home Care	605		A9901	72.00	

View Detail      Close      Total records found -> 33

**Exit**

To exit, click the **Close** button or the  button in the top right-hand corner.

# View 2319 – Patient Demographics (Tab 1)

## Tab 1

You can view the **Patient Demographics** tab that includes a patient's benefits, eligibility, next of kin, emergency contact info (if available), and disabilities.

## Patient Demographics tab

**VISTPATIENT,THREE**

Address: 11201 BENTON DOB: MAR 23, 1922 Age: 83  
City: CREEK JUNCTION Sex: MALE  
State: ALABAMA Race: BLACK, NOT OF HISPANIC ORI  
Zip: 12345 Religion: OTHER  
Phone: 553 - GTYTC Marital Status: DIVORCED  
County: ZZTUSCALOOSA SSN: 000-00-7777

**Next of Kin** **Emergency Contact**

Name: THTS,KRIIN H Name:  
Address: Address:  
City: City:  
State: State:  
Zip: Zip:  
Phone: Phone:  
Relation: Relation:

**Benefits & Eligibility**

Claim #:   
Patient Type: SHARING AGREEMENT  
Period of Service: OTHER NON-VETERANS  
Pri Eligibility Code: SHARING AGREEMENT  
Eligibility Verified?: NOT VERIFIED  
P.O.W.: NO  
Receiving A & A: NO  
Housebound: NO  
VA Pension: NO  
VA Disability: NO  
Total Annual Amount: \$0.00  
Disability Code: AD/AUTO-SC  
Disabilities:  
Disability % SC  
NOTHING FOUND

Close

## Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

## Demographics data

You can view the patient demographics for the veteran.

This includes: Name (in red if deceased, with Date of Death listed above the Date of Birth and a blank age field), address, next of kin, emergency contact information, veteran benefits and eligibility (former Prisoner of War (highlighted in blue if "Yes"), Aid & Attendance, service connected, non-service connected, etc.).

## View 2319 – Clinic Enrollments/Correspondence (Tab 2)

### Tab 2

You can view the **Clinic Enrollments/Correspondence** tab that includes last movement actions, clinic enrollments, pending appointments, and letters on file

### Clinic Enrollments/ Correspondence

The screenshot shows the 'View 2319' window for patient PLFLYX,ZDJELHA C (SSN: 666-09-1547). The window has several tabs: 4. Appliance Transactions, 5. Auto Adaptive Info, 6. Critical Comments, 7. HISA Information, 8. Home Oxygen, 1. Patient Demographics, 2. Clinic Enrollments/Correspondence (selected), and 3. Entitlement Info. The 'Last Movement Actions' section shows two entries: a discharge on MAR 24, 2003 and an admission on DEC 26, 2002. The 'Clinic Enrollments' section shows a total of 18 enrollments with a table listing four: SURG/NEURO NEW/3NW (JUN 19, 1989), RADIOLOGY/CT SCAN (JUL 27, 1989), SURG/NEURO RTN/3NW (JUL 28, 1989), and BHOST/MD/GIERZ (OCT 20, 1989). The 'Pending Appointments' section shows a total of 0 appointments. The 'Letters on File' section shows a total of 1 letter: CLOTH ALLOW DENIAL BDN (NOV 15, 2003). A 'Close' button is located at the bottom right of the window.

△ Clinic	Date/Time	Type
SURG/NEURO NEW/3NW	JUN 19, 1989@11:30	OPT
RADIOLOGY/CT SCAN	JUL 27, 1989@13:35	OPT
SURG/NEURO RTN/3NW	JUL 28, 1989@13:34	OPT
BHOST/MD/GIERZ	OCT 20, 1989@10:30	AC

△ Appt. Date/Time	Clinic	Status	Type
NOTHING TO REPORT			

△ Type of Letter	Employee	Date
CLOTH ALLOW DENIAL BDN	HHYUN-ZJJALDY, A	NOV 15, 2003

### Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

### Description

This second tab details clinic enrollments and correspondence for the veteran. This includes the following: the last movement actions (i.e., hospital admissions and discharges), clinic enrollments, pending appointments and correspondence letters.

## View 2319 – Entitlement Info (Tab 3)

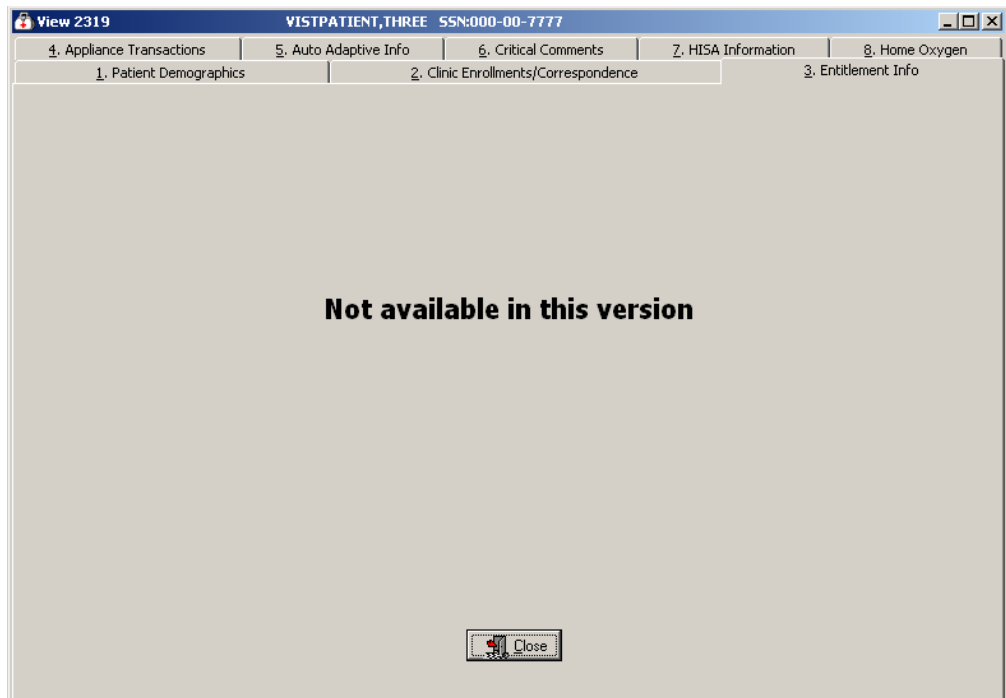
---

### Tab 3

The **Entitlement Info** tab is not available in this version of the Prosthetics application. This tab details entitlement and loan information for the veteran. This includes the following: PSC Issue Card, clothing allowance, items on loan, and items returned.

---

### Entitlement Info



### Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

---

## View 2319 – Appliance Transactions (Tab 4)

---

### Tab 4

The **Appliance Transactions** tab displays the following information:

- Date (this is the date of the PO)
- Quantity
- HCPC Item
- Type
- Vendor
- Station
- Serial
- HCPC
- Total Cost
- IEN 660

The total number of records found displays at the bottom.

You can click the **View Detail** button to display the **Appliance Transaction Detail** window, which includes Appliance Item detail, IFCAP vendor, costs, lab info, historical data, and an extended description. (See the next page for more info about this window.)

**Note:** Columns are resizable on this window (not movable).

---



# Appliance Transactions

View 2319 VISTPATIENT,THREE SSN:000-00-7777

1. Patient Demographics 2. Clinic Enrollments/Correspondence 3. Entitlement Info  
 4. Appliance Transactions 5. Auto Adaptive Info 6. Critical Comments 7. HISA Information 8. Home Oxygen

Date	Qty	HCPC Item	Typ	Vendor	Station	Serial	HCPC	Total Cost	IEN
12/16/2005	1	SIGHT ENHANCERS	X	ORTHOTIC	605		BA205	0.00	222
12/14/2005	1	SHOE DENNIS BROWNE SPLINT BO	I	RESTORATION	605		L3640	0.00	222
12/14/2005	1	SHOE CLUBFOOT WEDGE	I	RESTORATION	605		L3380	0.00	222
12/14/2005	1	STUMP SOCK FITTING UPPR LIMB	X	RESTORATION	605		L8485	0.00	222
11/30/2005	1	SCLERAL COVER SHELL	I	ORTHOTIC	605		V2627	0.00	222
11/28/2005	2	FOOT ARCH SUPP LONGITUD/META	I	INVACARE C	605	8315-40-004	L3060	46.00	222
11/28/2005	2	FIXTURE, SCREW, NON-COATED	I	INVACARE C	605		DI103	4.00	222

View Detail Close Total records found -> 7

Continued on next page

# View 2319 – Appliance Transactions (Tab 4), Continued

## View Detail

When you select a record and click the **View Detail** button, the **Appliance Transaction Detail** window displays as shown below.

## Appliance Transaction Detail

The screenshot shows the 'Appliance Transaction Detail' window with the following data:

Appliance Item		Costs		Lab	
Appliance:	SCREW BONE CORTICAL 4.5X38MM (SET)Z HIP COMP	Material Cost:		Ortho Code:	
Description:	BRIEF SCREW	Labor Cost:		Restor Code:	
HCPCS:	D1103	Labor Hrs:		Technition:	
HCPCS Desc:	FIXTURE, SCREW, NON-COATED	Lab Cost:		Completed:	
Qty:	2	Total Cost:	\$4.00	Remarks:	
Exclude/Waiver:					
ICD-9 Code:	V62.3 EC				
Disability:	NSC/OP				
Source:	COMMERCIAL				
Deliver To:	PROSTHETICS				
Delivery Date:					
Recv Sta:					
Return Stat:					
Remarks:	REMARK SCREW				

IFCAP Vendor		Historical Data	
Name:	INVACARE CORP	Name:	
Add:	899 CLEVELAND ST	Add:	
City:	ELYRIA	City:	
State:	OHIO	State:	
Zip:	44036-2125	Zip:	
Phone:	800/642-8262	Phone:	
Track #:		Item:	
		Station:	

Extended Description: [Empty text area]

Close button: [Close]

## Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

## View 2319 – Auto Adaptive Info (Tab 5)

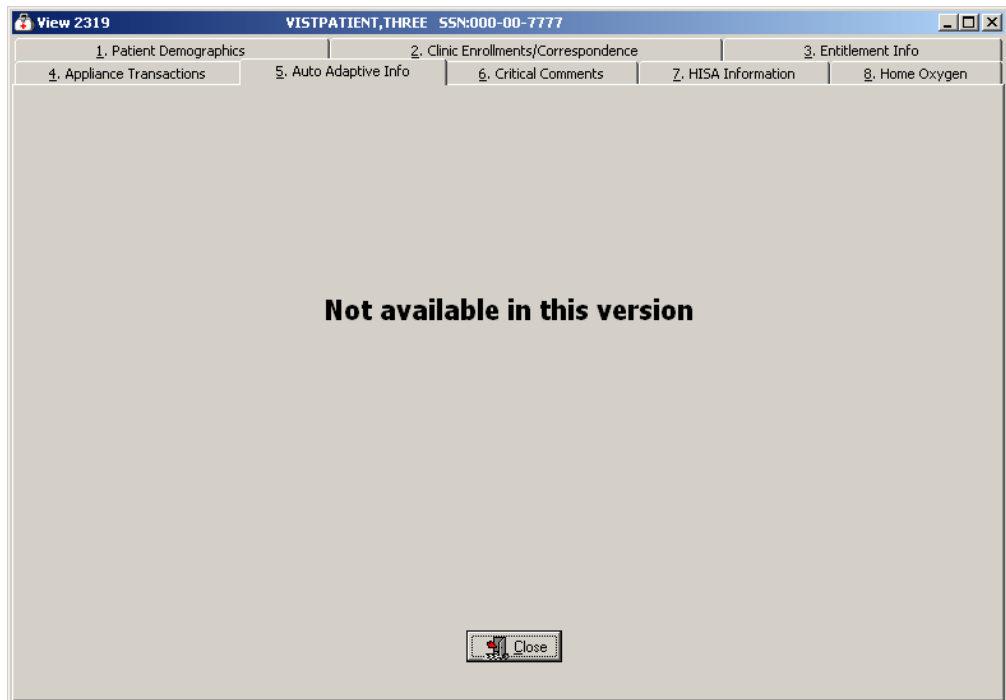
---

### Tab 5

The **Auto Adaptive Info** tab is not available in this version of the Prosthetics application.

---

### Auto Adaptive Info



### Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

---

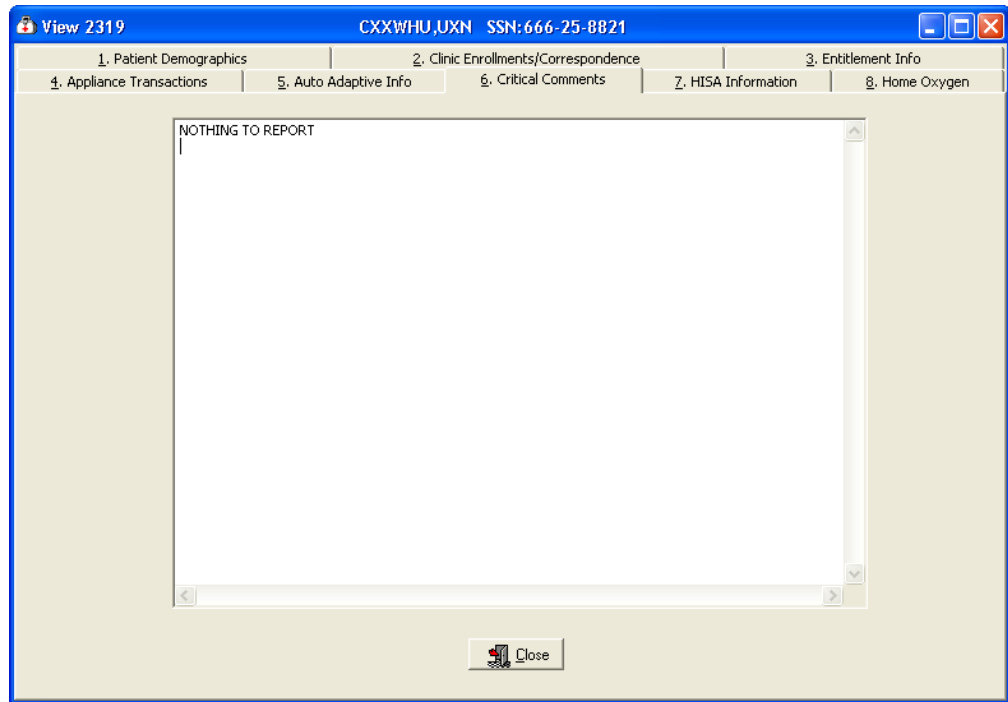
## View 2319 – Critical Comments (Tab 6)

---

**Tab 6** You can view comments in the **Critical Comments** tab as shown below.

---

### Critical Comments window



**Close button** Click the **Close** button to exit the **Critical Comments** window return to the main **Purchase Order Control** window.

---

## View 2319 – HISA Information (Tab 7)

---

### Tab 7

On the **HISA Information** tab, if there is no data for a specific patient, it will state “NOTHING TO REPORT.”

This tab details the HISA (Home Improvement Structural Alteration) information including the date, quantity, HCPC item, type, vendor, station number, serial, HCPCS Code, total cost of the item ordered, and IEN 660.

---

### HISA Information

Qty	HCPC Item	Typ	Vendor	Station	Serial	HCPC	Total Cost	IEN660
	NOTHING TO REPORT							NOTHING TO R

View Detail Close Total records found -> 0

*Continued on next page*

## View 2319 – HISA Information (Tab 7), Continued

### View Detail

When you select a record and click the **View Detail** button, the **Appliance Transaction Detail** window displays as shown below.

### Appliance Transaction Detail

The screenshot shows the 'Appliance Transaction Detail' window with the following data:

Appliance Item		Costs		Date: JUN 13, 2005	
Appliance:	CRUTCH, HANDGRIPS	Material Cost:		Work Order:	
Description:	CRUTCH HANDGRIPS	Labor Cost:		Contract:	
HCPCS:	A4636 Qty: 2 Exclude/Waiver:	Labor Hrs:		Transaction:	4P2888
HCPCS Desc:	HANDGRIP FOR CANE ETC	Lab Cost:		Type Trans:	REPAIR
ICD-9 Code:		Total Cost:	\$30.00	Form Type:	VISA
Disability:	NSC/OP			Initiator:	GADDIE, MARLIE
Invent Point:				Site:	LOMA LINDA VAMC
Source:	COMMERCIAL	<b>Lab</b>			
Deliver To:	PROSTHETICS Delivery Date:	Ortho Code:		Restor Code:	
Recv Sta:		Technition:		Completed:	
Return Stat:		Remarks:			
Remarks:					
IFCAP Vendor		Historical Data			
Name:	OLYMPUS SERVICE CENTER	Name:		Item:	
Add:	2400 RINGWOOD AVENUE	Add:		Station:	
City:	SAN JOSE	City:			
State:	CALIFORNIA Zip: 95131-1700	State:		Zip:	
Phone:	800-537-5739	Phone:			
Track #:					
<b>Extended Description</b>					

### Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

## View 2319 – Home Oxygen (Tab 8)

---

### Tab 8

The **Home Oxygen** tab displays the following information:

- Date
- Quantity
- HCPC Item
- Type
- Vendor
- Station
- Serial
- HCPC
- Total Cost
- IEN 660

### Home Oxygen

The screenshot shows a software window titled "View 2319" with the patient name "VISTPATIENT,THREE" and SSN "000-00-7777". The window contains several tabs: "1. Patient Demographics", "2. Clinic Enrollments/Correspondence", "3. Entitlement Info", "4. Appliance Transactions", "5. Auto Adaptive Info", "6. Critical Comments", "7. HISA Information", and "8. Home Oxygen". The "Home Oxygen" tab is active, displaying a table with the following columns: Qty, HCPC Item, Typ, Vendor, Station, Serial, HCPC, Total Cost, and IEN660. The table contains one row with the value "NOTHING TO REPORT" in the HCPC Item and IEN660 columns. At the bottom of the window, there are buttons for "View Detail" and "Close", and a status bar indicating "Total records found -> 0".

Qty	HCPC Item	Typ	Vendor	Station	Serial	HCPC	Total Cost	IEN660
	NOTHING TO REPORT							NOTHING TO REPORT

*Continued on next page*

## View 2319 – Home Oxygen (Tab 8), Continued

### View Detail

When you select a record and click the **View Detail** button, the **Appliance Transaction Detail** window displays as shown below.

### Appliance Transaction Detail

The screenshot shows the 'Appliance Transaction Detail' window with the following data:

Appliance Item		Costs		Date: JUN 13, 2005	
Appliance:	CRUTCH, HANDGRIPS	Material Cost:		Work Order:	
Description:	CRUTCH HANDGRIPS	Labor Cost:		Contract:	
HCPCS:	A4636 Qty: 2 Exclude/Waiver:	Labor Hrs:		Transaction:	4P2888
HCPCS Desc:	HANDGRIP FOR CANE ETC	Lab Cost:		Type Trans:	REPAIR
ICD-9 Code:		Total Cost:	\$30.00	Form Type:	VISA
Disability:	NSC/OP			Initiator:	GADDIE, MARLIE
Invent Point:				Site:	LOMA LINDA VAMC
Source:	COMMERCIAL	<b>Lab</b>			
Deliver To:	PROSTHETICS Delivery Date:	Ortho Code:		Restor Code:	
Recv Sta:		Technition:		Completed:	
Return Stat:		Remarks:			
Remarks:					
<b>IFCAP Vendor</b>		<b>Historical Data</b>			
Name:	OLYMPUS SERVICE CENTER	Name:		Item:	
Add:	2400 RINGWOOD AVENUE	Add:		Station:	
City:	SAN JOSE	City:			
State:	CALIFORNIA Zip: 95131-1700	State:		Zip:	
Phone:	800-537-5739	Phone:			
Track #:					
<b>Extended Description</b>					

### Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

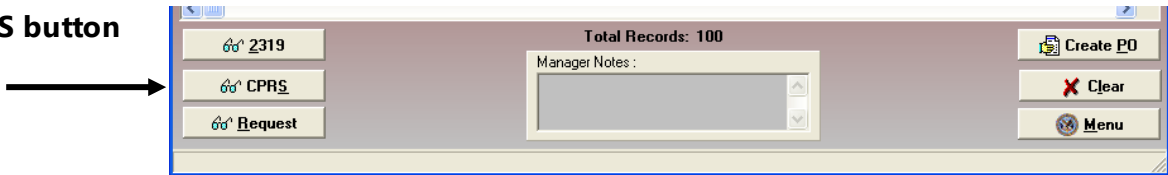


# Chapter 5 - View a CPRS Record

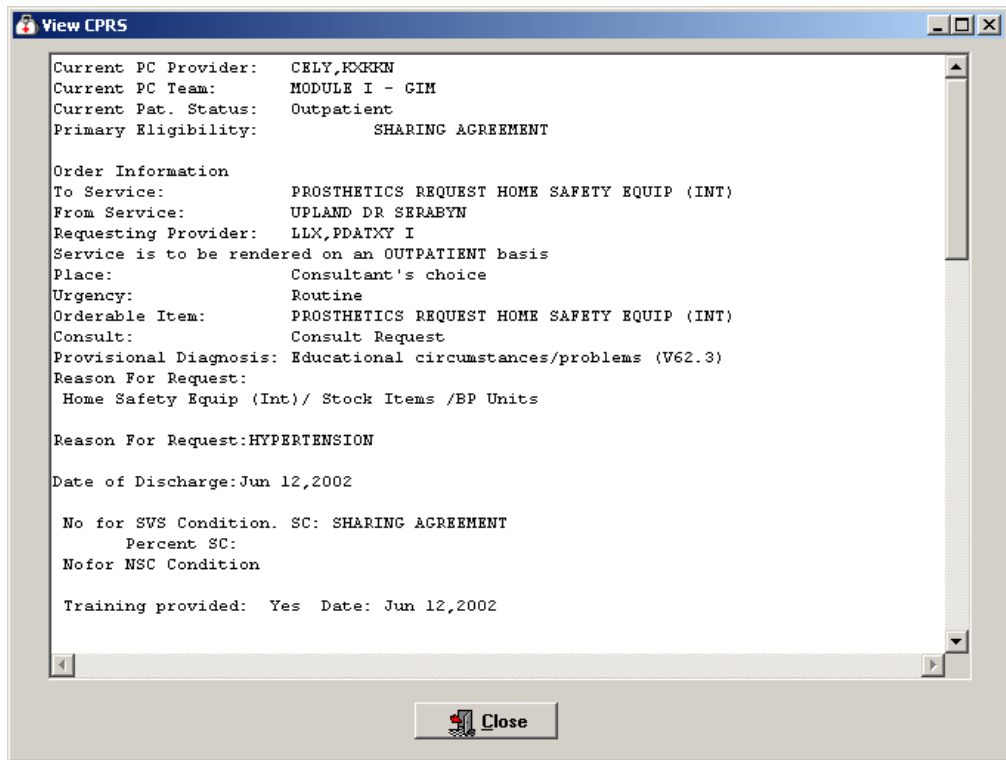
## CPRS Button

**CPRS** Click the **CPRS** button on the main **Purchase Order Control** window to display the **View CPRS** window if information is available.

### CPRS button



### CPRS Record



**Close button** To exit the **View CPRS** window, click the **Close** button to return to the **Purchase Order Control** window.

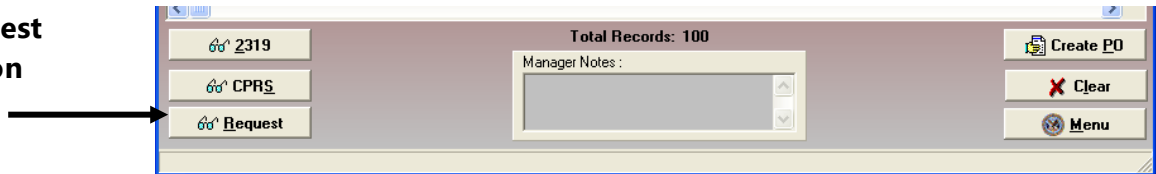
# Chapter 6 - View a Request

## Request Button

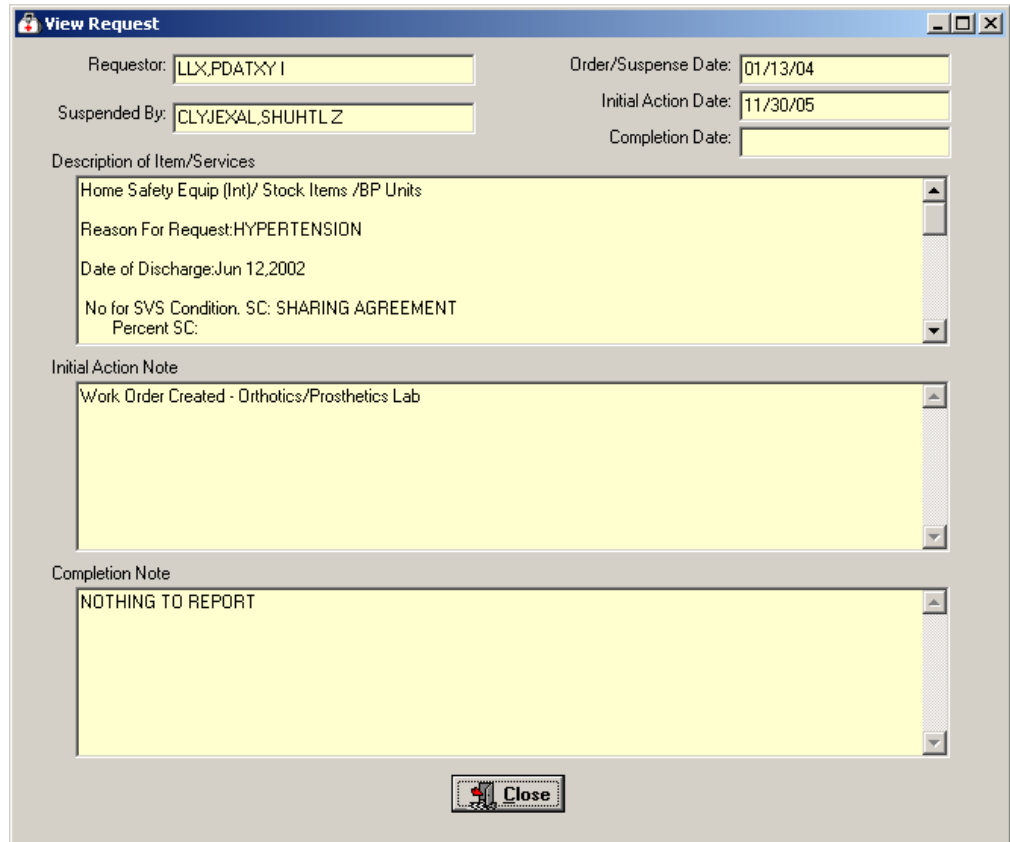
### Request button

Click the **Request** button on the main **Purchase Order Control** window to display the **View Request** window (if information is available) including a description of the item/services, Order/Suspense date, Initial Action and/or Completion date if applicable, and Initial Action or Completion note if available.

### Request button



### View Request window



**Close button** To exit the **View Request** window, click the **Close** button to return to the **Purchase Order Control** window.

---

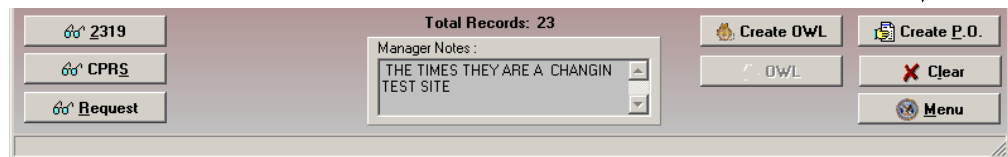
# Chapter 7 - Purchase Order Creation

## Create a P.O.

### First step

Select a patient from the **Purchase Order Control** window. Check Eligibility for the patient on the 2319 **Patient Demographics** tab, and check to see if there are any duplicate orders on the 2319 **Appliance Transactions** tab. Then proceed to click the **Create P.O.** button.

### Create P.O. button



### Purchase Order window

The **Purchase Order** window displays a two-panel window as shown below. It contains the patient name and SSN in the title bar.

- The left-side panel is the **Policy Panel**. This panel has buttons that display pop-up windows for you to enter and display additional purchase order information.
- The right-side is the **Purchase Order** window. Its information fields display data as you complete the information in the Policy Panel pop-up windows.

Two-panel  
Purchase  
Order window

Policy Panel

CXXWHU,UXN 666-25-8821

**Policy Panel**

- 1 Due Date ✓
- 2 Site
- 3 Purchase Card
- 4 Vendor
- 5 Delivery
- 6 Add Items
- 7 Disc/Shipping
- 8 Submit Order
- 9 Post CPBS Note
- Quit Work

**P-Card Order**

P.O. #: NONE  
P.O. Date: 8/10/2006  
Due Date: 9/9/2006

Vendor: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Addr 1: \_\_\_\_\_  
Addr 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ship to: \_\_\_\_\_  
Attn: \_\_\_\_\_

Site Number: \_\_\_\_\_  
Common Numbering Series: \_\_\_\_\_  
P Card Name: \_\_\_\_\_  
Cost Center: \_\_\_\_\_  
Fund Control Point: \_\_\_\_\_

#	HCPCS	Billing It.	Description	Qty	UoI	UCost	SubTot	%Dis	\$Dis	Item Total
---	-------	-------------	-------------	-----	-----	-------	--------	------	-------	------------

Item Total: \$0.00  
Discount: \$(0.00)  
Shipping: \$0.00  
Total: \$0.00

Edit / Delete Item

Continued on next page

## Create a P.O., Continued

---

### **CPRS and Request**

You can also review the CPRS and the Request buttons for a patient before creating a PO to update yourself on the patient.

---

### **More about the Policy Panel**

You begin the PO process by clicking each button on the **Policy Panel** in order. If a button has green text, it is not required to click it (i.e., **Due Date** button and possibly the **Site** button) but you can click it to change the default data. If a button has red text, then it is a required button, and you must click it or you will not be able to proceed to the next button on the list in the **Policy Panel**.

**Note:** The **Site** button already has a check in the checkbox in this example because a **Site** was selected before displaying transactions on the previous window. You can change the default **Site** by clicking the button. The **Due Date** does not have a checkbox and has a default setting of 30 days from the current date. You only need to check it if you want to change the **Due Date** setting.

As you click each button on the **Policy Panel** and fill in information in the pop-up window that displays, the fields in the **Purchase Order** window will automatically populate with the data you entered in the corresponding pop-up window.

Once you select a button on the **Policy Panel**, notice the checkbox in the **Policy Panel** next to a button is automatically checked. This tracks which buttons you have completed in the PO creation process.

---

### **Purchasing Order window fields**

The fields within the **Purchase Order** window are populated in the order of the buttons on the Policy Panel. As you click each button, a pop-up window displays allowing you to enter data that will automatically fill in the fields on the **Purchase Order** window.

---

## Select a Due Date

---

### First Step on Policy Panel

Click the **Due Date** button on the **Policy Panel** if you want to change the default of 30 days from the current date. You do not need to click this button if you want to keep the 30 day default. If you click the **Due Date** button, a four-month calendar displays for you to select a due date.

---

### Selecting a due date

The calendars display with the current date circled in red and the due date marked with a blue ellipse. You can accept the current date by clicking **OK**. You can also change the date by the following methods:

---

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

---

## Calendars





## Select a Site

---

**Select a Site** Click the **Site** button on the **Policy Panel**. You can click the drop-down arrow to select a site. Click **OK** to display the data on the **Purchase Order Control** window. Notice that a green checkmark displays next to the **Site** button once you have selected an option.

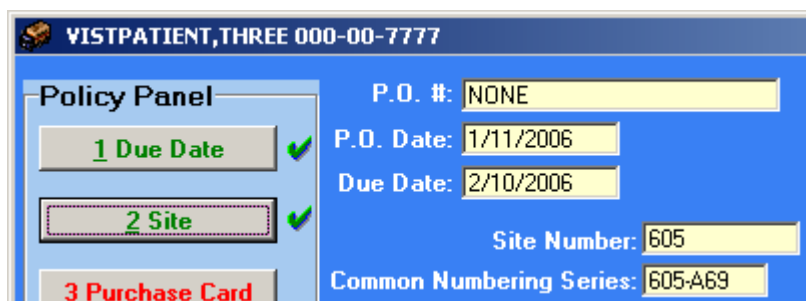
**Note:** The number in the **Common Numbering Series** field comes from the Site Parameters file and automatically displays when you select a Site. You can now select a different numbering series, if that is how your site is organized.

---

### Site



### Site ID and Common Numbering Series fields

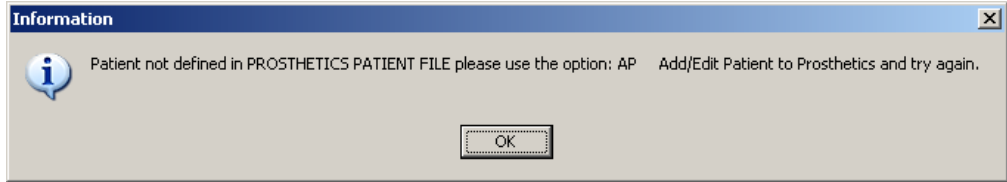


**Checkmarks** Checkmarks display next to the buttons on the Policy Panel to track which steps you have completed in the PO creation process.

---

**Add/Edit  
Patient option**

If you select a patient that is not in the Prosthetics Patient File, a message displays to inform you that you are unable to continue. Click **OK** to clear the message. Please use the **Add/Edit Patient (AP)** option to add the patient to Prosthetics.



## Select a Purchase Card

---

**Purchase Card button** Select a purchase card by clicking the **Purchase Card** button on the **Policy Panel**.

The **Please Select a Purchase Card** pop-up window displays. Click the dropdown arrow to display a list and select one.

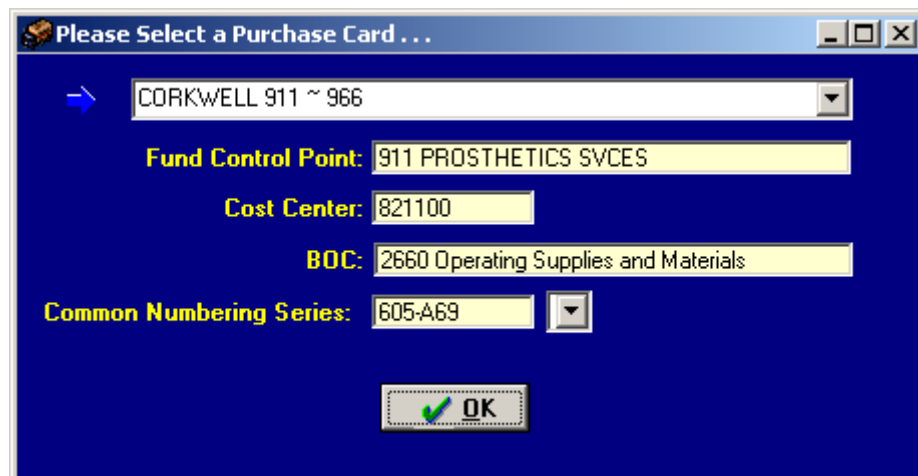
To select a different **Common Numbering Series**, click the dropdown arrow.

Click **Ok**. The window disappears and the data displays in the **Purchase Order Control** window based on your selection for the Purchase Card number, Fund Control Point and Cost Center.

**Note:** Notice that a checkmark displays next to the **Purchase Card** button.

---

### Select a Purchase Card



The screenshot shows a dialog box titled "Please Select a Purchase Card . . ." with a blue background. At the top, there is a dropdown menu showing "CORKWELL 911 ~ 966". Below this are four text boxes with labels in yellow: "Fund Control Point: 911 PROSTHETICS SVCES", "Cost Center: 821100", "BOC: 2660 Operating Supplies and Materials", and "Common Numbering Series: 605-A69". The "Common Numbering Series" box has a small dropdown arrow to its right. At the bottom center, there is an "OK" button with a green checkmark icon.

**Cost Center button** The Cost Center is already populated for you when you select a Purchase Card.

Cost Center is not editable.

---

**P Card Name /  
Cost Center /  
Fund Control  
Point**

<b>2 Site</b> ✓	Site Number: 605
<b>3 Purchase Card</b> ✓	Common Numbering Series: 605-A69
<b>4 Vendor</b>	P Card Name: CORKWELL 911
	Cost Center: 821100
	Fund Control Point: 911 PROSTHETICS SVCES

---

## Cost Center

---

**Cost Center  
button**

The Cost Center is already populated for you when you select a Site.

Cost Center is not editable.

---

## Select a Vendor

---

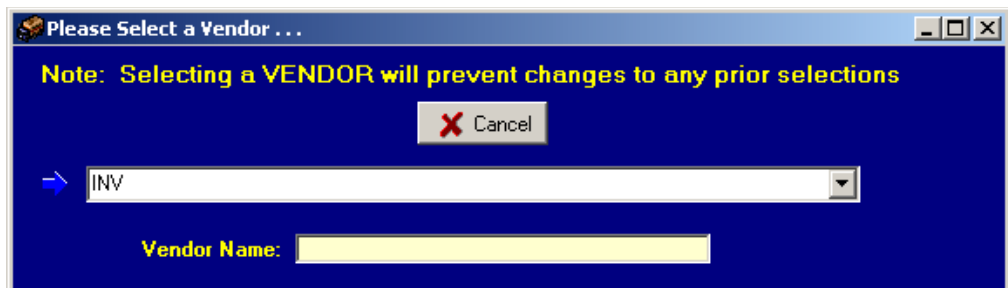
**Vendor field** Click the **Vendor** button on the **Policy Panel**. Enter a partial spelling (minimum of three characters) of a Vendor and click the drop-down arrow to select one beginning with the criteria that you entered. Click **OK** to accept it. After the vendor is selected the following fields cannot be changed: Site, Purchase Card and Vendor.

**Note:** If you do not enter at least three characters of a vendor before you click the dropdown arrow, the list will be empty.

**Warning Message:** If you enter a partial spelling search that is not descriptive enough, a warning message dialog box will display.

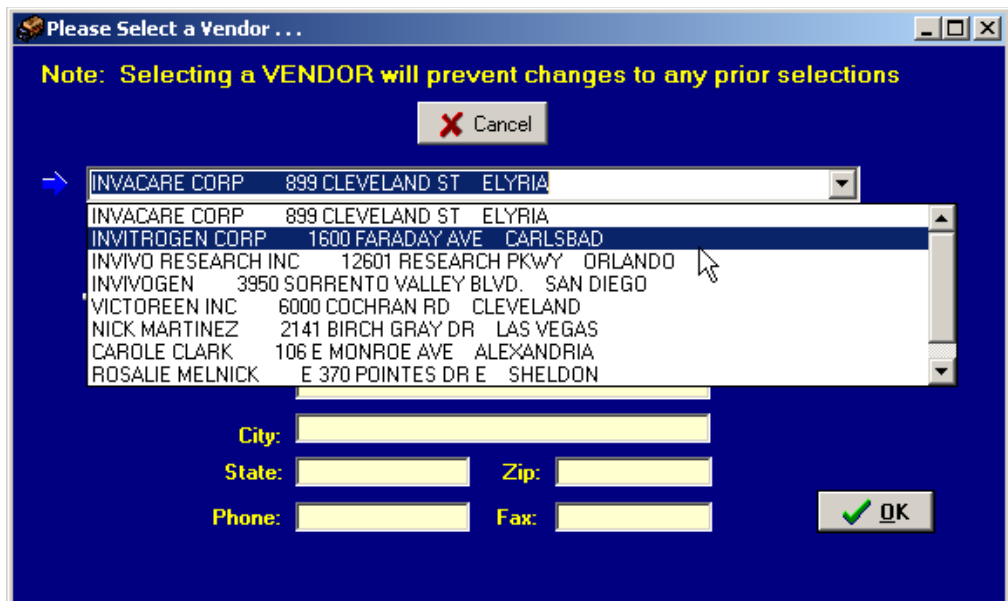
---

### Partial Spelling Search



The screenshot shows a dialog box titled "Please Select a Vendor ...". At the top, a yellow note reads: "Note: Selecting a VENDOR will prevent changes to any prior selections". Below the note is a "Cancel" button with a red 'X' icon. A search input field contains the text "INV" and has a blue arrow pointing to the left. Below the search field is a "Vendor Name:" label followed by a yellow rectangular input field.

### Vendor list



The screenshot shows the same dialog box as above, but with a list of vendors displayed below the search field. The list is as follows:

INVACARE CORP	899 CLEVELAND ST	ELYRIA
INVACARE CORP	899 CLEVELAND ST	ELYRIA
INVITROGEN CORP	1600 FARADAY AVE	CARLSBAD
INVIVO RESEARCH INC	12601 RESEARCH PKWY	ORLANDO
INVIVOGEN	3950 SORRENTO VALLEY BLVD.	SAN DIEGO
VICTOREEN INC	6000 COCHRAN RD	CLEVELAND
NICK MARTINEZ	2141 BIRCH GRAY DR	LAS VEGAS
CAROLE CLARK	106 E MONROE AVE	ALEXANDRIA
ROSALIE MELNICK	E 370 POINTES DR E	SHELDON

Below the list are input fields for "City:", "State:", "Zip:", "Phone:", and "Fax:". An "OK" button with a green checkmark icon is located at the bottom right.

**Vendor field**

A screenshot of a software window with a blue title bar and standard window controls (minimize, maximize, close). The window contains a form with the following fields and values:

- Vendor: INVITROGEN CORP
- Phone: 800/955-6288
- Addr 1: 1600 FARADAY AVE
- Addr 2: (empty)
- City: CARLSBAD
- State: CALIFORNIA
- Zip: 92008
- Ship to: (empty)
- Attn: (empty)

---

## Select the Delivery Method

---

### Delivery locations

Click the **Delivery** button on the **Policy Panel**. There are three delivery location options including: **Prosthetics**, **Veteran**, and an **Other Location - At This Site** option, which is a new option with Patch RMPR\*3\*90.

**Note:** If you choose the **Other Location- At This Site** option, another pop-up window displays as shown below.

---

### Select a Delivery Location



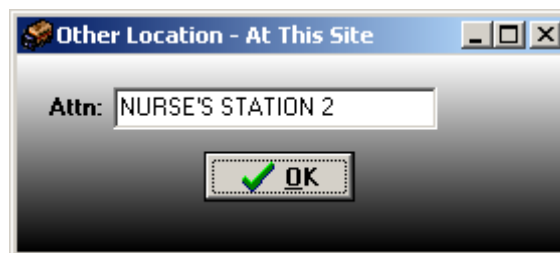
### Other Location

You can enter a free-text description in the blank field (with a maximum of 50 characters) on the **Other Location – At This Site** pop-up window which is a new feature with this patch. This helps warehouse employees to determine a delivery location.

**Note:** This information does not print on a hard copy printout.

---

### Other Location





**Next Step**

Click **OK** to return to the **Purchase Order Control** window and select the next button on the **Policy Panel**.

---

# Chapter 8 - Add Item(s) to the Purchase Order

## Add Items Button

---

### Purchase Order Items

When you click the **Add Items** button on the **Policy Panel**, the **Purchase Order** window displays as shown below. The Purchase Order number, patient's name and SSN display at the top. This window provides multiple steps to add information when adding one or multiple items to the Purchase Order.

---

### Add Items button



*Continued on next page*

## Add Items Button, Continued

### First Step

On the Purchase Order window, you MUST select a **Type of Transaction** as either **New/Replace**, **Service/Repair** or **Rental Item**.

**Note:** These three transactions types have been consolidated from four types with this patch.

### Second Step

The **Patient Category (SC or NSC)** radio buttons are displayed. This is an enhanced feature with this patch that has been consolidated into two options. You MUST select either: **SC** (Service Connected) or **NSC** (Non Service Connected).

**Note:** If there is a SC Disability, it will display in the box at the top. There is no longer any additional selection of eligibility for the Special Category.

### Purchase Order window

Purchase Order - A69236  
VISTPATIENT,THREE 000-00-7777

Type of Transaction  
 New / Replace  Service / Repair  Rental Item

Patient Category  
 SC  
 NSC

Disability  
NOTHING FOUND

Billing Item: [Dropdown]  
HCPCS: [Dropdown]  
Contract: [Dropdown]  
Brief Desc: [Text]  
Remarks: [Text]  
 Excluded?  Waiver?

Manufacturer: [Text]  
Model: [Text]  
Serial #: [Text]  
Lot #: [Text]

Number of Bids: 0

Unit of Issue: [Dropdown]  
Qty: 0  
Unit Cost: \$0.00  
Total Cost: \$0.00

Add Item to P.O.  
Return to P.O.

**Note:** You can use the **Tab** key to tab from one field to the next on this window. You can also use the spacebar to check a checkbox.

*Continued on next page*

## Add Items Button, Continued

---

### Billing Item

You can select the **Billing Item** by entering partial spelling search criteria with a minimum of three characters. You **MUST** enter a partial spelling to begin your search. Once you type the initial search value, you can click on the drop-down arrow and a list will display. From this list, you can scroll to select an option.

**Note:** This billing information does not display on the 2319 nor does it print on the Purchase Order. It is only for billing purposes.

---

### Purchase Order window

Purchase Order - A69364

SXADT,HUDJI 666-16-3736

Type of Transaction  
 New / Replace  Service / Repair  Rental Item

Patient Category  
 SC  NSC

Disability % SC  
SEPTUM, NASAL, DEVIATION 0 YES

Billing Item: WHEELCHAIR 22 INCHES  
HCPCS:   
Contract:   
Brief Desc:   
Remarks:   
 Excluded?  Waiver?

Manufacturer:   
Model:   
Serial #:   
Lot #:

Number of Bids: 0

Unit of Issue:   
Qty: 0  
Unit Cost: \$0.00  
Total Cost: \$0.00

Add Item to P.O.

Return to P.O.

### HCPCS Criteria Search

You **MUST** enter a partial spelling of the **HCPCS** Description (or HCPCS code or synonym) to begin your search. Once you type an initial search value, you can then click on the drop-down arrow and a list will display. From this list, you can scroll to select an option. If you know the code, you can enter the entire HCPCS code.

**Note:** The search criteria must be for a valid HCPCS code.

---

### Number of Bids

Click **Number of Bids** to enter a bid on this item. The maximum number of bids on an item is 3. For certain HCPCS (e.g., HISAS, HISAN), this window will automatically open for your selection. It should be used whenever you receive a bid for a prosthetic item.

---

**Contract**

You can select the **Contract** information by clicking the drop down arrow to begin your search. Once you type an initial search value, you can then click on the drop-down arrow and a list will display. From this list, you can scroll to select an option.

**Note:** The Contract information is tied to the Vendor in the **Vendor** file and will display according to the Vendor that was selected.

---

*Continued on next page*

## Add Items Button, Continued

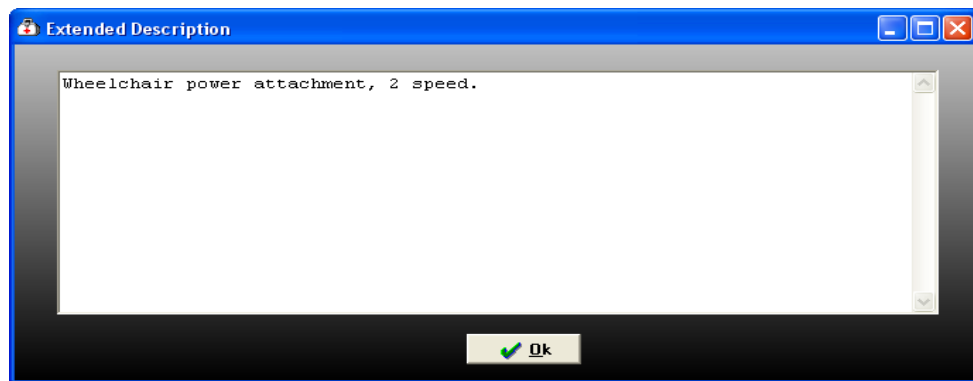
### Brief Description

You can enter a **Brief Description** in the free-text field (with a maximum of 60 characters) which prints on the purchase order. You can also (optionally) add free-text Remarks. If you would like to enter an extended description, click the **Extended Description** button. See below for more information.

### Extended Description

Notice as the **Extended Description** window shows below that you can type in a free-text extended description (of unlimited maximum number of characters). This information appears on the printed PO.

### Extended Description



### Purchase Order

Purchase Order - A69364

SXADT,HUDJ I 666-16-3736

Type of Transaction:  New / Replace  Service / Repair  Rental Item

Patient Category:  SC  NSC

Disability: % SC  
SEPTUM, NASAL DEVIATION 0 YES

Billing Item: WHEELCHAIR 22 INCHES  
HCPCS: E1065 WHEELCHAIR POWER ATTACHMENT  
Contract: V797P-3837K NOV 30, 2006 CONTRACT  
Number of Bids: 0

Brief Desc: WHEELCHAIR POWER ATTACHMENT  
Remarks: ISSUED  
 Excluded?  Waiver?

Unit of Issue:   
Qty: 0  
Unit Cost: \$0.00  
Total Cost: \$0.00

Extended Desc. Add Item to P.O. Return to P.O.

*Continued on next page*

## Add Items Button, Continued

---

**Remarks** You can enter free-text information up to a maximum of 30 characters in the Remarks field.

---

**Extended and Waiver** There are two NEW prompts shown below. You can click the checkboxes if the item is considered excluded or has a waiver. (You can also use the spacebar to select one of the checkboxes after using the **Tab** key.)

If you forget to select the **Excluded** or **Waiver** checkboxes in the creation of the PO, you can go into the Roll and Scroll **Enter Waiver or Excluded Notice (EW)** option and enter the information afterwards.

---

## Purchase Order

Purchase Order - A69364

SXADT,HUDJI 666-16-3736

Type of Transaction  
 New / Replace  Service / Repair  Rental Item

Patient Category  
 SC  NSC

Disability	%	SC
SEPTUM, NASAL DEVIATION	0	YES

Billing Item: WHEELCHAIR 22 INCHES  
HCPCS: E1065 WHEELCHAIR POWER ATTACHMENT  
Contract: V797P-3837K NOV 30, 2006 CONTRACT  
Brief Desc: WHEELCHAIR POWER ATTACHMENT  
Remarks: ISSUED  
 Excluded?  Waiver?

Unit of Issue:   
Qty: 0  
Unit Cost: \$0.00  
Total Cost: \$0.00

Manufacturer:   
Model:   
Serial #:   
Lot #:

Add Item to P.O.  
Return to P.O.

Select the Patient Category

## Optional fields

The following fields are optional:

- Manufacturer (with a maximum of 30 characters)
- Model (with a maximum of 30 characters)
- Serial # (with a maximum of 15 characters)
- Lot # (with a maximum of 30 characters)

This information prints on the Purchase Order.

---

*Continued on next page*

## Add Items Button, Continued

---

**Unit of Issue** You can select a **Unit of Issue** from a drop-down selection list. Enter a partial spelling search of one character minimum.

---

**Qty and Cost** You can enter the **Quantity** and **Unit Cost** of the item you are adding to the Purchase Order. Notice that the **Total Cost** will be calculated automatically for you when you click in that field. You can also use the **Tab** key to view the Total Cost.

---

**Add Item to PO button – REQUIRED!!** **REQUIRED:** Once you have entered all the correct information for the Item, you **MUST** click the **Add Item to P.O.** button. This button will appear double lined or highlighted to remind you to click it.

The information disappears from this **Purchase Order** window to allow you to add more items if necessary.

**WARNING:** If you click the **Return to P.O.** button before you click the **Add Item to P.O.** button, you will LOSE all the data that you have entered for that specific item.

---

## Purchase Order

The screenshot shows a software window titled "Purchase Order - A69364". The window contains a form with the following fields and controls:

- Patient Information:** SXADT,HUDJ I (666-16-3736)
- Type of Transaction:** Radio buttons for "New / Replace" (selected), "Service / Repair", and "Rental Item".
- Patient Category:** Radio buttons for "SC" (selected) and "NSC".
- Disability Table:** A table with columns "Disability" and "% SC". The row "SEPTUM, NASAL DEVIATION" has "0" in the "% SC" column and "YES" in the "Disability" column.
- Billing Item:** WHEELCHAIR 22 INCHES
- HCPCS:** E1065 WHEELCHAIR POWER ATTACHMENT
- Contract:** V797P-3837K NOV 30, 2006 CONTRACT
- Number of Bids:** 0
- Brief Desc:** WHEELCHAIR POWER ATTACHMENT
- Remarks:** ISSUED
- Excluded? Waiver?:**  Excluded?  Waiver?
- Manufacturer:** INVACARE
- Model:** RX789
- Serial #:** (empty field)
- Lot #:** (empty field)
- Unit of Issue:** EACH
- Qty:** 1
- Unit Cost:** \$537.00
- Total Cost:** \$537.00
- Buttons:** "Add Item to P.O." (highlighted with a double border) and "Return to P.O." (with a red X icon).

At the bottom of the window, it says "Select the TYPE OF TRANSACTION".



## Return to P.O. Button

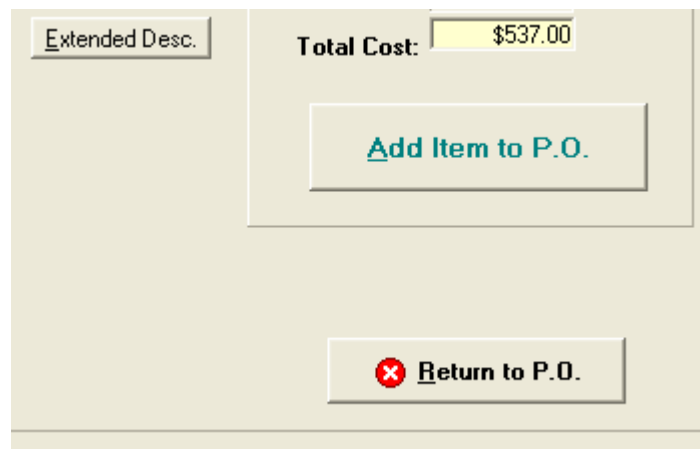
---

**Return to P.O. button** After you click the **Add Item to P.O.** button for all the items you want to add to this Purchase Order, then click the **Return to P.O.** button. The **Purchase Order Control** window displays where you can verify that the item(s) has been added to the Purchase Order.

**Warning:** Do NOT click the **Return to P.O.** button before the **Add Item to P.O.** button as the data will disappear and you will have to re-enter it.

---

**Return to P.O. button**



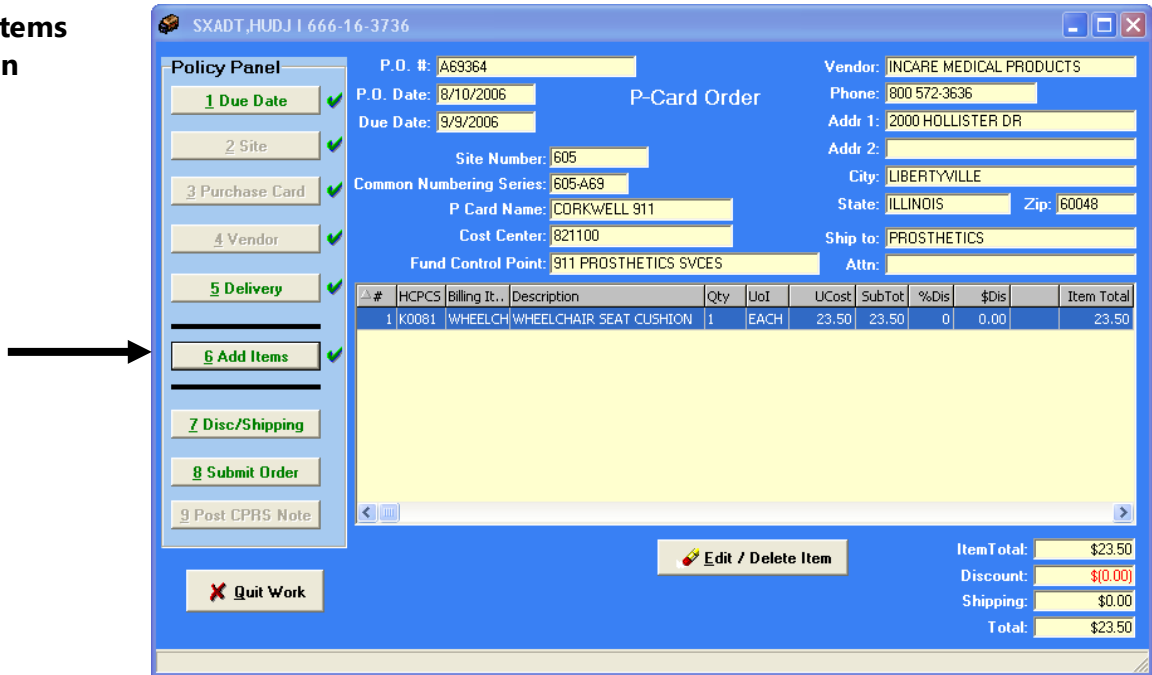
# Add Additional Items

## Item List

Notice below the list with the item added in the display. It carries over the information that you selected from the **Purchase Order** window.

You can add more items by clicking the **Add Items** button as many times as necessary.

## Add Items button



# Edit/Delete an Item

## Item List

You can edit a line item or delete a line item by clicking on it and clicking the **Edit / Delete Item** button. You are returned to the **Purchase Order** window to make your edit or deletion.

## Edit / Delete Item

The screenshot shows a software window titled "SXADT,HUDJI 666-16-3736". On the left is a "Policy Panel" with buttons: "1 Due Date", "2 Site", "3 Purchase Card", "4 Vendor", "5 Delivery", "6 Add Items", "7 Disc/Shipping", "8 Submit Order", "9 Post CPBS Note", and "Quit Work". The main area contains a "P-Card Order" form with fields for P.O. # (A69364), P.O. Date (8/10/2006), Due Date (9/9/2006), Vendor (INCARE MEDICAL PRODUCTS), Phone (800 572-3636), Address (2000 HOLLISTER DR), Site Number (605), Common Numbering Series (605-A69), P Card Name (CORKWELL 911), Cost Center (821100), Fund Control Point (911 PROSTHETICS SVCES), City (LIBERTYVILLE), State (ILLINOIS), Zip (60048), and Ship to (PROSTHETICS). Below the form is a table with one row: 1 | K0081 | WHEELCH|WHEELCHAIR SEAT CUSHION | 1 | EACH | 23.50 | 23.50 | 0 | 0.00 | 23.50. At the bottom right, a summary shows: Item Total: \$23.50, Discount: \$(0.00), Shipping: \$0.00, Total: \$23.50. An "Edit / Delete Item" button is located at the bottom center.

*Continued on next page*

## Edit/Delete an Item, Continued

---

**Delete or Edit an Item** Once you have made edits to the Item that you are adding, click the **Update Item** button.

- OR -

Once you have verified the item you want to delete, click the **Delete This Item** button.

- THEN -

Click the **Return to PO** button. This will save the edits that you have made as well as the deletion.

---

### Purchase Order window

**Purchase Order - A69364**

SXADT, HUDJI I 666-16-3736

Type of Transaction:  New / Replace  Service / Repair  Rental Item

Patient Category:  SC  NSC

Disability	%	SC
SEPTUM, NASAL, DEVIATION 0		YES

Billing Item: WHEELCHAIR 22 INCHES  
HCPCS: K0081 WHEEL LOCK ASSEMBLY COMPLETE  
Contract: V797P-3837K NOV 30, 2006 CONTRACT

Unit of Issue: EACH  
Qty: 1  
Unit Cost: \$33.50  
Total Cost: \$33.50

Brief Desc: WHEELCHAIR SEAT CUSHION  
Remarks:

Excluded?  Waiver?

Manufacturer: INVACARE  
Model: 457TTUU  
Serial #:   
Lot #:

# Chapter 9 - Purchase Order Creation Continued

## Enter Discount/Shipping

### Discount/ Shipping (Optional)

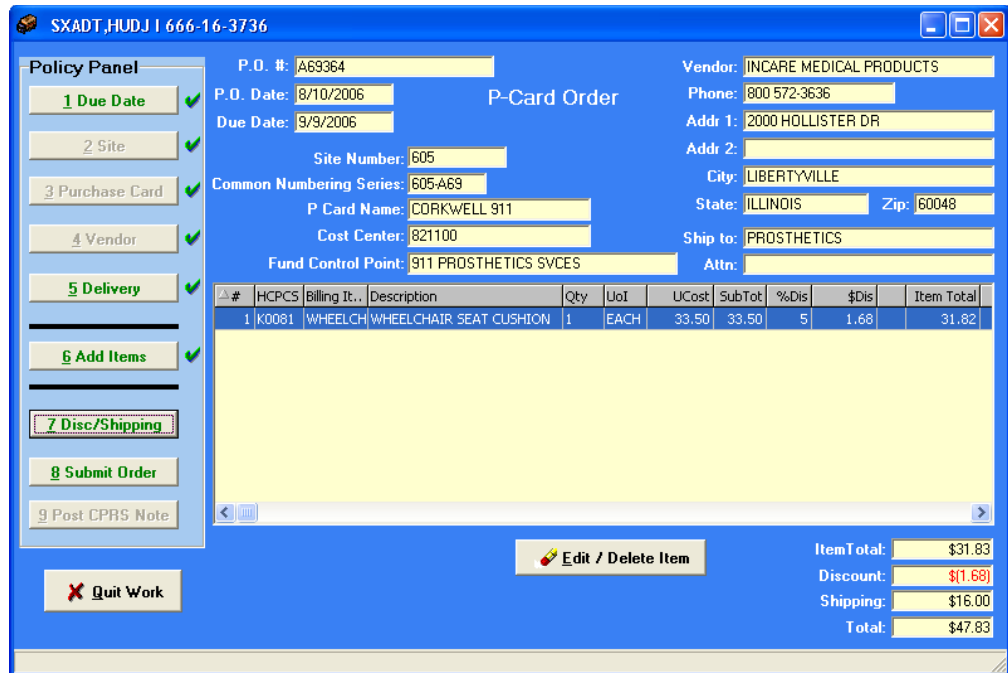
Click the **Discount/Shipping** button on the **Policy Panel**. Enter the Discount percentage for the item you are ordering and the Shipping amount (if applicable).

Click the **OK** button to add the Discount and the Shipping to the order.

### Add Discount and Shipping Charge



### Discount and Shipping amounts shown



## Enter Your Electronic Signature

---

### Print PO

The PO will print automatically once you submit the PO. The PO can print on both Windows printers and VistA printers. You can select a different printer by either clicking **Windows Printer** or selecting a **VistA Printer** from the dropdown list.

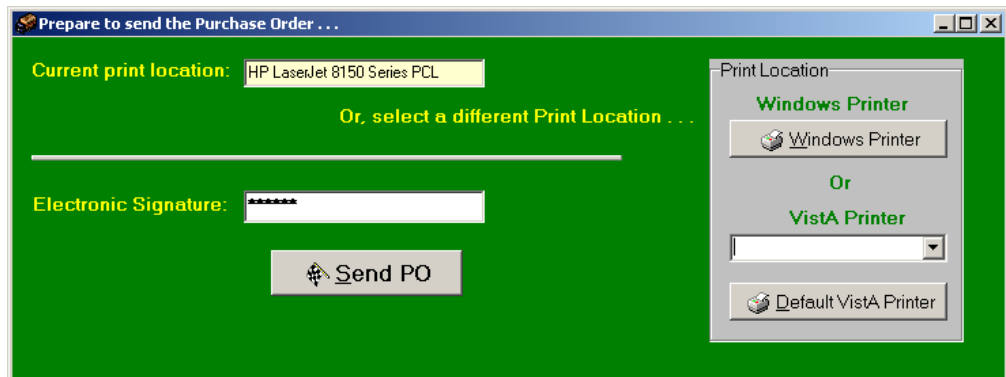
---

### Signature

Click the **Submit Order** button on the **Policy Panel**. Enter your Electronic Signature and click the **Send PO** button.

---

### Enter Your Electronic Signature

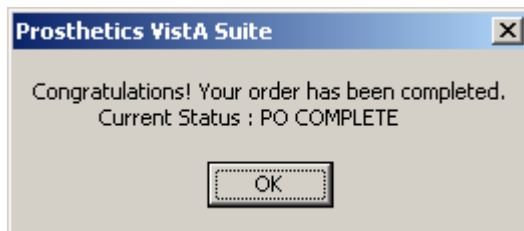


### Complete order

Click the **OK** button on the **Confirmation** window as shown below. This window displays the current status of the PO as either Pending or Complete.

---

### Confirmation Window

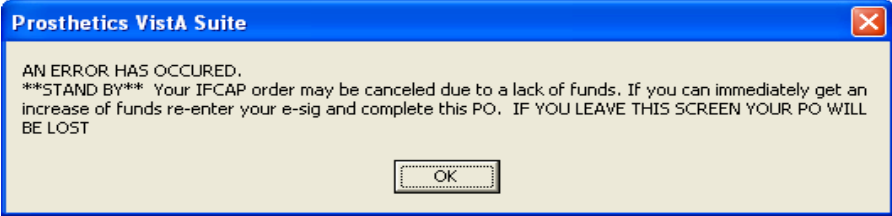


### Insufficient Funds

If your purchase card does not have adequate funds to cover the purchase order, you will get the message below. You can get more funds allocated to the purchase card and continue the process.

---

**Insufficient  
Funds  
Window**



## Post CPRS Note

---

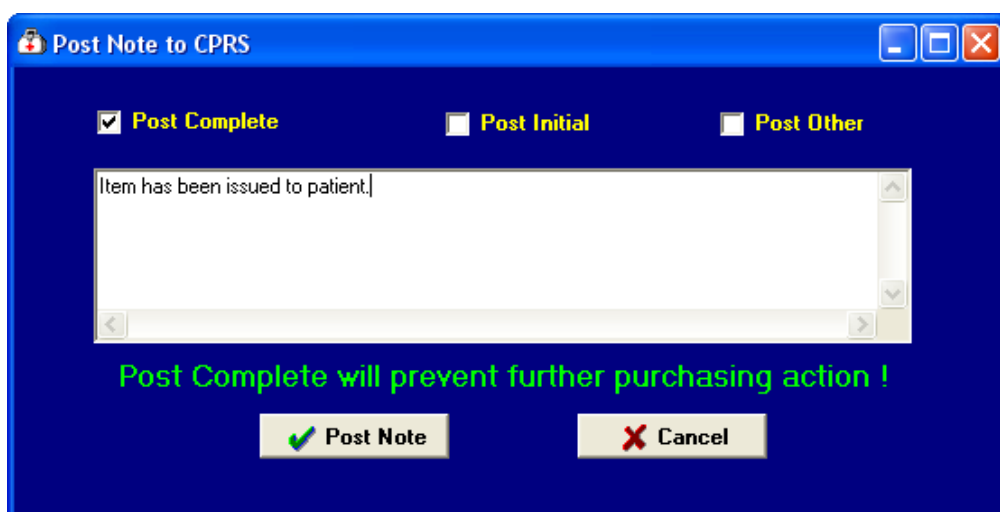
### Close the order

Click the **Post CPRS Note** button on the **Policy Panel** when you have entered all the necessary information for the item you are ordering. The **Post Note to CPRS** pop-up window displays as shown below.

**NOTE:** By posting your note in this new method, you have automatically linked your transaction to the consult and created your patient care encounter. No further linking is necessary!

---

### Post Note to CPRS



**Post Complete** You have three checkboxes to choose a selection for your note-to-be: 1) Post Complete, 2) Post Initial and 3) Post Other. Last, click the **Post Note** button.

Click the **Post Complete** checkbox (if applicable), and enter a note in the free-text box area (optional) which has unlimited amount of space to enter a note. This checkbox places the transaction from a PENDING status to a CLOSED status.

Click the **OK** button to process the completion. Continue to the next page.

**NOTE:** When you select Post Complete an encounter is created.

---



**Post Initial  
and Post  
Other**

If you select the **Post Initial** checkbox, this places the transaction from an OPEN status to a PENDING status. The **Post Other** checkbox will put the transaction in a PENDING status if it is in an OPEN status or will keep it at PENDING if that is the current status.

---

*Continued on next page*

## Post CPRS Note, Continued

---

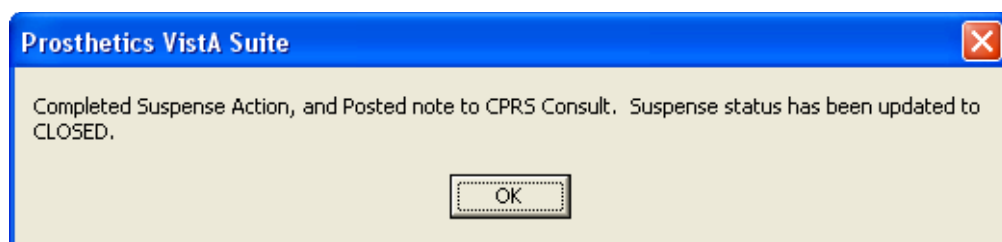
### Complete order

When you have completed the process to posting the CPRS note, you will receive the following two pop-up messages. If you selected the **Post Complete** checkbox, the first pop-up displays as shown with the Closed status for the suspense entry.

Click the **OK** button to finalize the order.

---

### Closed Suspense

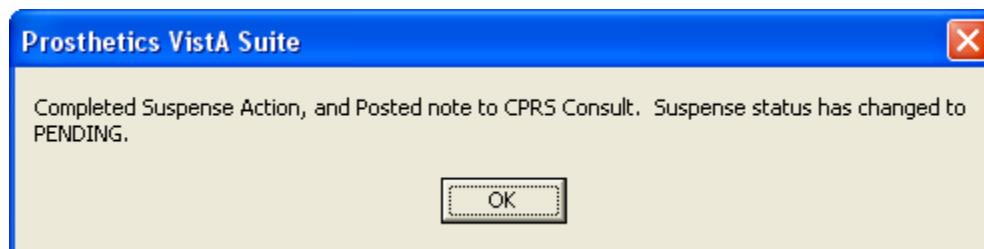


### Post Initial

When you click the **Post Initial** checkbox, the status of the suspense entry changes from Open to Pending status. The popup window will display as shown below.

---

### Post Initial Popup window



*Continued on next page*

## Post CPRS Note, Continued

**Done column** The **Purchase Order Control** window returns after you have completed the purchase order creation process. Notice that the **Done** column displays “**Yes**” in it.

The status of the transaction will be updated from Open to Pending or from Pending to Closed.

**WARNING:** If you click the **Refresh** Button, the **Done** column will refresh and the transactions that you have completed will disappear from the list as they now have a CLOSED status.

## Purchase Order Control window

The screenshot shows the 'Purchase Order Control' window with the following data table:

Done	Type	Station	Date	Days	Patient	SSN	Description	Status
	CLONE	605	06/09/2006	44	SDZWTXY,ALPUHYJH CU JR	666-19-3611	WHEELCHAIR REPAIR VEND	OPEN
	CLONE	605	06/09/2006	44	REHDY,FUHFF T	666-18-1734	Foot Orthotics	OPEN
	CLONE	605	06/09/2006	44	BLTSDLY,CRADLY A	666-01-5032	Patient eligibility:5C	OPEN
Yes	CLONE	605	08/07/2006	3	SYADT,HUDJ I	666-16-3736	LOMA LINDA MEDICAL SUP	CLOSED
	CONTACT	605	03/17/2006	104	WXXI,FHXUFH	666-23-9732	CONTACT LENS RX:	OPEN
	LAB	605	11/25/2003	4	DDHYHU,CXHA	666-23-5137	Patient eligibility:5C	PENDING
	LAB	605	11/28/2003	1	PLFLYX,ZDJELHA C	666-09-1547	Patient eligibility: 5	PENDING
	LAB	605	12/10/2003	4	GRDAGXUI,JLUA Z	666-08-5822	Right inguinal hernia	PENDING
	LAB	605	02/18/2004	4	WLUZLY,JELUAHT G	666-20-2039	GOLDEN TECH. \$181	PENDING
	LAB	605	02/24/2004	5	HXODH,THPLUI C	666-18-1529	Evaluated this gentlem	PENDING
	LAB	605	02/24/2004	5	CLTWHU,ILODI A	666-21-7445	arrowhead prosth, pric	PENDING
	LAB	605	02/26/2004	1	SXTL,LAKHUS	666-27-7338	Pt is a 76 y/o male wi	PENDING
	LAB	605	02/26/2004	1	SXTL,LAKHUS	666-27-7338	Artificial Limb Contra	PENDING
	LAB	605	02/27/2004	0	SXTL,LAKHUS	666-27-7338	Understand order for B	PENDING
	LAB	605	02/27/2004	4	WXXI,FHXUFH	666-23-9732	Yes Trainng Date:Feb	PENDING
	LAB	605	02/28/2004	494	SELGG,CXTHWE P	666-18-5333	301-6e-Insert, Natural	PENDING

Additional window details: Total Records: 115. Manager Notes: THE TIMES THEY ARE A CHANGIN TEST SITE. Buttons: Create OWL, Create P.O., OWL, Clear, Menu.

# Chapter 10 - Closing and Exiting

## Exit the Purchase Order Control Window

---

### Exit the Application

You can exit the application by first clicking the **Menu** button on the **Purchase Order Control** window. Then click the **Close** button on the **Main Prosthetics** window: When the **Confirmation** window displays, click the **OK** button to exit.

---

### Confirmation window



### Cancel button

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

---

# Sample Printout

## Reprint PO

Below is a reprint of the PO number: 0U7820.

## Purchase order reprint option

Select Transaction or Patient Name: **0U7820** 2-15-2005PROSpatient,one Y  
 EYEGLASSES-PRES  
 Would you like to print the Privacy Act Statement? Yes// (Yes)  
 Would you like to print a Patient Notification letter? No// (No)  
 DEVICE: HOME// INCOMING TELNET Right Margin: 80//  
 OMB Number 2900-0188 PO#: 0U7820

\*\*\*ORIGINAL COPY AND COMMERCIAL INVOICE MUST BE SUBMITTED\*\*\*  
 TO THE VAMC PROSTHETIC ACTIVITY LISTED BELOW

-----  
 Department of Veterans Affairs|Prosthetic Authorization for Items or Services  
 -----

1. Name and Address of Vendor                      2. Name and Address of VA Facility  
 INVACARE    DVAMC BAY PINES 516/121 (516/121)  
 899 CLEVELAND ST                                      PROSTHETIC & SENSORY AIDS SERVICE  
 P O BOX 4028    BAY PINES, FL 33744  
 ELYRIA,OH 44036  
 800-642-8262    727-398-9345

3. Veterans Name (Last, First, MI)                      4. Date of Authorization  
 PROSpatient,one    FEB 15, 2005

5. Veterans Address    6. Date Required  
 9 E ORANGE ST    MAR 17, 2005  
 SERIA LEONE,LOUISIANA 12345                      -----  
 304-288-3401    9. Authority For Issuance CFR 17.115  
     CHARGE MEDICAL APPROPRIATION

7. Claim Number SS    8. ID #: **4800 (Used to be full SSN.)**

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

14. Delivery To: OTHER LOCATION AT THIS SITE

15. DESCRIPTION OF ITEMS OR SERVICES AUTHORIZED

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	ORDERED				
#1.	EYEGLASSES	1	EA	25.00	25.00
	Serial Number: 48DJ47DK39 Lot #: 12				
	Model: 2A Make: INVACARE				

16. Contract Number: GS-00F-8355A (MAS)                      Subtotal: 25.00  
 ACCT.#: 95150                      Discount \$ 3.00 Shipping: 24.00 Total \$ 46.00



## Section 2: NPPD Detail Display

### Overview

---

**Introduction** This section covers the **National Prosthetic Patient Database (NPPD) Detail Display** feature.

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

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

### **Data displayed**

The data that is displayed on this window includes the following:

- Site
  - Date (Suspense entry date)
  - Type of transaction (I=Initial/New and X=Repair)
  - Form type (Stock Issue, Purchase Card, 2237, Other)
  - Patient name
  - Social Security Number
  - IEN
  - Brief description
  - HCPCS code and description
  - NPPD code
  - Initiator name
  - Suspense Initial Action date
  - Cost
  - Quantity
  - VA or Commercial
  - Vendor name
  - Grouper number (from AMIS)
-

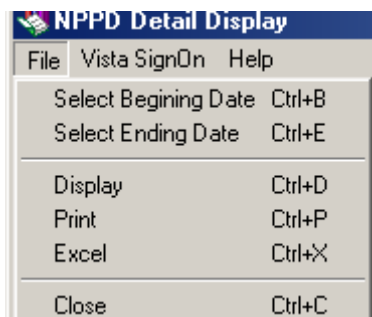
## Enter a Date Range

---

**Date/Calendars** After you have successfully signed on to VistA and the **NPPD Detail Display** window appears, you must select the date range that you want to view.

Enter a **Beginning Date** and an **Ending Date** by clicking on the drop-down list boxes next to the respective fields. A calendar displays as shown below.

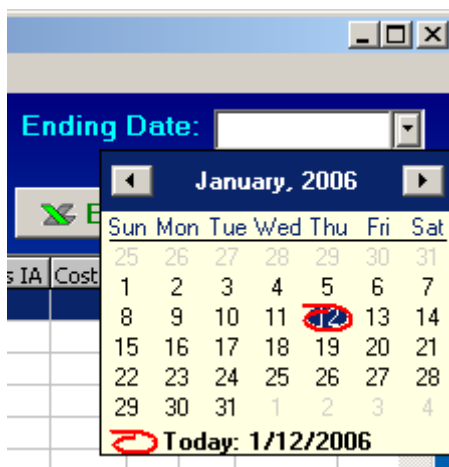
You can also click the **File** menu and the **Select Beginning Date** or **Select Ending Date** option.



**Shortcut:** Press the **<Ctrl>** key + **<B>** key for the Beginning Date and the **<Ctrl>** key + **<E>** key for the Ending Date to display the respective calendars.

---

### Calendar for date range selection



*Continued on next page*



## Enter a Date Range, Continued

---

### Selecting a date range

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

---

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

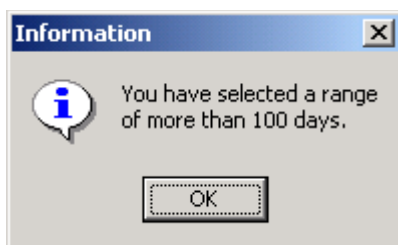
---

### Number of Day Restrictions

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

---

### Date Range Message box

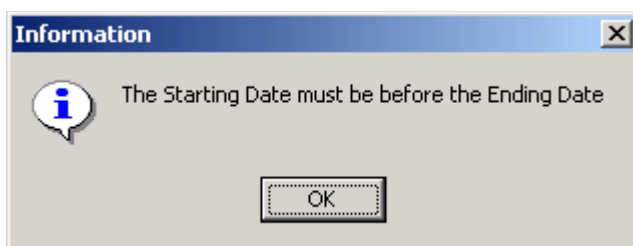


### Start Date before End Date

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

---

### Start/End Date Message



## Display the Data

### Display the data

Once you have selected the date ranges, click the **Display** button to reveal the data within that date range. (You can also click the **File** Menu and the **Display** option.)

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

### Changing the display of the data...

You can manipulate the layout of the view in the **NPPD Detail Display** window for both viewing as well as printing purposes.

You can manipulate the view of the data as follows:

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

### NPPD Detail Display

The screenshot shows the 'NPPD Detail Display' window. At the top, it says 'Please enter a range of dates to display...' with 'Beginning Date: Jan 01, 2006' and 'Ending Date: Jan 19, 2006'. Below this is a 'Select custom data?' section with three dropdown menus, all set to 'None'. There are buttons for 'Print', 'Excel', and 'Display'. The main area is a table with the following data:

Site	Date	Type	Form	Patient	SSN	IEN	Brief Description	HCPCS	HCPCS Desc	NPPD	Initi	Sus IA	Cost
LOMA LIN	1/11/2006	S	VISA	VISTPATIE	000-0222730		WHEELCHAIR RENTAL	E1211	WHEELCHAIR M100 A		BUSTAMANTE, ALFRED	NOV 30	36500.00
LOMA LIN	1/10/2006	I	VISA	VISTPATIE	000-0222729		STUMP SOCK FOR UPPEL	L8485	STUMP SOCK FIT 999 A		BUSTAMANTE, ALFRED		25.00
LOMA LIN	1/10/2006	I	VISA	GUHHY, WL	101-1222728		BRIEF DESCRIPTION IS	VA127	WALKER ACCESS 900 A		SSPENCER, SAM		4.00
LOMA LIN	1/5/2006	X	2529-3	VISTPATIE	000-0222726			E0601	CONT AIRWAY PR91 C		NELSON, KEN	NOV 30	
LOMA LIN	1/4/2006	I	2529-3	JHGGHUTX	101-1222721			L3590	SHOE CONVERT		NELSON, KEN	FEB 03	
LOMA LIN	1/5/2006	I	2529-3	GUHHY, WL	101-1222725			L1930	AFO PLASTIC 400 A		NELSON, KEN	DEC 11	
LOMA LIN	1/5/2006	I	2529-3	GUDHFX, W	101-1222722			A5501	DIABETIC CUSTC 500 C		NELSON, KEN	MAR 05	
LOMA LIN	1/5/2006	I	2529-3	GUDHFX, W	101-1222723			A5501	DIABETIC CUSTC 500 C		NELSON, KEN	MAR 05	
LOMA LIN	1/5/2006	X	2529-3	GUDHFX, W	101-1222724			K0009	OTHER MANUAL R10 A		NELSON, KEN	MAR 05	
LOMA LIN	1/5/2006	X	2529-3	GUDHFX, W	101-1222727			E0601	CONT AIRWAY PR91 C		NELSON, KEN	MAR 05	

At the bottom of the window, it says 'Does not include SHIPPING CHARGES or HISTORICAL RECORDS' and 'Total Records Found : 10'. There is a 'Menu' button at the bottom center.

### Patient confidentiality

The **Patient** column and the **SSN** column have been shortened due to patient name and SSN confidentiality issues in documentation.

## Select Custom Data

**Custom Data** The **Select custom data?** drop-down lists allow you to select new columns to display. They also would convert into a Microsoft Excel file. These are optional prompts as you are not required to select any options. This is the main file for prosthetic purchasing transactions. This file is also the permanent record for the patient VAF 10-2319 of items issued to the veteran.

This list gives you the option to add information that was entered during the purchase order creation process to your NPPD Detail Report. For instance, if you added a Waiver or Excluded, you can view that data here.

**Note:** Custom data will display in the column to the right and you will have to scroll to the right to view it. If you do not see the new column, click the **Display** button.

### Select Custom Data



IEN	Brief Description	HCPCS	Date Item Added To PO - 1	Type Of Transaction - 2	Billing Item - 4	Delivery Date - 10	Form - 11	Souce - 12	Total Cost - 14	Grp#	Exclude/Waiver	
22282		VA195	**** COMMON/PURCHASING **** - 0							99848999		
22282		S1409*								99848998		
22282		V5050								99848997		
22282		V5336								99848996		
22282		L7367								99848995		
22283	BRIEF DESCRIPTION	K0094	WHEEL TIRE 100 D	BUSTA FEB 22	250.00	1	C	INVACARE	99848994			
22283	BRIEF	L3060	FOOT ARCH 500 A	SSPEN JUL 22	2.00	1	C	INVITROG	99848993			
22283	BRIEF WHEEL	K0096	WHEEL ASSI 100 D	SSPEN JUL 22	2.00	1	C	INVACARE	99848992			
22283		L5980	FLEX FOOT 200 I	SSPEN		1	V		99848991			
22283	BRIEF	E0176	AIR PRESSR 100 F	SSPEN JUL 22	4.00	2	C	INVACARE	99848990			
22283		V5080	GLASSES BC 600 B	BUSTA FEB 24		1	V		99848989			
22283	KNEE CAP BRACE	L2800	KNEE CAP M	BUSTA DEC 02	125.00	1	C	INVACARE	99848987	EXCLUDED		
22283	CPAP FOR TESTING	E0601	CONT AIRW 800 A	NELSC FEB 14	2.00	1	C	INVITROG	99848988	WAIVER		

### MS Excel

If you selected custom data and convert it to an MS Excel file (using the **Excel** button), you will view the custom data on the Excel spreadsheet as you scroll to the right.

## Select Custom Data, Continued

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**Data fields** Below is a list of the Custom Data fields and a description of each.

### **01 ENTRY DATE**

This is the date that the transaction was entered into the system. It may or may not be the same as the request date.

### **02 PATIENT NAME**

This is the name of the patient that this transaction is for. The name is a pointer to the PROSTHETIC PATIENT file which has the same internal entry number as the main patient database.

### **1 DATE ITEM ADDED TO PO AFTER CREATION**

This field is the date the appliance issue or repair was requested by the patient. It may or may not be the same as the entry date or the delivery date. This depends on how quickly the transactions take place.

### **2 TYPE OF TRANSACTION**

This set of codes will tell what kind of transaction this request is. The possibilities all fall under the VAF 10-7306a listings except for the repair.

### **4 ITEM**

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

#### **4.1 HCPCS**

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

#### **4.2 VENDOR TRACKING NUMBER**

This field is the Vendor's internal unique tracking number. Some of the small vendors are not automated with VISA, and this tracking number is used to reference this transaction. This tracking number is based on the item, and can be as simple as the vendors item number, or elaborate as the vendors transaction number. This data will be used in the reconciliation process.

#### **4.3 BANK AUTHORIZATION NUMBER**

This six digit number is the authorization number VISA gives to the vendor for guaranteed payment. This number is used in the reconciliation process.

#### **4.4 ICD9 CODE**

Repository for CPRS diagnosis. From the message protocol in Consult Tracking. Standardized Prosthetics HCPCS.

#### **4.6 STOCK ISSUE**

This is a pointer to file #661.2.

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*Continued on next page*

## Select Custom Data, Continued

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### **4.7 CPT MODIFIER**

CPT Modifiers in a comma delimited format, consistent with the HCFA published manuals.

### **4.8 DATE CPT MODIFIER EXTRACTED**

This is the date the patient record extracted for billing. This date is also being used to trigger a mail message to billing if the PSAS HCPCS is edited and changed after the extraction has been ran.

### **4.9 HCPCS-ICD9 CODING FLAG**

This field is used to determine the current code set versioning of a transaction.

#### **4.91 CODING FLAG DATE**

This is the date associated with field number 4.9. The date the coding flag was set.

### **5 QTY**

This is the number of units that was issued or repaired for this transaction.

### **6 SHIP/DEL**

This is the charge associated with shipping.

### **6.5 PICKUP/DEL**

This field is a set of codes to identify pickup/delivery charges on VAF 10-2319.

### **7 VENDOR**

The vendor is a pointer to IFCAP's VENDOR file and is the name of the company from which this appliance was or is to be purchased. The vendor may or may not be the same as the manufacturer. Therefore, manufacturers should also be listed in this file as vendors if you are going to be purchasing directly from the manufacturer.

### **8 STATION**

The station is the Veterans Affairs site where this transaction is to come to completion. It is the station that is ultimately responsible for the issue and payment for the prosthetic device. This is the station reporting the workload.

#### **8.1 SUSPENSE DATE**

This is suspense date (.01 field).

#### **8.11 SUSPENSE STATION**

This refers to the consulting station.

### **8.12 PCE**

This field is pointer to (Patient Encounter). When an entry is created in PCE a pointer is being set.

### **8.13 DATE SENT TO PCE**

This is the date last sent or edited in PCE. If PCE is deleted this field should be deleted.

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*Continued on next page*

## Select Custom Data, Continued

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### **8.14 SUSPENSE STATUS**

This is the suspense status of the patient 2319 record. If the status is complete, a suspense link was established. If the status is incomplete, there is no suspense link to the patient 2319 record.

### **8.2 DATE RX WRITTEN**

This is the date the prescription was written.

### **8.3 INITIAL ACTION DATE**

This field is the date when an initial action was entered in suspense.

### **8.4 COMPLETION DATE**

This is the date the suspense was completed.

### **8.5 TYPE OF REQUEST**

This field could either be ROUTINE PROSTHETICS, EYEGLOSS, CONTACT LENS, OXYGEN, MANUAL NONCPRS or CLOTHING ALLOWANCE.

### **8.6 SUSPENSE REQUESTOR**

This is a pointer to file #200, the person requesting the suspense as it appears in file #668.

### **8.61 CONSULT REQUEST SERVICE 4**

A service/section of a suspense requestor that initiated a consult for Prosthetics item. This free text entry is a service/section name of SERVICE/SECTION.

### **8.7 PROVISIONAL DIAGNOSIS**

This is a free text diagnosis as it appears in suspense file.

### **8.8 SUSPENSE ICD9**

This is the code at the time suspense was created.

### **8.9 CONSULT**

This is a pointer to Consult file.

## **9 SERIAL NBR**

This is the serial number of the issued or repaired appliance. If the serial number is longer than 20 characters, use the FIRST 20 characters.

### **9.1 PRODUCT DESCRIPTION**

The manufacture product description to be used for recalls.



## 9.2 PRODUCT MODEL

The manufacture product model number to be used for recalls.

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*Continued on next page*

## Select Custom Data, Continued

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### 10 DELIVERY DATE

This is the date that the appliance was delivered and accepted by the patient. This date, under certain circumstances, may be a date that the appliance was mailed to the patient. It may or may not be the same as the transaction date and/or the request date.

### 11 FORM REQUESTED ON

The FORM REQUESTED ON is based on current VA regulations. The system makes no checks to be sure that the form entered from the set of codes is within these regulations.

- '1' FOR PSC
- '2' FOR 2421
- '3' FOR 2237
- '4' FOR 2529-3
- '5' FOR 2529-7
- '6' FOR 2474
- '7' FOR 2431
- '8' FOR 2914
- '9' FOR OTHER
- '10' FOR 2520
- '11' FOR STOCK ISSUE
- '12' FOR INVENTORY ISSUE
- '13' FOR HISTORICAL DATA
- '14' FOR VISA
- '15' FOR LAB ISSUE-3

### 12 SOURCE

This set of codes denotes which two possible sources were used for the acquisition of the appliance. The sources are grouped into either VA sources or commercial sources.

### 13 ACTION

The action taken on this transaction is noted here. The set of codes is self explanatory; however, the inactive action is used to indicate that the appliance is no longer being followed by VA.

QTY:

- '1' FOR LOAN
- '2' FOR CONDEMNED
- '3' FOR RETURNED
- '4' FOR INACTIVE
- '5' FOR LOST

## **14 TOTAL COST**

This field contains the total cost of the transaction.

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*Continued on next page*

## Select Custom Data, Continued

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### 15 HISTORICAL DATA

If this field contains an asterisk (\*), then this transaction has been counted by the AMIS option, or is considered to be a historical transaction.

### 16 REMARKS

A free-text field used to indicate any additional information that is needed for this entry. For Purchasing Transactions this field will contain the remarks for the individual item, and the close-out remarks added together.

### 17 RETURNED STATUS

The status of the appliance upon return to the veteran. This notes what action was taken by the repair depot or station upon the completion of repairs.

'1' FOR RETURNED

'2' FOR CONDEMNED

'3' FOR CANCELLED

'4' FOR TURNED-IN

'5' FOR LOST

'6' FOR BROKEN

### 17.5 RETURN STATUS DATE

This is the date upon which the return status was determined and carried out if the item was returned to the veteran.

### 18 \*STATUS FLAG

The status of the patient is entered here so the service can determine if the patient is being followed, dropped, transferred, or canceled by this station.

### 21 LOT NUMBER

This field stores the lot number of the item being furnished to the patient. Enter the manufacturer's lot number, if known.

### 22 \*PRODUCT LINE

Set of codes that contain information for Hearing Aid transactions.

'1' FOR HEARING AIDS

'2' FOR BATTERIES

'3' FOR OTHER

### 23 TRANSACTION

This is the IFCAP transaction number from VAF 4-1358 or VAF 2237. A temporary Transaction number for a VAF 10-2529-3 may also be entered.

## **24 DESCRIPTION**

This is a detailed description of the item/service supplied.

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*Continued on next page*

## Select Custom Data, Continued

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### **25 DELIVER TO**

Delivery location that will print on VAF 10-2421 to show the vendor where the item will be delivered.

### **27 INITIATOR**

This is the person who created the transaction.

### **28 EXTENDED DESCRIPTION**

This is the extended information from purchasing and also from posting of VAF 2237s.

### **29 INVENTORY POINT**

This is the inventory point for this transaction and is a pointer to the GENERIC INVENTORY.

### **31 BILL DATE**

This is the DATE/TIME the bill is created.

### **32 BILL STATUS**

This is the status of a bill in relation to Integrated Billing.

'1' FOR ENTERED/NOT REVIEWED

'2 ' FOR REVIEWED

'3' FOR AUTHORIZED

'4' FOR PRINTED

'5' FOR TRANSMITTED

'7' FOR CANCELLED

'0' FOR CLOSED

### **33 BILL IEN**

This is the bill IEN in file #399.

### **35 USER WHO EDIT**

User who edited the 2319 record using option ED2. This field will only be populated when the Total Cost field has been changed.

### **36 DATE EDITED**

This is the date the Total Cost field has been changed using option ED2.

### **37 HCPCS/ITEM**

This is the PIP HCPCS unique item.

### **38 HCPCS/ITEM DESCRIPTION**

This is the description of an Item or Appliance kept by local site.  
This field is updated during the STOCK ISSUE options.

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*Continued on next page*

## Select Custom Data, Continued

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### **38.1 EXCLUDE/WAIVER**

This field determines if the item is EXCLUDED or Waiver off of a National Contract.

'E' FOR EXCLUDED

'W' FOR WAIVER

### **38.7 CONTRACT #**

This field stores the Contract Number.

### **40 REQUESTING STATION**

This is the station requesting services or appliances.

### **45 TOTAL LABOR HOURS**

This is the number of hours spent on the job. This field is only populated via routines.

### **46 TOTAL LABOR COST**

The total cost of the labor to perform this job.

### **47 TOTAL MATERIAL COST**

The total cost of all the materials to perform the job.

### **48 TOTAL LAB COST**

The Prosthetic Laboratory Total Cost calculated by AMIS.

### **50 COMPLETION DATE**

The date the job was completed.

### **51 LAB REMARKS**

A free-text field used to indicate any additional Laboratory information that is needed for this entry. Since the field is only 40 characters in length, use meaningful abbreviations where possible.

### **52 AMIS NEW CODE**

This field is set when AMIS is generated. It is the New Worksheet AMIS code.

### **60 AMIS DATE**

The date AMIS was run and the item was picked up and counted.

### **62 PATIENT CATEGORY**

This is the Prosthetic Patient Category used for counting AMIS.



'1' FOR SC/OP  
'2' FOR SC  
'3' FOR NSC  
'4' FOR NSC/OP

---

*Continued on next page*

## Select Custom Data, Continued

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### **63 SPECIAL CATEGORY**

If the patient is NSC/OP, then this field must also be set. SPECIAL CATEGORY is also used in counting AMIS.

- '1' FOR SPECIAL LEGISLATION
- '2' FOR A&A
- '3' FOR PHC
- '4' FOR ELIGIBILITY REFORM

### **64 ADMIN REPAIR AMIS CODE AM**

This field will be set when AMIS is generated for the Repair Worksheets.

### **68 AMIS GROUPER**

This is used in AMIS calculations. This field should never be changed through FileMan!

### **69 SOURCE OF PROCUREMENT LB**

The source from which the Purchasing Agent is ordering the needed equipment. The sources one may choose from are limited.

- 'O' FOR ORTHOTIC LAB
- 'R' FOR RESTORATION LAB
- 'S' FOR SHOE LAST CLINIC
- 'W' FOR WHEELCHAIR REPAIR SHOP
- 'N' FOR NATIONAL FOOT CENTER
- 'D' FOR DENVER DISTRIBUTION CENTER

### **70 RECEIVING STATION**

This field contains the institution that will receive the VAF 10-2529-3 request for processing.

### **71 WORK ORDER NUMBER**

Work Order Number (STA-FY-QTR-TYPE OF LAB-NUMBER) for items processed in the Prosthetic Laboratory.

### **72 2529-3**

VAF 10-2529-3 information will be displayed if the VAF 10-2319 item is associated with a Denver Distribution Center, National Foot Center, or Prosthetics Lab request.

### **73 LAB AMIS DATE**

Last date the Lab AMIS was run.

### **74 ORTHOTICS LAB CODE**

Contains the Orthotic Lab New Code.

**75 ORTHOTICS LAB REPAIR CODE LBA**

Contains the Orthotic Lab Repair Code.

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*Continued on next page*

## Select Custom Data, Continued

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**76 RESTORATION LAB CODE LBA**

Contains the Restoration Lab New Code.

**77 RESTORATIONS LAB REPAIR CODE LBA**

Contains the Restoration Lab Repair Code.

**78 UNIT OF ISSUE**

This is the unit by which items/services are issued (e.g., each, pair, box, case, etc.).

**79 AMIS FLAG**

Contains the status if the Item will not count on the Administrative AMIS.

**80 WORK FOR OTHER STATION LB**

Contains the Status if the Job Performed will display as work performed for another station.

'1' FOR YES

**81 NO ADMIN COUNT**

This field will be set if the Item will not count on the Administrative AMIS or the Orthotic Laboratory AMIS.

'1' FOR NO COUNT

**82 NO LAB COUNT**

Field will be set if there is no AMIS Count for AMIS.

'1' FOR NO COUNT

**83 BACKLOG DATE**

This field will contain the date that the entry was created. This entry will be a backlog entry until it has been completed. All backlog data must show up on the Laboratory or Restoration AMIS Count.

**89 HISTORICAL ITEM**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

**90 HISTORICAL STATION**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

**91 HISTORICAL VENDOR**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

## **92 HISTORICAL VENDOR PHONE HSTV**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

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*Continued on next page*

## Select Custom Data, Continued

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### **93 HISTORICAL STREET ADD**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

### **94 HISTORICAL CITY**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

### **95 HISTORICAL STATE**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

### **96 HISTORICAL ZIP**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

### **97 HISTORICAL RECORD**

This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

---

## Print the NPPD Detail

---

**Print the data** You can print the **NPPD Detail Display** data. Click the **Print** button to send this data to your local printer, and click **OK** on the **Print** dialog box. (You can also click the **File** Menu and the **Print** option.)

**Shortcut:** Press the <Ctrl> key + <P> key.

The layout of the print will be the same as the display.

**Note:** You can select a printer to print the NPPD detail.

---

### Change to Landscape

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

---

### Steps

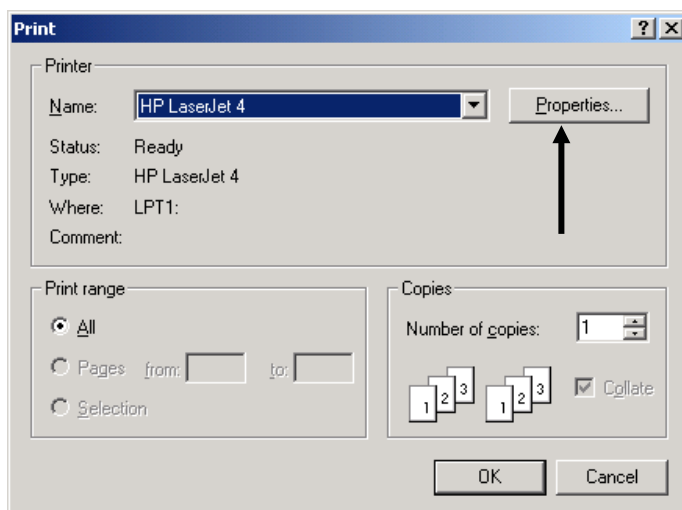
To change the print format, follow these steps:

---

Step	Action
1	Click the <b>Print</b> button on the <b>NPPD Detail Display</b> window.
2	Click the <b>Properties</b> button (to the right of the <b>Name</b> field) on the <b>Print</b> dialog box.  <b>Shortcut:</b> Press the <Alt> key + <P> key.
3	Continue to the next page.

---

### Print dialog box



## Print the NPPD Detail, Continued

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

---

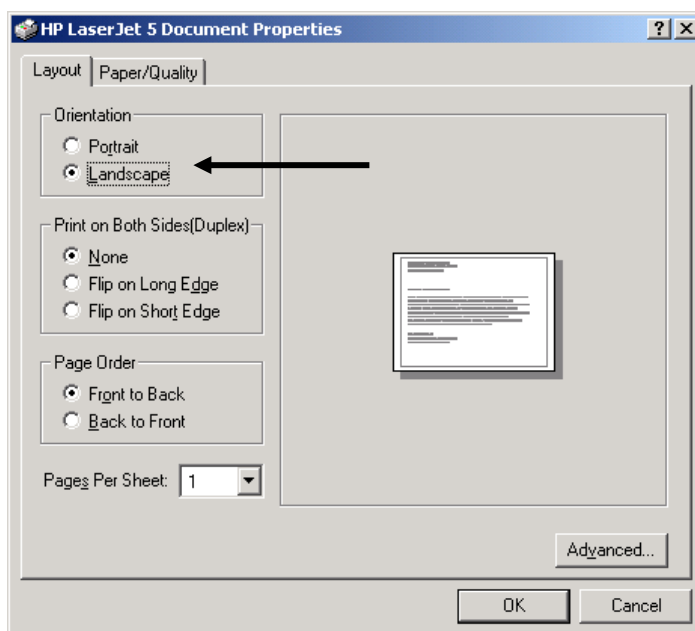
**Steps (continued)** To continue to change to the Landscape format, follow these steps:

---

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

---

### Landscape Radio button



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

---



## Save as an Excel File

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**Excel Button** Click the **Excel** button on the **NPPD Detail Display** window to launch Excel and display the current data. (You can also click the **File** menu and select the **Excel** option.)

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

**Note:** This feature creates a temporary Excel .CSV file in the folder selected. The default folder is C:\NPPDDownload (which is automatically created). The file name is based on the date range.

**Example:** Jul 02, 2006\_Aug 10, 2006.csv

Prior to the display, you are notified that the information about to be exported may contain Patient Identifiable Information.

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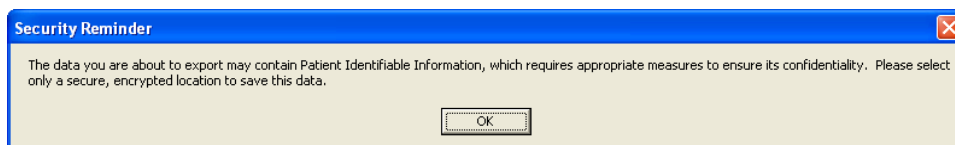
**Steps** To export data to Excel:

---

Step	Action
1	Click the <b>Excel</b> button on the <b>NPPD Detail Display</b> window. <b>Shortcut:</b> Press the <Alt> key + <X> key.
2	Click the <b>OK</b> button on the security reminder.
3	Continue to the <b>Select Directory</b> window.

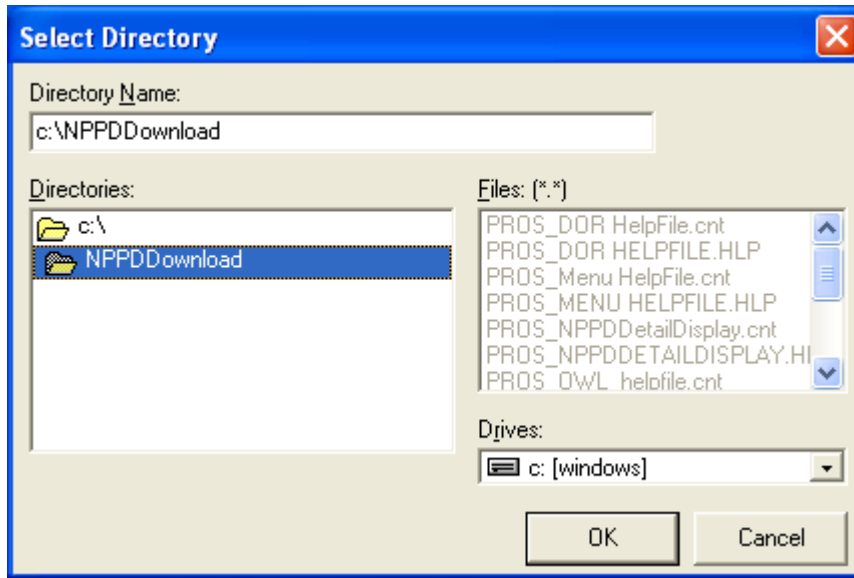
---

### Security Reminder



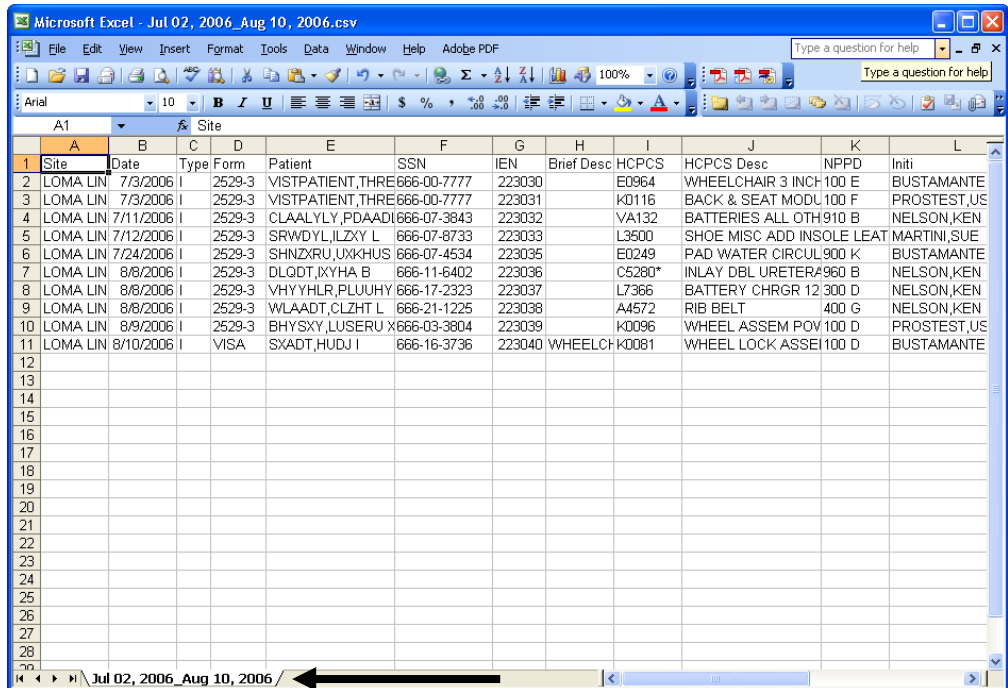
Step	Action
4	Navigate to the desired directory and select <b>OK</b> . (Click <b>Cancel</b> to exit or <b>Help</b> to view the help pages associated with this functionality)

**Select Directory**



Step	Action
5	Navigate to a secure location where the temporary Excel (.csv) file will be stored and then select <b>OK</b> . Excel will open and display the data.

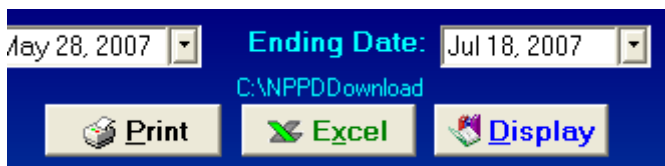
**MS Excel data**



Step	Action
6	<p>This is only a temporary file so if you wish to save the data you must select <b>File</b>, then <b>Save As</b>, then change the name of the file.</p> <p><b>Note:</b> To save the file, you <b>must</b> change the filename from the default. If you accept the default file name, it will be deleted when you close the NPPD window.</p>

**Temp file location**

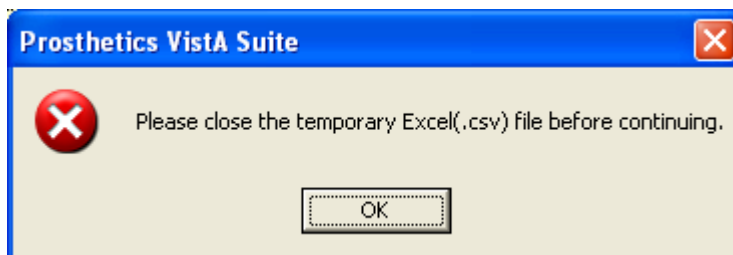
Should you wish to check the location of the temp file, it displays on the NPPD Detail Display window right above the Excel button.



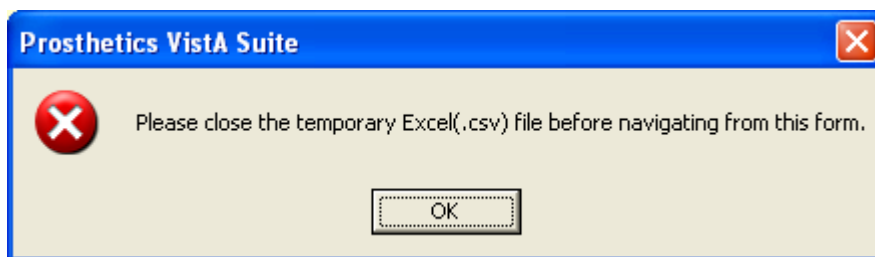
**\*\*Note\*\***

You will be unable to export another report to Excel or navigate away from the NPPD Detail Display window until the current Excel (.csv) file is closed. Attempting to do so without first closing the file will result in one of the following errors depending on what action has taken place. If you do save a file with Patient Identifiable Info in it, don't forget to delete it when you no longer need it.

**Attempting to Open another report with temp file still open**



**Attempting to navigate away from the NPPD Detail Display window with temp file still open**

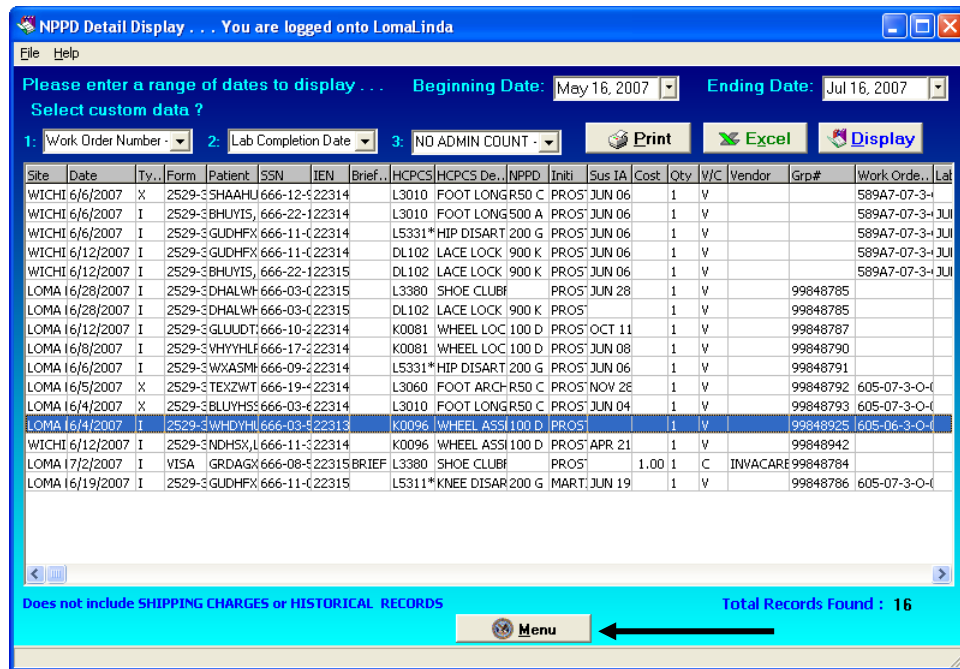


# Exiting the NPPD Detail Display Window

**Exit the Window**

You can exit the application by first clicking the **Menu** button on the **NPPD Detail Display** window. This closes the NPPD Detail Display window.

**NPPD Detail Display “Menu” button**



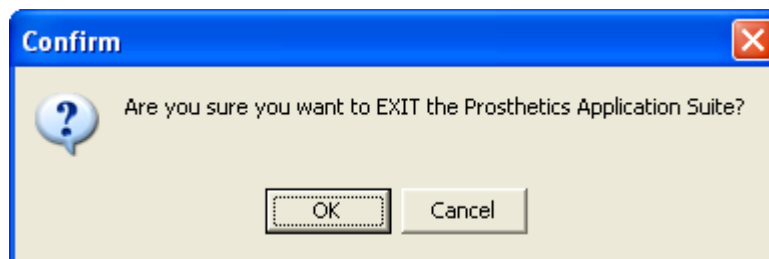
**Exit the Application**

Then click the **Close** button on the **Prosthetics Main Menu** window:

**Main Menu  
“Close”  
button**



**Confirmation window** Click OK on the confirmation window to close the Prosthetics VistA Suite.



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



## Section 3: Automated Delayed Order Report (DOR)

### Overview

---

**Introduction** The **Delayed Order Report (DOR) User Manual** corresponds to Patch RMPR\*3\*59. This patch provides Prosthetics GUI (graphical user interface) windows for the **Delayed Order Report (DOR)** feature.

**Note: *Using this feature requires basic MS Windows skills.***

Prosthetics users can do the following with this patch:

- Search for and display manual suspense entries/electronic consult (CPRS order) data by one or all sites
- Display data using one or multiple statuses (Open, Pending, Cancelled or Closed)
- Use a starting date for Closed and Cancelled records to display data
- Sort and rearrange the view; display data in a custom view
- Print the display
- Convert the display into a Microsoft Excel file (for more sorting capabilities)

---

**Working Days** A delayed order is counted in Working days not Calendar days. **This does NOT include Saturdays and Sundays or Holidays!!!**

---

**Record Status** The **Status** column shows the following status types:

1. Open
2. Pending
3. Closed
4. Cancelled



## Overview, Continued

---

### Status cycle

The **Initial Action Date** displays the date of the first action taken on the suspense entry/electronic consult (CPRS order) record. This changes the status from OPEN to PENDING. An order remains in PENDING status until it is fulfilled and then changes to a CLOSED status.

**Note:** The status can change from OPEN to CLOSED if the order has been fulfilled upon the initial action.

Keep in mind that when creating the first action note, the status changes from OPEN to PENDING and when creating the second or additional action note(s), the status remains PENDING. Only when a record is completed does the status change to CLOSED.

When a complete note is posted, all action has taken place for a requested Prosthetic item or service. When you post the complete note, the status on the record changes from PENDING (if action has previously taken place on the request) or OPEN to a CLOSED status.

---

### Work Days, not Calendar Days

The **Delayed Order Report** displays the number of "Work" days (**not** Calendar days) from the original date the order was entered as an electronic consult or a suspense entry to the day it is completed. A "Work" day is defined as Monday through Friday.

**Note:** The calculation subtracts Saturdays and Sundays and Holidays from the number of days the order was entered, even if a CPRS order was written over a weekend. **Holidays are NOT counted.**

---

# Display the DOR Data

## Introduction

---

### General steps to view DOR Data

To utilize the **Delayed Order Report (DOR)** data, here is a general set of steps to display DOR data as follows:

1. Select ALL sites by checking the "**Or...All Sites**" checkbox (or you can select a specific site from the drop down list).
  2. Enter a Starting Date (defaults to the current date).
  3. Select a Status if you want to change the default statuses. The default statuses are set to **Open, Pending, and Closed**.
  4. Enter the SSN range of the patient display (mandatory).
  5. Click the **Display** button.
- 

### Description

The **Description** is a free-text field that is manually entered with approximately 15 characters in length. If you can't view the entire description, you can expand the column by clicking and dragging the borderline to a wider position.

---

## **Data displayed**

The data that is displayed with this GUI feature includes the following:

### Grid Columns:

- Site
- Delayed column (Yes or No)
- Status of the order
- Type of Order – Manual Suspense or Routine (electronic orders via CPRS including Eyeglass, Contact Lens and Home Oxygen orders)
- Station number
- Create Date (Suspense entry date)
- First Action Date – Date that the order was put into PENDING status
- Number of Days that the order has been delayed including columns for: 0-5, 6-9, 10-29, 30-90, and 90+ columns
- Link information – linked message(s) to the order record
- Brief description
- Patient name
- Social Security Number

### Fields:

Selection Result Totals (near bottom of window) include:

- Total records found
  - Total delayed records by calculation
  - Percent delayed records by calculation
-

## Select a Site(s)

### Select Site

The first thing you must do to view the DOR is to select a site for the records that you want to display. If you are a multi-site facility, you will be able to select the specific site you want to view via the drop down box.

**Recommendation:** It is highly recommended that you select the **"Or...All Sites"** checkbox.

### Steps

To begin the process to display the DOR data, follow this first step:

Step	Action
1	Click the <b>"Or...All Sites"</b> checkbox to view ALL sites and CBOC data.

### DOR window

The screenshot shows the 'Delayed Order Report' window. At the top, there is a menu bar with 'File', 'Select & Display', 'View', and 'Help'. Below the menu bar, there are several controls: a 'Please select ... A Site:' dropdown menu, an 'Or ... All Sites:' checkbox, and a 'A Starting Date:' dropdown menu set to '6/ 3/2003'. There is also a 'Display' button. Below these controls, there are checkboxes for 'The Status:' with 'Open' and 'Pending' selected. A table with columns 'Dlyd', 'Status', 'Type', and 'S' is visible, with a dropdown menu open showing site names: ATLANTA VAMC, CORKWELL VAMC, HINESTEST, Hines Development System, Hines Development System2, SAN ANTONIO VAMC, and ZZQJ VAMC VAMC. At the bottom, there are buttons for '2319', 'DOR Detail', 'CPRS', 'Pending Calc', and 'Request'. On the right side, there are status indicators: 'Total Number of Records -> 0', 'Total Number of Delayed Orders -> 0', and 'Percent of Delayed Orders -> 00.00'. There are also buttons for 'Excel', 'Refresh', 'Print', 'Clear', and 'Menu'.

**Select “ALL Sites”**

If you want to view all available suspense entries/electronic consult orders including Community Based Outpatient Clinics (CBOC) data, click the **All Sites** checkbox instead of selecting your specific site from the **Site** drop-down list box. This ensures that the display will include all sites. For example, the Kenosha, Wisconsin CBOC will not display when the Milwaukee site is selected only. These records display when the **All Sites** checkbox is selected.

---

## Select a Starting Date

---

**Date/Calendar** Note the **Starting Date** defaults to the current date. You can change this date. Enter a **Starting Date** by clicking on the drop-down list box. A calendar displays with the current date circled in red and shown at the bottom of the calendar. You can accept the current date by clicking on it.

---

**Steps** To continue to display the DOR data, follow this step:

Step	Action
2	Enter a Starting Date (defaults to the current date).

**Date** You can change the date by the following methods:

---

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

---



## Select a Status

---

### Status

You can view **Open**, **Pending**, **Closed** or **Canceled** records by clicking the checkbox for one or all of these options. The default statuses that are already checked are: **Open**, **Pending** and **Closed**. You can click in these boxes to uncheck any status.

---

### Steps

To continue to display the DOR data, follow this step:

---

Step	Action
3	Select a Status if you want to change the default statuses.

---

### Status Scenarios

There are a number of combinations that you can choose including the following status scenarios:

**Scenario 1:** If you select the **Open** and **Pending** statuses, you will view all suspense records/electronic consult records (CPRS orders) available with a status of **Open** and **Pending**.

**Scenario 2:** The **Starting Date** field works with the **Closed** and **Canceled** statuses. If you check either one of these statuses, you can then select the **Starting Date** to display these records. (The **Starting Date** field that you select plus **Closed** Delayed records for that period does NOT affect the **Open** and **Pending** status record display.)

**Scenario 3:** If you select all four statuses, you will view ALL **Open** and **Pending** records. You will also view the **Closed** and **Canceled** records beginning with the **Starting Date** you select ONLY.

---



## Select the SSN Range

### SSN fields

You must have an SSN range to view DOR data. There is a **Starting SSN** and an **Ending SSN** field box. This is a range of patient Social Security Numbers by the last two digits. When you enter a range, it will display electronic consults or manual suspense entries within that range.

If your workload is categorized by the SSN for a specific Purchasing Agent, then you can display entries that are assigned by one Purchasing Agent at a time.

**Note:** Enter a range of 00 to 99 to view all Purchasing Agents' SSNs for all patients.

### Steps

To continue to display the DOR data, follow this step:

Step	Action
4	Enter the SSN range of the patient display (mandatory).

### SSN range

The screenshot shows the 'Delayed Order Report' window. At the top, there are filters for 'A Site:', 'Or ... All Sites:', and 'A Starting Date:'. Below these are status checkboxes for 'Open', 'Cancelled', 'Pending', and 'Closed'. The 'The last two digits of the ... Starting SSN:' field is set to '20' and the 'Ending SSN:' field is set to '99'. Two black arrows point to these fields. The main area is a table with columns: 'Dlyd', 'Status', 'Type', 'Station', 'Create', '1st Action', '0~5', '6~9', '10~29', '30~89', '90+', 'Lnk', 'Description', 'Patient', and 'SSN'. The table is currently empty. At the bottom, there are summary statistics: 'Total Number of Records -> 0', 'Total Number of Delayed Orders -> 0', and 'Percent of Delayed Orders -> 00.00'. There are also buttons for 'Excel', 'Refresh', 'Print', 'Clear', and 'Menu'.

## Display the Data

---

**Data display** The data displayed are manual suspense and all other consult entries. You'll notice columns with a breakdown of days of 0-5, 6-9, 10-29, 30-89 and 90+ columns.

These columns display the total number of days old by category within the breakdown of the columns. It does NOT display the total number of instances of records (manual suspense entries or electronic consults via CPRS orders).

---

**Steps** To continue to display the DOR data, follow this step:

---

Step	Action
5	Once you have the desired criteria, click the <b>Display</b> button. (You can also double click a record to view the <b>Request</b> window.) <b>Shortcut:</b> Press the <Alt> key + <D> key.

---

### **Sizing and Sorting columns**

Columns are sizable on this window, but not movable. To resize a column, you can place the cursor on the column header borderline until you can view the double-headed arrow. Then click and drag the column until it is the size you want.

To sort the columns, click the column header and the data will redisplay in ascending or descending order. **Note:** Due to some records not having a 1<sup>st</sup> Action date, sorting by this column will not sort in date order.

---

# Delayed Order Report window

Delayed Order Report . . . You are logged onto DEV

File Select & Display View Help

Please select . . . A Site:  Or . . . All Sites:  A Starting Date: 6/ 4/2003

The Status:  Open  Cancelled  
 Pending  Closed

The last two digits of the . . . Starting SSN: 00 . . . Ending SSN: 90

Dlyd	Status	Type	Station	Create	1st Action	0~5	6~9	10~29	30~89	90+	Lnk	Description	Pa.
YES	PENDING	MANUAL		03/20/2001	12/18/2001	0	0	0	0	195	2		BOF 1
YES	PENDING			06/08/2001	08/22/2001	0	0	0	53	0	1	DESCRIPTION OF APPLIAN	BOF 1
YES	PENDING	MANUAL		08/29/2001	09/19/2001	0	0	15	0	0	3	TESTING PCE	BOF 1
YES	PENDING	MANUAL	500	07/23/2002	01/08/2003	0	0	0	0	120	1	DIABETIC SHOES, BLACK	YES 0
NO	PENDING	MANUAL	500	05/01/2003	05/01/2003	0	0	0	0	0	0	DESC OF ITEM LIKE OXYG	MAF 1
YES	PENDING	CLONE	508	09/22/2003	02/18/2004	0	0	0	0	106	0		BOF 1
YES	PENDING	MANUAL		12/08/2003	03/24/2004	0	0	0	76	0	3	TEST	VILE 2
NO	PENDING	MANUAL		02/18/2004	02/18/2004	0	0	0	0	0	0	TESTING ITEM	BOF 1
NO	PENDING	CLONE	14100	06/10/2004	06/14/2004	2	0	0	0	0	2	EYEGLOSS RX:	VILE 2
YES	OPEN	MANUAL		03/20/2001		0	0	0	0	919	1		BOF 1
YES	OPEN	MANUAL		05/08/2001		0	0	0	0	884	0	ITEM LISTED	YES 0
YES	OPEN	ROUTINE	508	05/22/2001	08/23/2001	0	0	0	67	0	3	ROES 'OKAY' NO CONNECT	BOF 1
YES	OPEN	MANUAL		04/16/2002		0	0	0	0	639	1		BOF 1
YES	OPEN	MANUAL		04/17/2002		0	0	0	0	638	0	ITEM 1	YES 3
YES	OPEN	MANUAL		04/17/2002		0	0	0	0	638	0	ITEM 2	YES 3
YES	OPEN	CLOTHING	500	07/09/2002		0	0	0	0	579	0	NEXT ITEM FOR PURCHASE	BOF 1
YES	OPEN	MANUAL	500	07/09/2002		0	0	0	0	579	0	WHEELCHAIR, MANUAL	BOF 1
YES	OPEN	MANUAL		07/22/2002		0	0	0	0	570	0	TEST MANUAL	YES 3
YES	OPEN	MANUAL	500	06/19/2003		0	0	0	0	336	0	WHEELCHAIR, MANUAL WIT	DAN 4
YES	OPEN	MANUAL	500	07/23/2002		0	0	0	0	569	1	HOSPITAL BED, RAILS PL	DAN 4

Total Number of Records -> 163

Total Number of Delayed Orders -> 147

Percent of Delayed Orders -> 92.45

Continued on next page

## Select a Site(s), Continued

---

**Menu, Refresh and Clear buttons** The **Menu** button returns you to the **Prosthetics Main Menu** window where you can open additional applications at the same time. The **Refresh** button resets (recalls) the data if you had made some column sizing changes. It is the same as clicking the **Display** button again. You can use the **Clear** button to blank out the window and start over with new display criteria.

---

**Column titles** Below are the header titles of each column and a description of each.

---

Column	Description
<b>Dlyd</b>	The <b>Delayed</b> column will display either a Yes or No as to whether the record is delayed or not. You can sort on this column by all "Yes" records or all "No" records by clicking on the column.
<b>Status</b>	The <b>Status</b> of the record is either Open, Pending, Closed or Cancelled. Records with an Open status are shown in blue.
<b>Type</b>	This is the <b>Type</b> of record - Manual Suspense entry or Routine Consult (electronic orders via CPRS including Eyeglass, Contact Lens and Home Oxygen orders).
<b>Station</b>	This is the <b>Station Identifying number</b> .
<b>Create</b>	The <b>Create date</b> is the date that the record was created.
<b>1<sup>st</sup> Action</b>	The <b>First Action date</b> is the date that initial action was taken on the request and the status changed from Open to Pending.
<b>0-5</b>	The number of days (0-5) that an order record is <b>not</b> delayed.
<b>6-9; 10-29; 30-89; 90+</b>	These columns of number ranges designate the number of Workdays within these ranges that a request has been delayed. <b>This does NOT include Saturdays and Sundays nor Holidays.</b> This also designates that the record is in a Pending status. Any record over 5 days is highlighted in red with yellow numbers.  <b>Note:</b> The numbers listed in each row for a record designate the <u>number of days NOT the number of record instances</u> .
<b>Lnk</b>	The <b>Link</b> column designates how many items that were linked to that record. It could be a zero or a number.  Note that if the status is <b>Closed</b> , and there is a zero in the Link column, then those records were never linked.
<b>Description</b>	This is the <b>description</b> of the request.
<b>Patient</b>	The <b>patient name</b> is displayed.

<b>SSN</b>	The <b>Social Security Number</b> for the patient is displayed.
------------	---

---

**Yellow and Red fields**

Records that have a delayed date beyond 5 days will have the number of days in yellow and the block will be highlighted in red.

Records with 0-5 days will have the number shown in bold print.

---

## View DOR Calculation Detail

### DOR Detail button

You can view the DOR calculation detail for the range of consults and manual suspense entries that you displayed. When you select the **DOR Detail** button, it doesn't matter what status is checked because the calculation looks at all the **Open, Pending** and **Closed** records from the starting date you selected.

### Number of MANUALS

You can view the total number of *Manual* suspense entries that are in **Open, Pending** or **Closed** status. Those in the 6-9 or higher columns show the ones that are Delayed.

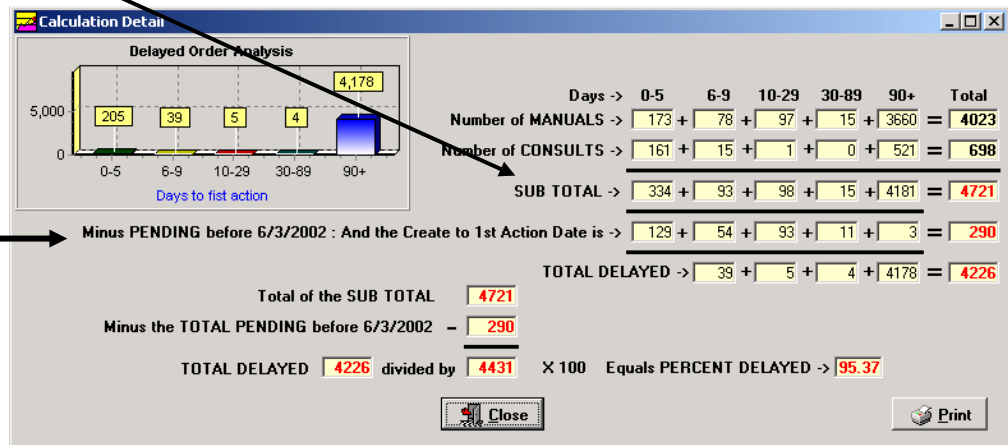
### Number of CONSULTS

You can view the total number of electronic Consults (that were not entered manually) that are in **Open, Pending** or **Closed** status and have not had any action taken on them. Those in the 6-9 or higher columns show the ones that are Delayed.

### SUB TOTAL

The **SUB TOTAL** row totals the number of *Manual* suspense entries + the total number of all other consults.

### DOR Calculation Detail window



### Minus PENDING

This row displays the number of consults that have had an initial action taken on it (starting with the date you selected in the calendar for the starting date which is shown here by 1/1/2003) and put into a **Pending** status.

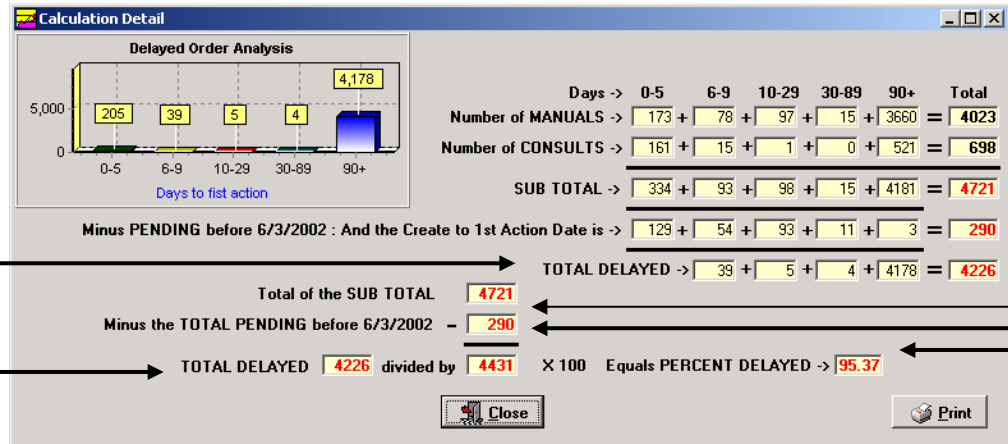
This number is subtracted from the subtotal for the **Total Delayed** row below that.

## Select a Site(s), Continued

### TOTAL DELAYED

The **TOTAL DELAYED** is calculation that adds the total number of *Manual* Suspense records + the total number of all other consults and subtracts the number of consults in a **Pending** status (Pending from before the Start Date selected).

### DOR Calculation Detail window



### Total of Sub Total

The **Total of the Sub Total** field includes: 1) the total from the **Sub Total** above (third row), 2) all totals of *Manual* Suspense entries and 3) all other electronic consults.

### Minus Total Pending

The next row shows the calculation for the Total consults minus the **Pending** consults from the starting date that you selected.

### TOTAL DELAYED

The **TOTAL DELAYED** field is shown.

This displays the Total Delayed from the grid above (any greater than 5 days delayed) divided by (the result of the total Sub Total minus Total Pending as of 1/1/03) and multiplied by 100. This is the percentage delayed.

### Percent Delayed

The final calculations above, this equals the **Percent Delayed** (shown as 95.37%).

Continued on next page

## Select a Site(s), Continued

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### Scenarios below

The scenarios below describe different timelines when orders are received at different times of the month and if they are delayed. Then it will explain which month's Calculation Report where the data will appear.

---

### Scenario 1

An order is received on Tuesday, June 3rd and is changed to **Pending** or **Closed** status on Friday, 6/6. This is not a delayed order and would appear in the June Calculation Report as an order received.

---

### Scenario 2

An order is received on Tuesday, 6/3 and is changed to **Pending** or **Closed** on Wednesday, 6/20. This is a delayed order and would be included in the June Calculation Report as a delayed order.

---

### Scenario 3

An order is received on Thursday, 6/26 and is changed to **Pending** or **Closed** on Tuesday, 7/15. This was not a delayed order in June; however the order is included in the June Calculation Report, because it was received in June. Since it took greater than 5 days to change it to **Pending** or **Closed**, it would also be included in the July report as a delayed order and would be included in the calculations.

---

### Scenario 4

An order is received on Thursday, 6/26 and changed to **Pending** or **Closed** on Monday, August 4<sup>th</sup>. This is not a delayed order in June; however, the order is included in the June Calculation Report, because it was received in June. Since it took greater than 5 days to change it to **Pending** or **Closed**, it would be included in both the July and August report as a delayed order and would also be included in the calculations.

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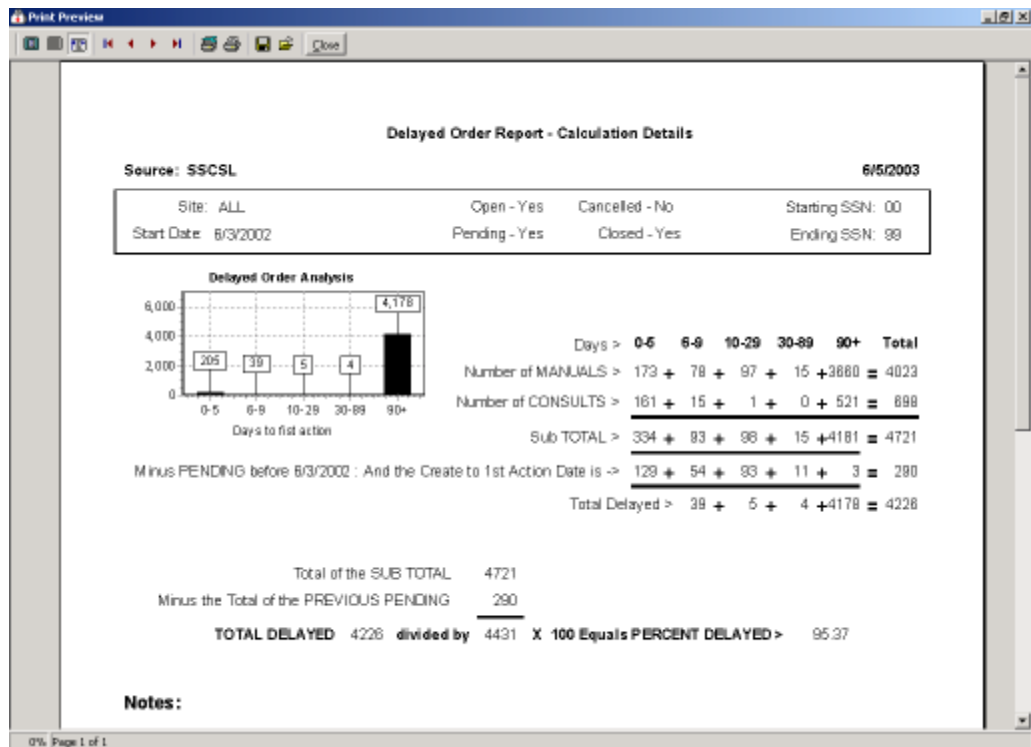


## Select a Site(s), Continued

**Print button** You can print the **DOR Calculation Detail** data by clicking the **Print** button. A **Print Preview** pane will display that allows you to zoom in, scroll forward/backward, print, save the data, or open/load a new report.

Click the **Close** button to return to the **DOR Calculation Detail** window.

### Print Preview



## View Pending Calculations

**Pending Calc Button** Click on the **Pending Calc** button on the **DOR** window and the window displays based on the selection criteria of this window.

**Pending status consults** The **Pending Calculations** window displays the total number of Workdays with the total number of **Pending** records since an initial action was taken on it. These records are categorized into columns by the number of Workdays it has remained in a **Pending** status.

The calculation used to display these **Pending** status records is from the **First Action date** (not from Creation Date) to the **current date**. This is a tool to help managers monitor their consults and manual suspense entries that have been **Pending** for an extended period of time.

### Pending Calculations

Only records in Pending status: Days from 1st Action Date to Today's Date

Station	Create	1st Action	Pend 0-5	Pend 6-9	Pend 10-29	Pend 30-89	Pend 90+	Description	Patient	SSN
605	11/25/2003	12/02/2003	0	0	0	0	682	Patient eligibility: SC	DDHYHU, CXHA	666-23-5137
605	11/28/2003	12/01/2003	0	0	0	0	683	Patient eligibility: S	PLFLYX, ZDJELHA C	666-09-1547
605	12/10/2003	12/16/2003	0	0	0	0	672	Right inguinal hernia	GRDAGXUI, JULUA Z	666-08-5822
605	02/18/2004	02/24/2004	0	0	0	0	627	GOLDEN TECH. \$1E	WLZLZY, JELUAHT G	666-20-2039
605	02/24/2004	03/02/2004	0	0	0	0	622	Evaluated this gentlen	HXODH, THPLUI C	666-18-1529
605	02/24/2004	03/02/2004	0	0	0	0	622	arrowhead prosth, prii	CLTWHU, ILODI A	666-21-7445
605	02/26/2004	02/27/2004	0	0	0	0	624	Pt is a 76 y/o male wi	SXTL, LAKHUS	666-27-7338
605	02/26/2004	02/27/2004	0	0	0	0	624	Artificial Limb Contra	SXTL, LAKHUS	666-27-7338
605	02/27/2004	02/27/2004	0	0	0	0	624	Understand order for I	SXTL, LAKHUS	666-27-7338
605	02/27/2004	03/04/2004	0	0	0	0	620	Yes Trainng Date:Feb	WXXI, FHUFH	666-23-9732
605	02/28/2004	02/14/2006	0	0	0	0	129	301-6e-Insert, Natura	SELGG, CXTHWE P	666-18-5333
605	02/28/2004	02/15/2006	0	0	0	0	128	Apis Footwear, Dtd 2-	SSHXYHA, GUHI	666-20-8621
605	03/01/2004	02/21/2006	0	0	0	0	124	Prosthetics Request SI	NXXYLY, PDAADLZ	666-14-6736
605	03/01/2004	02/24/2006	0	0	0	0	121	Shoes	SDYJALDU, UMXHUS	666-15-1421
605	03/01/2004	02/28/2006	0	0	0	0	119	Patient eligibility: S	LDYIHU, IHKUL C	666-15-2736
605	03/01/2004	02/16/2006	0	0	0	0	127	Pros Wheelchair	NXXYLY, PDAADLZ	666-14-6736
605	03/01/2004	07/12/2006	0	0	23	0	0	LITTLE JOE'S INV 430	SRWDYL, ILZXY L	666-07-8733

Days Pending -> 0-5    6-9    10-29    30-89    90+    Total

Total PENDING from the 1st Action Date to Today's Date is -> 1 + 0 + 1 + 18 + 32 = 52

Buttons: Close, Print, Excel

**Print button** The **Print** button allows you to print the Pending Action Calculations and will display the **Print** dialog box.

**Excel button** You can send this data to MS Excel by clicking the **Excel** button. It will launch the application and display the data at the same time. (You can also click the **File** menu, click **Excel**, then select the **Send - Request Grid** option.)

For more information on saving data as an Excel file, see "PAG Purge Aged Purchasing Transactions FCLN RMPR file cleansing for field lengths," later in this chapter.

---

**Close button** To exit, click the **Close** button or the  button in the top right-hand corner.

---

# View 2319 Information

## View 2319 – Patient Demographics

---

**Introduction** The **View 2319** button displays the 10-2319 Prosthetic patient records. The title bar displays the patient name and SSN. Here are the windows of information that you can view from the patient's 2319:

1. Patient Demographics
2. Clinic Enrollments/Correspondence
3. Entitlement Info
4. Appliance Transactions
5. Auto Adaptive Info
6. Critical Comments
7. HISA Information
8. Home Oxygen Items

**Note:** Use the **<Alt>** key and the number to toggle to different tabs.

---

**Demographics data** You can view the patient demographics for the veteran. This includes: Name (in red if deceased with Date of Death listed above the Date of Birth and the age field will not display), address, next of kin, emergency contact information, veteran benefits and eligibility (former Prisoner of War (highlighted in blue if "Yes"), Aid & Attendance, service connected, non-service connected, etc.).

---

# 1. Patient Demographics window

View 2319 DDHYHU,CXHA SSN:666-23-5137

4. Appliance Transactions | 5. Auto Adaptive Info | 6. Critical Comments | 7. HISA Information | 8. Home Oxygen

1. Patient Demographics | 2. Clinic Enrollments/Correspondence | 3. Entitlement Info

**DDHYHU,CXHA**

Address: 39488 ALMADEN CIR. DOB: OCT 25,1936 Age: 69  
 City: NEW KRANSTON Sex: MALE  
 State: ALABAMA Race:  
 Zip: 12345 Religion: JEWISH  
 Phone: 030 302 6418 Marital Status: MARRIED  
 County: ZZDALE SSN: 666-23-5137

**Benefits & Eligibility**

Claim #: SS  
 Patient Type: SC VETERAN  
 Period of Service: KOREAN  
 Pri Eligibility Code: SC LESS THAN 50%  
 Eligibility Verified?: VERIFIED  
 P.O.W.: NO

**Receiving** A & A: NO  
 Housebound: NO  
 VA Pension: NO  
 VA Disability: YES  
 Total Annual Amount: \$1,140.00

Disability Code: AD/DIS-SCAD/GLAS-NSC

Disabilities:

Disability	%	SC
IMPAIRED HEARING	10	YES

**Next of Kin**

Name: DDHYHU,CXHA  
 Address: 39488 ALMADEN CIR.  
 City: EDENS GARDEN  
 State: ALABAMA  
 Zip: 35820  
 Phone: 363 474 4818  
 Relation: WIFE

**Emergency Contact**

Name:  
 Address:  
 City:  
 State:  
 Zip:  
 Phone:  
 Relation:

Close

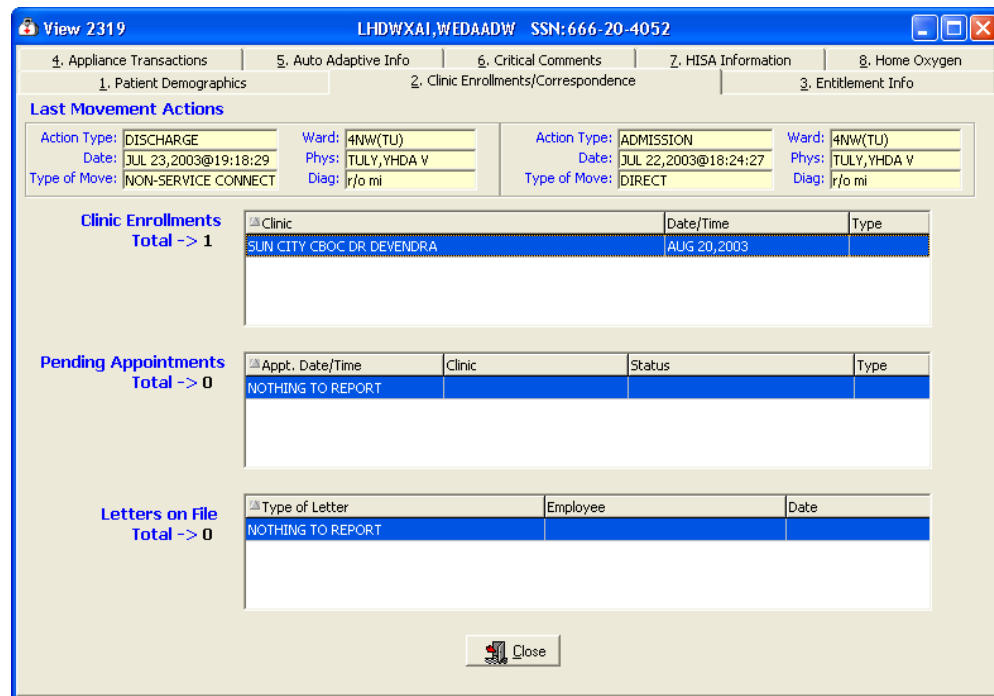
# View 2319 - Clinic Enrollments/Correspondence

## Window description


This second tab details clinic enrollments and correspondence for the veteran. This includes the following: the last movement actions (i.e., hospital admissions and discharges), clinic enrollments, pending appointments and correspondence letters.

**Note:** Due to some records not having a 1<sup>st</sup> Action date, sorting by this column will not sort in date order.

## 2. Clinic Enrollments/Correspondence



## Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

## View 2319 - Entitlement Information

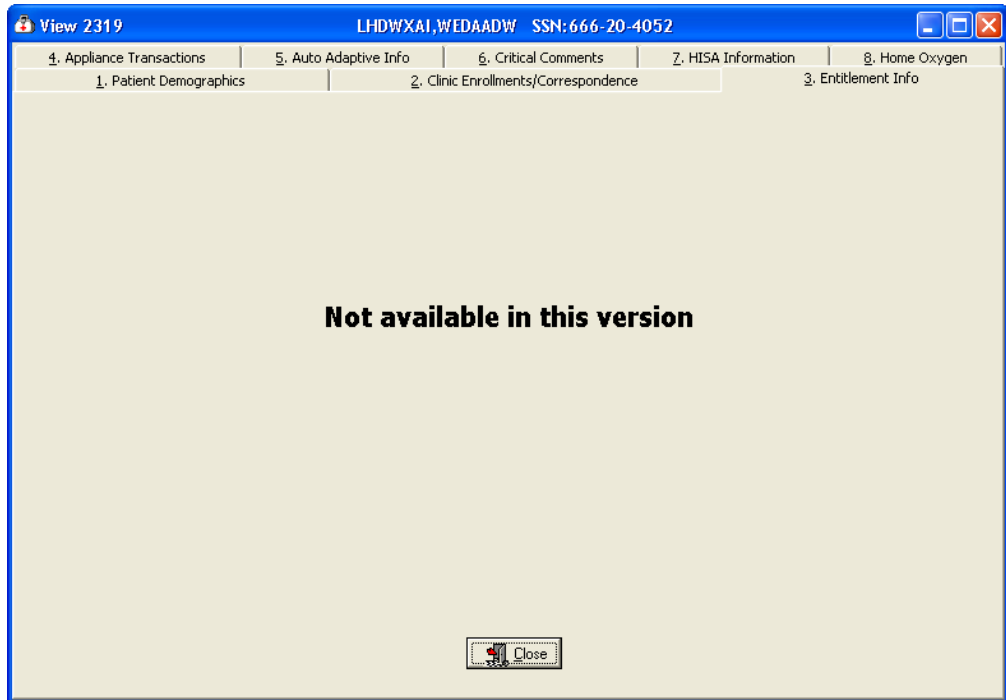
---

### Window description


The third tab details entitlement and loan information for the veteran. This includes the following: PSC Issue Card, clothing allowance, items on loan, and items returned.

---

### 3. Entitlement Info



### Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

---

# View 2319 – Appliance Transactions

## Appliance Transactions

The **Appliance Transactions** tab of the **View 2319** window displays all transaction history for a veteran. The **Date** column is the date of the PO. Columns are re-sizable on this window (not movable). The total records found displays at the bottom.

**Note:** Due to some records not having a 1<sup>st</sup> Action date, sorting by this column will not sort in date order.

## Steps

To view the Appliance Transactions detail, follow these steps:


Step	Action
1	Select a transaction by clicking on it to highlight it.
2	Click the <b>View Detail</b> button below to display the appliance details. (You can also double click a record to view the details.)

## 4. Appliance Transactions

1. Patient Demographics		2. Clinic Enrollments/Correspondence		3. Entitlement Info				
4. Appliance Transactions		5. Auto Adaptive Info		6. Critical Comments				
		7. HISA Information		8. Home Oxygen				
Date	Qty	Item	Typ	Vendor	Station	Serial	HCPC	Total Cost
03/17/00	1	PU/DEL CHG	X	ABLE MEDIC	516		VA100	35.00
01/21/00	1	BED WEDGE-TORSO-GLOBAL COMFORT PIL	I	GULF COAST	516		E0315	42.01
12/16/99	1	PUMP-ALT PRESS-ALPHACARE HM95	I	HUNTLEIGH	516	ACO23918	E0182	169.60
12/16/99	1	PAD-ALT PRESS-74X31 DBL BUBBLE-AOPS	I	HUNTLEIGH	516		E0181	108.00
12/16/99	1	CUSHION-ROHO-HIGH PROFILE-8X9CELL	R	**ROHO INC	516	IR99C	E0192	218.23
03/19/99	1	PU/DEL CHG	X	ABLE MEDIC	516		E1340	35.00
03/19/99	1	BRODA CHAIR	I	RJM & ASSO	516	1701-0835V0	E1031	0.00
01/20/99	1	MATTRESS-GCSS GEL/FOAM OVERLAY	I	GULF COAST	516		E0185	97.46
09/09/98	1	FOOT-SUPPORT-FOR-WC-PLASTIC W/VELC	I	ALIMED INC	516		K0108	51.00
09/09/98		SHIPPING	X	ALIMED INC	516			34.95
07/16/98	1	HEATPACK-HAND HELD-STAR	I	BODYSENSE	516		E0238	15.50
08/27/97	1	GUARD-BUNION-LG	I	ORTHOTIC	516	14862	L3649	18.50
06/02/97	1	CUSHION-ROHO-LOW PROFILE-8X9CELL	I	**ROHO INC	516		E0192	218.23
04/09/97	1	CUSHION-JAY 2-18X18	I	**JAY MEDI	516		E0192	225.00
04/09/97	1	WHEELCHAIR-9XT-18X16-ELEV FR	I	INVACARE	516	97C09253	K0001	364.99

Total records found -> 15

## Exit

To exit, click the **Close** button or the  button in the top right-hand corner.



## Steps

To continue to view the Appliance Transactions detail, follow these steps:

Step	Action
3	The <b>Transaction Detail</b> window is shown below.
4	Click the Close button to return to the <b>Appliance Transaction</b> window.

## Appliance Transaction Detail

**Transaction Detail**

**Appliance Item**

Appliance: BED WEDGE-TORSO-GLOBAL COMFORT PILLOW  
Description:   
HCPCS: E0315 Qty: 1  
HCPCS Desc: BED ACCESSORY BRD/TBL/SUPPRT  
ICD-9 Code:  CPT Modifier:  Disability: SC/DP  
Invent Point:   
Source: COMMERCIAL  
Deliver To:  Delivery Date: JAN 21, 2000  
Recv Sta:   
Return Stat:   
Remarks: MAILED CERTIFIED TO BOGA CIEGA,HU

**Lab**

Lab Cost:   
Material Cost:   
Labor Hrs:   
Labor Cost:   
Tech:   
Completed:   
Ortho Code:   
Restor Code:

Date: JAN 21, 2000  
Work Order:   
Transaction:   
Type Trans: INITIAL ISSUE  
Form Type: STOCK ISSUE  
Initiator: PROCTOR,ANITA T  
Site: BAY PINES VAMC  
Bank Auth:   
Total Cost: \$42.01

**Lab Remarks**

Remarks:

**IFCAP Vendor**

Name: GULF COAST SUPPORT SURFACES  
Add: 5328 CENTRAL AVE  
City: ST PETERSBURG  
State: FLORIDA Zip: 33707  
Phone: 327-1918  
Track #:


**Historical Data**

Name:  Item:   
Add:  Station:   
City:   
State:  Zip:   
Phone:

**Extended Description**

Close

## Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

## View 2319 – Auto Adaptive Info

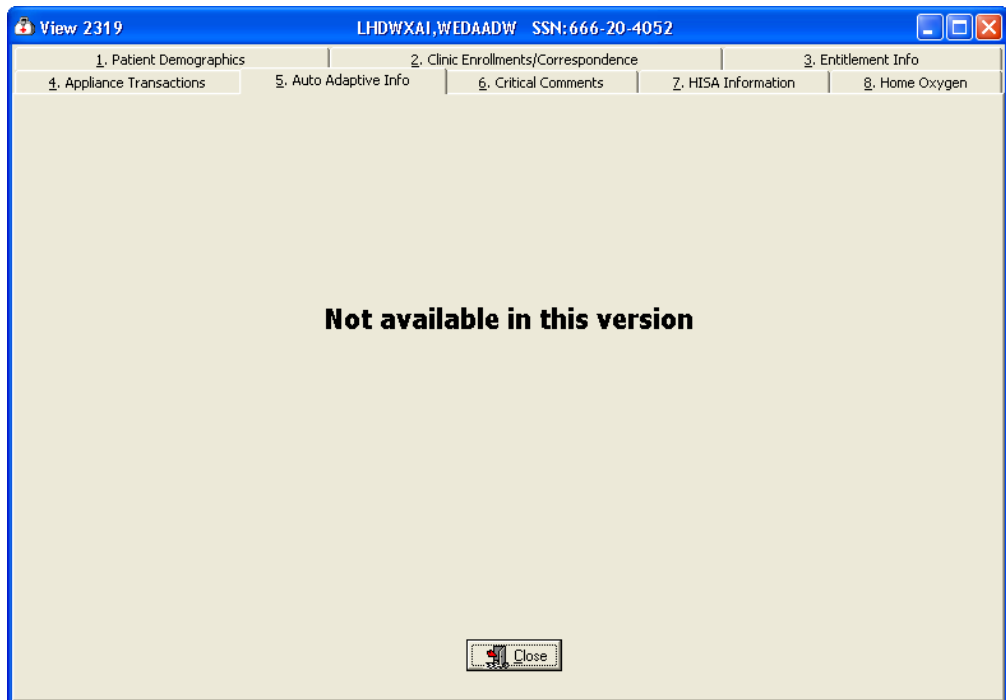
---

### Window description


The fifth tab details the Auto Adaptive information.

---

### 5. Auto Adaptive Info



### Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

---

## View 2319 - Critical Comments

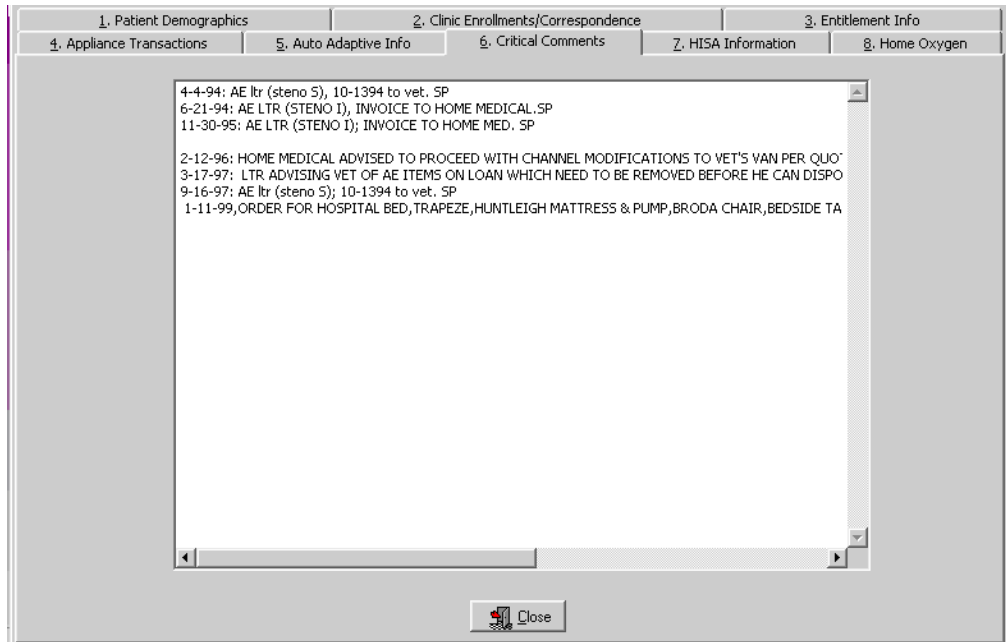
---

### Window description


The sixth tab details any critical comments recorded for the veteran.

---

### 6. Critical Comments



### Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

---

# View 2319 – View HISA Information

### Window description

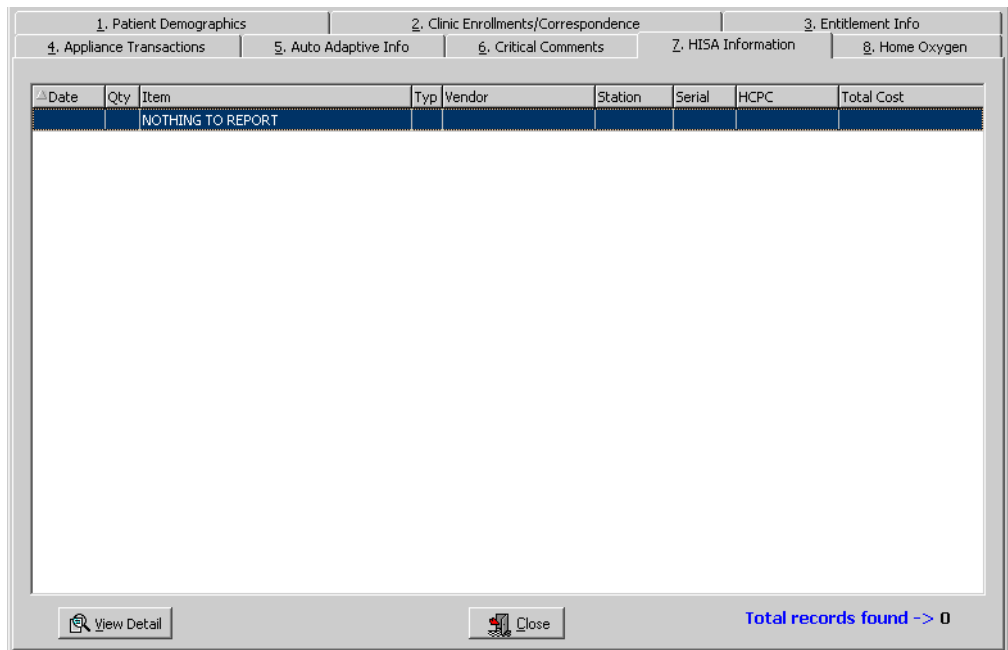
The seventh tab details the HISA (Home Improvement Structural Alteration) information including the date, quantity, item, type, vendor, station number, serial, HCPCS Code and cost of the item ordered.

**Note:** "HISA Information" is the new name for this window; it used to be "Add/Edit Disability Codes."


**Note:** Due to some records not having a 1<sup>st</sup> Action date, sorting by this column will not sort in date order.

Step	Action
1	Select a transaction by clicking on it to highlight it.
2	Click the <b>View Detail</b> button below to display the HISA information details. (You can also double click a record to view the details.)

## 7. HISA Information



### Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

# View 2319 – Home Oxygen

## Window description

The eighth tab details the **Home Oxygen** information including the date, quantity, item, type, vendor, station, serial, HCPCS Code, and total cost of the item(s).


**Note:** Due to some records not having a 1<sup>st</sup> Action date, sorting by this column will not sort in date order.

Step	Action
1	Select a transaction by clicking on it to highlight it.
2	Click the <b>View Detail</b> button below to display the Home Oxygen information details. (You can also double click a record to view the details.)

## 8. Home Oxygen

Date	Qty	Item	Typ	Vendor	Station	Serial	HCPCS	Total Cost
09/25/00	1	EYEGLASSES	I	ORTHOTIC	500		A4500	50.00
02/14/00	1	EYEGLASSES	I	ISLAND GIR	499		SI128	50.00
01/27/00	1	EYEGLASSES	I	ISLAND GIR	499		A4500	50.00
01/20/00	1	EYEGLASSES	I	ISLAND GIR	499		A4500	50.00
11/01/00	1	BEEF-ROUND/TOP/INSIDE/FRZLN	I	ABBOTT LAB	500		E1383	5.00

## Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

## View Detail

When you select a record and click the **View Detail** button, the following window displays as shown on the next page

**View Detail button**

After clicking the **View Detail** button on the **Home Oxygen** window, the following window displays for the patient.


**Transaction Detail window**

The screenshot shows a window titled "Transaction Detail" with the following sections:

- Appliance Item:** Appliance: EYEGASSES, Description: [empty], HCPCS: A4500, Qty: 1, HCPCS Desc: BELOW KNEE SURGICAL STOCKING, ICD-9 Code: [empty], CPT Modifier: [empty], Disability: SC/OP, Invent Point: [empty], Source: COMMERCIAL, Deliver To: [empty], Delivery Date: JAN 20, 2000, Recv Sta: [empty], Return Stat: [empty], Remarks: [empty].
- Lab:** Lab Cost: [empty], Material Cost: [empty], Labor Hrs: [empty], Labor Cost: [empty], Tech: [empty], Completed: [empty], Ortho Code: [empty], Restor Code: [empty].
- Lab Remarks:** Remarks: [empty].
- IFCAP Vendor:** Name: ISLAND GIRL PRODUCTION, Add: 33333, City: ORLANDO, State: FLORIDA, Zip: 11111, Phone: [empty], Track #: [empty].
- Historical Data:** Name: [empty], Add: [empty], City: [empty], State: [empty], Zip: [empty], Item: [empty], Station: [empty].
- Extended Description:** [empty text area].
- Summary:** Date: JAN 20, 2000, Work Order: [empty], Transaction: P60107, Type Trans: INITIAL ISSUE, Form Type: VISA, Initiator: DAYON,RUFIND, Site: SUPPORT ISC, Bank Auth: [empty], Total Cost: \$50.00.

A "Close" button is located in the bottom right corner of the window.

**Close button**

To exit, click the **Close** button or the  button in the top right-hand corner.

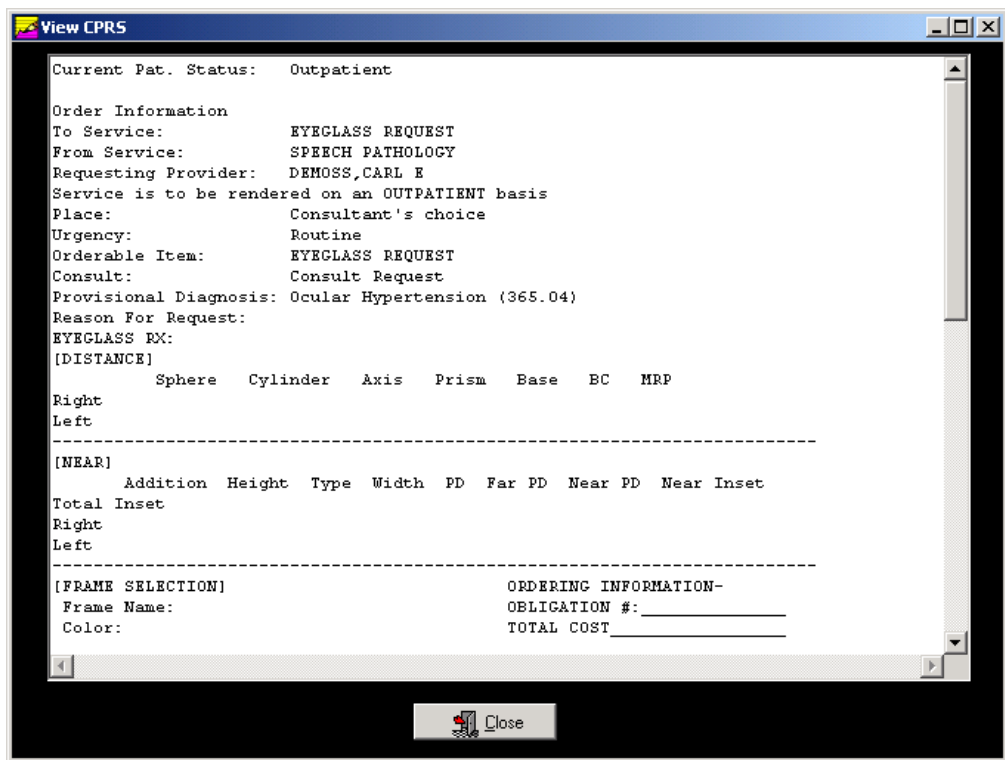
# View and Manage the DOR

## View CPRS


### Function description

The **View CPRS** button from the **DOR** window allows you to view all the consult data on the **View CPRS** window as shown below. This is the same data as in the electronic Consult - **Suspense (SU) Menu** feature where you can enter CD for the CPRS Display.

### View CPRS window



### Close button

To exit, click the **Close** button or the  button in the top right-hand corner.

# View Request

---

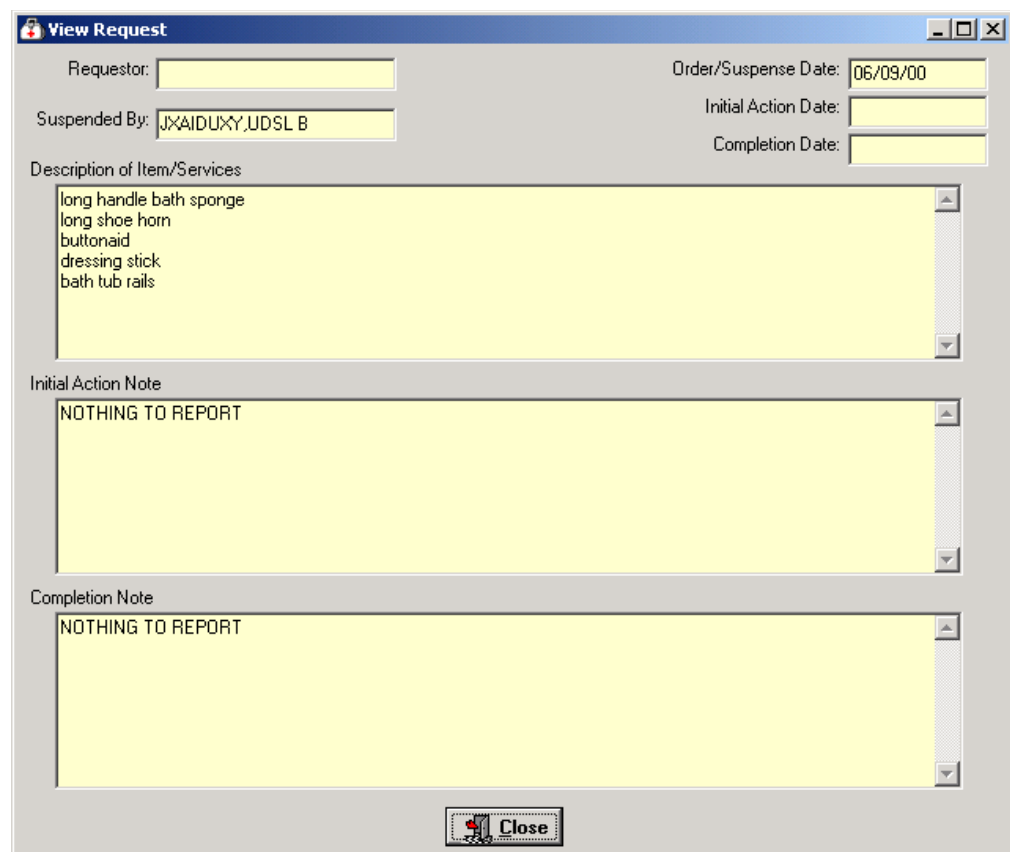
## Function description

When you click the **View Request** button on the **DOR** window, the **View Request** window displays as shown below. This provides the display of the manual suspense entry for the patient.

**Note:** You can also double click on a record in the **DOR** window grid to display this **View Request** window.

---


## View Request window



The screenshot shows a window titled "View Request" with the following fields and sections:

- Requestor: [Empty text box]
- Suspended By: JXAXIDUXYJDSL B
- Order/Suspense Date: 06/09/00
- Initial Action Date: [Empty text box]
- Completion Date: [Empty text box]
- Description of Item/Services: long handle bath sponge, long shoe horn, buttonaid, dressing stick, bath tub rails
- Initial Action Note: NOTHING TO REPORT
- Completion Note: NOTHING TO REPORT
- Close button: [Close button icon]

## Close button

To exit, click the **Close** button or the  button in the top right-hand corner.

---



## Save as an Excel File

---

**Excel Button** Click the **Excel** button on the **Delayed Order Report** window to launch Excel and display the current data. (You can also click the **File** menu, click **Excel**, then select the **Send - Request Grid** option.)

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

**Note:** This feature creates a temporary Excel .CSV file in the folder selected. The default folder is C:\NPPDDownload (which is automatically created). The file name is based on the number of selected sites and the SSN range.

**Examples:** DOR\_1\_00\_33.csv means 1 site was selected for SSN range 00-33.  
DOR\_ALL\_34\_99.csv means All Sites were selected for SSN range 34-99.

Prior to the display, you are notified that the information about to be exported may contain Patient Identifiable Information.

---

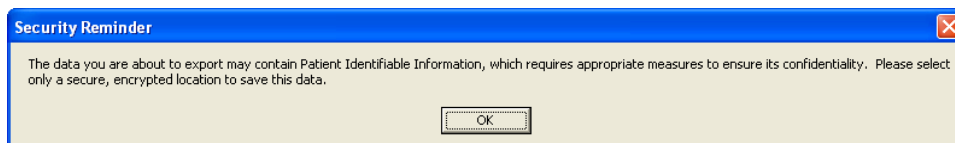
**Steps** To export data to Excel:

---

Step	Action
1	Click the <b>Excel</b> button on the <b>Delayed Order Report</b> window. <b>Shortcut:</b> Press the <Alt> key + <X> key.
2	Click the <b>OK</b> button on the security reminder.
3	Continue to the <b>Select Directory</b> window.

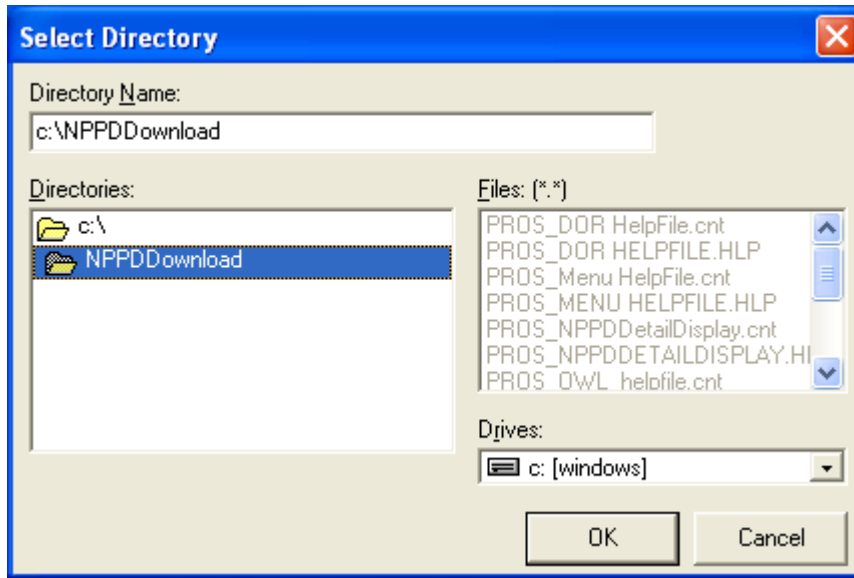
---

**Security  
Reminder**



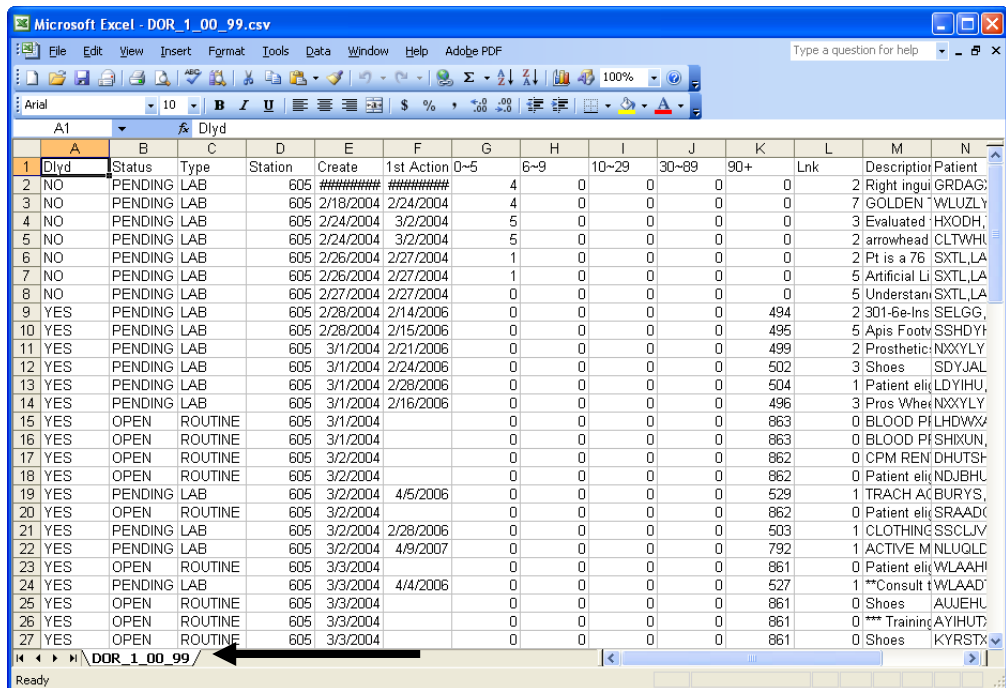
Step	Action
4	Navigate to the desired directory and select <b>OK</b> .(Click <b>Cancel</b> to exit or <b>Help</b> to view the help pages associated with this functionality)

**Select Directory**



Step	Action
5	Navigate to a secure location where the temporary Excel (.csv) file will be stored and then select <b>OK</b> . Excel will open and display the data.

**MS Excel data**



Step	Action
6	<p>This is only a temporary file so if you wish to save the data you must select <b>File</b>, then <b>Save As</b>, then change the name of the file.</p> <p><b>Note:</b> To save the file, you <b>must</b> change the filename from the default. If you accept the default file name, it will be deleted when you close the DOR window.</p>

**Temp file location**

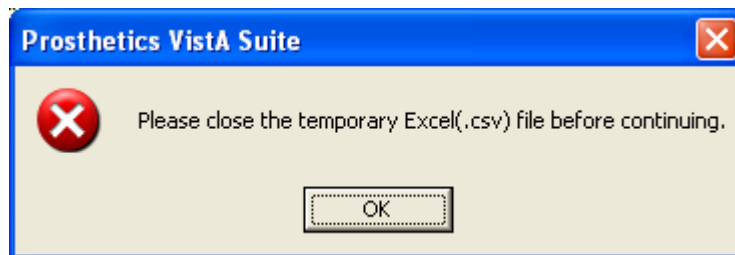
Should you wish to check the location of the temp file, it displays on the DOR window right below the Print button.



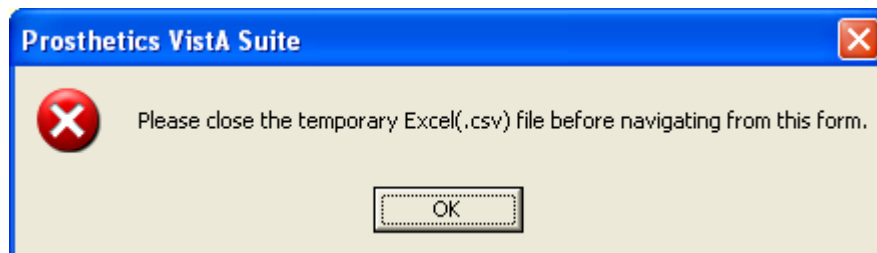
**\*\*Note\*\***

You will be unable to export another report to Excel or navigate away from the DOR window until the current Excel (.csv) file is closed. Attempting to do so without first closing the file will result in one of the following errors depending on what action has taken place. If you do save a file with Patient Identifiable Info in it, don't forget to delete it when you no longer need it.

**Attempting to Open another report with temp file still open**



**Attempting to navigate away from the DOR window with temp file still open**



## Print the DOR

---

**Print the DOR data** You can print the **DOR** data using the **Print** button to send this data to your local printer. You can also click the **File** Menu and the **Print-Request Grid** option, and the **Print** dialog box displays. The layout of the print will be the same as the display.

**Shortcut:** Press the <Alt> key + <P> key.

**Note:** You can select a different printer that you have setup to print the detail.

---

**Landscape default** When printing grids, the default is set to print in the **Landscape** format and then returns the printer to the prior state.

---

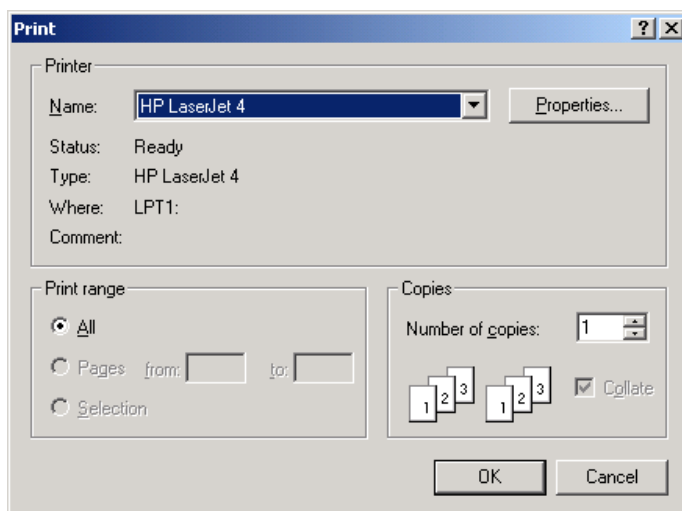
**Steps** To print the DOR, follow these steps:

---

Step	Action
1	Click the <b>Print</b> button on the <b>DOR</b> window.
2	The <b>Print</b> dialog box displays.
3	Click the <b>Properties</b> button (to the right of the <b>Name</b> field) on the <b>Print</b> dialog box if you want to change the page orientation of the printout. (Optional)
4	Click the <b>OK</b> button.

---

### Print dialog box



## Exiting the DOR Window

### Exit the Window

You can exit the application by first clicking the **Menu** button on the **Delayed Order Report** window. This closes the DOR window.

### DOR "Menu" button

The screenshot shows the 'Delayed Order Report' window. At the top, it says 'You are logged onto LomaLinda'. Below that is a menu bar with 'File', 'Select & Display', 'View', and 'Help'. There are several filters: 'Please select ... A Site: LOMA LINDA VAMC', 'Or ... All Sites: [ ]', 'A Starting Date: 7/16/2007', 'The Status: [x] Open, [x] Pending, [ ] Cancelled, [x] Closed', and 'The last two digits of the ... Starting SSN: 00 ... Ending SSN: 99'. A 'Display' button is on the right. The main area is a table with columns: 'Dlyd', 'Status', 'Type', 'Station', 'Create', '1st Action', '0~5', '6~9', '10~29', '30~89', '90+', 'Lnk', 'Description', 'Patient', and 'SSN'. The table contains 20 rows of data. At the bottom, there is a summary bar with 'Total Number of Records -> 90', 'Total Number of Delayed Orders -> 40', and 'Percent of Delayed Orders -> 86.66%'. There are buttons for 'Excel', 'Refresh', 'Print', 'Clear', and 'Menu'. The 'Menu' button is highlighted with a black arrow.

Dlyd	Status	Type	Station	Create	1st Action	0~5	6~9	10~29	30~89	90+	Lnk	Description	Patient	SSN
NO	PENDING	LAB	605	12/10/2003	12/16/2003	4	0	0	0	0	2	Right inguinal hernia	GRDAGXUI, JLU	666-08-5822
NO	PENDING	LAB	605	02/18/2004	02/24/2004	4	0	0	0	0	7	GOLDEN TECH.	WLUZLY, JELUF	666-20-2039
NO	PENDING	LAB	605	02/24/2004	03/02/2004	5	0	0	0	0	3	Evaluated this genl	HXODH, THPLU	666-18-1529
NO	PENDING	LAB	605	02/24/2004	03/02/2004	5	0	0	0	0	2	arrowhead prosth,	CLTWHU, ILOD	666-21-7445
NO	PENDING	LAB	605	02/26/2004	02/27/2004	1	0	0	0	0	2	Pt is a 76 y/o male v	SXTL, LAKHUS	666-27-7338
NO	PENDING	LAB	605	02/26/2004	02/27/2004	1	0	0	0	0	5	Artificial Limb Contr	SXTL, LAKHUS	666-27-7338
NO	PENDING	LAB	605	02/27/2004	02/27/2004	0	0	0	0	0	5	Understand order fr	SXTL, LAKHUS	666-27-7338
YES	PENDING	LAB	605	02/28/2004	02/14/2006	0	0	0	0	494	2	301-6e-Insert, Nab	SELGG, CXTHW	666-18-5333
YES	PENDING	LAB	605	02/28/2004	02/15/2006	0	0	0	0	495	5	Apis Footwear, Dtd	SSHDYHA, GUH	666-20-8621
YES	PENDING	LAB	605	03/01/2004	02/21/2006	0	0	0	0	499	2	Prosthetics Request	NXXLY, PDAAC	666-14-6736
YES	PENDING	LAB	605	03/01/2004	02/24/2006	0	0	0	0	502	3	Shoes	SDYJALDU, UXH	666-15-1421
YES	PENDING	LAB	605	03/01/2004	02/28/2006	0	0	0	0	504	1	Patient eligibility: S	LDYIHU, IHKUL	666-15-2736
YES	PENDING	LAB	605	03/01/2004	02/16/2006	0	0	0	0	496	3	Pros Wheelchair	NXXLY, PDAAC	666-14-6736
YES	OPEN	ROUTINE	605	03/01/2004		0	0	0	0	863	0	BLOOD PRESSURE L	LHDWXAI, WEC	666-20-4052
YES	OPEN	ROUTINE	605	03/01/2004		0	0	0	0	863	0	BLOOD PRESSURE L	SHIXUN, CXEY	666-18-5473
YES	OPEN	ROUTINE	605	03/02/2004		0	0	0	0	862	0	CPM RENTALS	DHUTSHWLYDI	666-11-1850
YES	OPEN	ROUTINE	605	03/02/2004		0	0	0	0	862	0	Patient eligibility: S	NDJBHUTXY, A	666-07-4978
YES	PENDING	LAB	605	03/02/2004	04/05/2006	0	0	0	0	529	1	TRACH ACCESSORI	BURYS, UDJELU	666-15-4312
YES	OPEN	ROUTINE	605	03/02/2004		0	0	0	0	862	0	Patient eligibility: N	SRAADQLY, CX	666-19-4375
YES	PENDING	LAB	605	03/02/2004	02/28/2006	0	0	0	0	503	1	CLOTHING ALLOWA	SSCLJVRHT, EH	666-11-5941

### Exit the Application

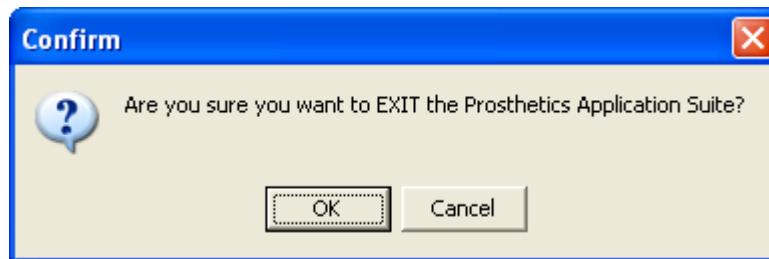
Then click the **Close** button on the **Prosthetics Main Menu** window:

**Main Menu  
“Close”  
button**



**Confirmation  
window**

Click OK on the confirmation window to close the Prosthetics VistA Suite.



**Cancel button**

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

# Section 4: View Prosthetics Billing Information

## Overview

---

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

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

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

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

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

**Data  
displayed**

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

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



# Chapter 1 - For Billing Users

## Billing Main Menu Window

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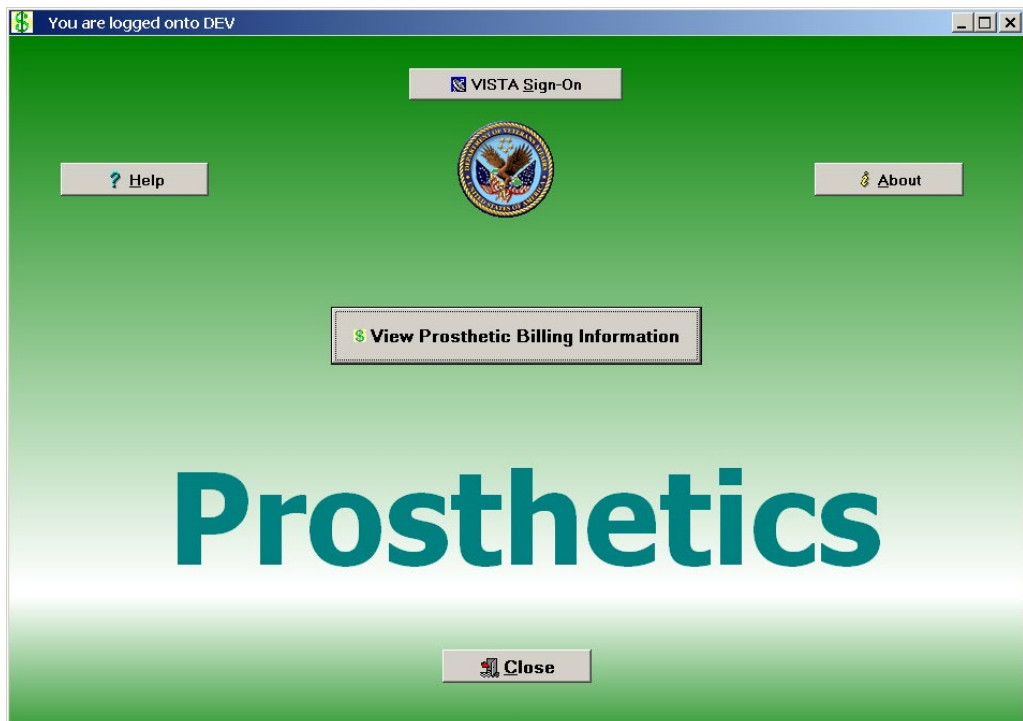
### Billing Main windows

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

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

---

### Prosthetics Main Menu



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

---

## Chapter 2 – For Prosthetics Users

### Prosthetics Main Menu Window

---

#### **Prosthetics Main Menu Window**

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

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

---

#### **Billing button**

Click the **View Prosthetics Billing Information** button and proceed to the next page.

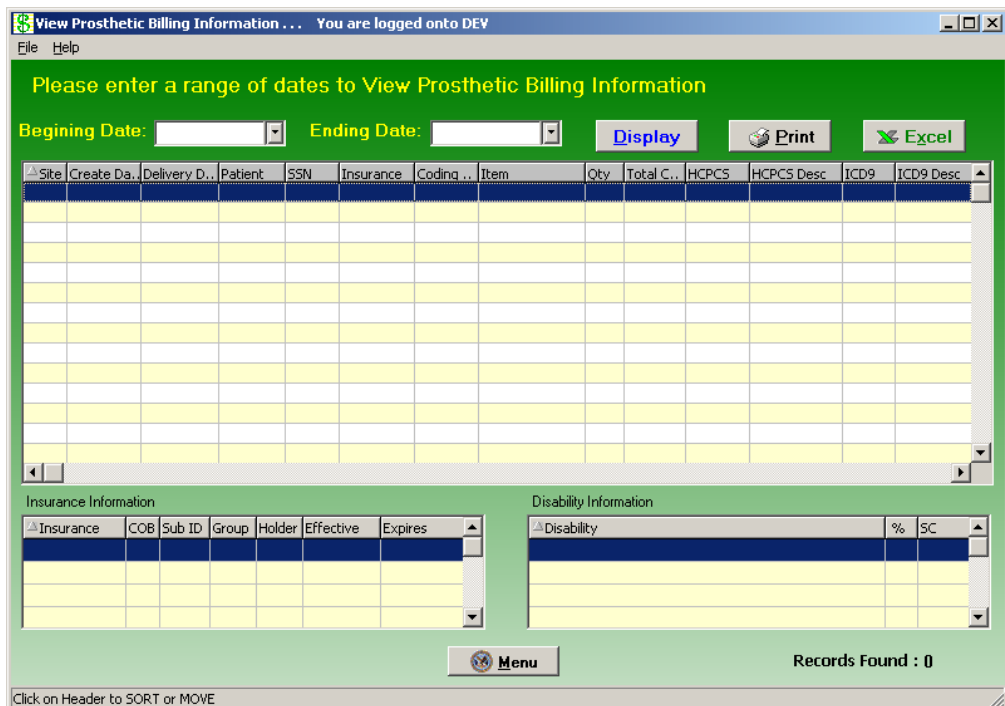
---

# Chapter 3 – View Billing Information Package

## View Billing Information Window

**Purpose** You can view Prosthetics billing information, insurance information and disability information for specific veteran using the **View Prosthetics Billing Information** window.

**View Prosthetics Billing Information main window**



**Menu button** The **Menu** button will close the **View Prosthetic Billing Information** window and return you to the **Prosthetics Main Menu** window.

## Enter a Date Range

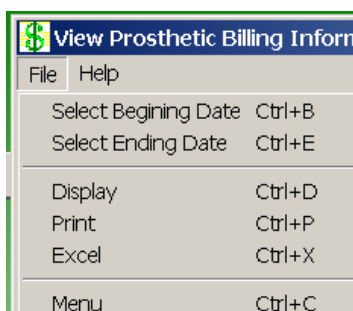
---

### Date/ Calendars

After you have successfully signed on to VistA, and the **View Prosthetic Billing Information** window appears, you must select the date range that you want to view.

Enter a **Beginning Date** and an **Ending Date** by clicking on the drop-down list boxes next to the respective fields. A calendar displays as shown below.

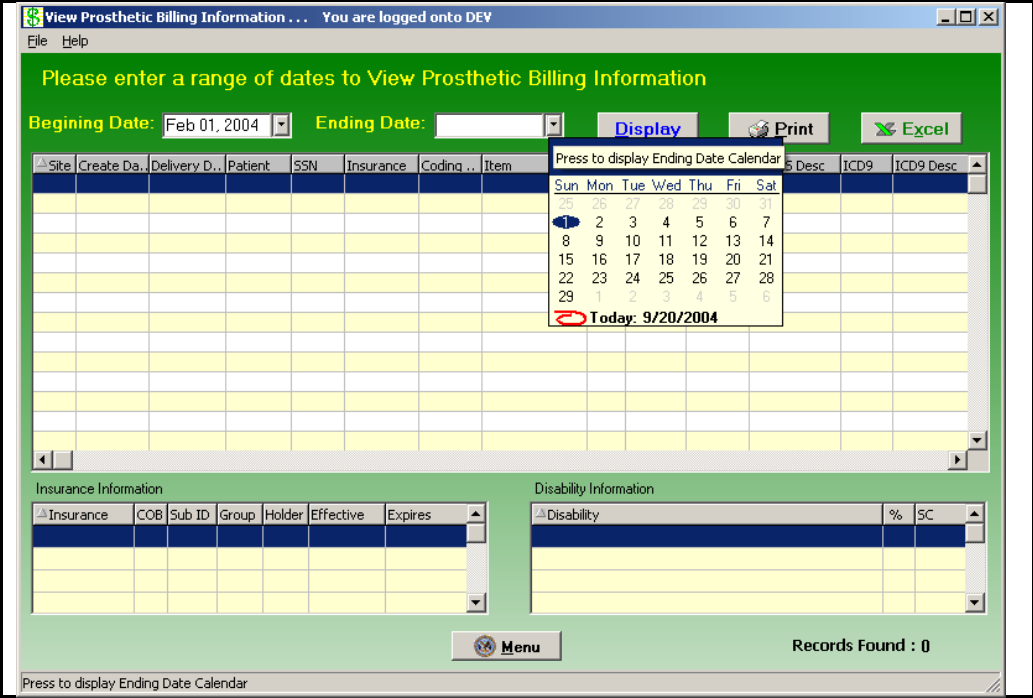
**Note:** The software will sort by the **Create Date** field of the Prosthetics Purchase Order or Stock Issue. It does **not** sort by the **Delivery Date** field (the date paid).



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

---

**Calendar for date range selection**



*Continued on next page*

## View Request, Continued

---

### Selecting a date range

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

---

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

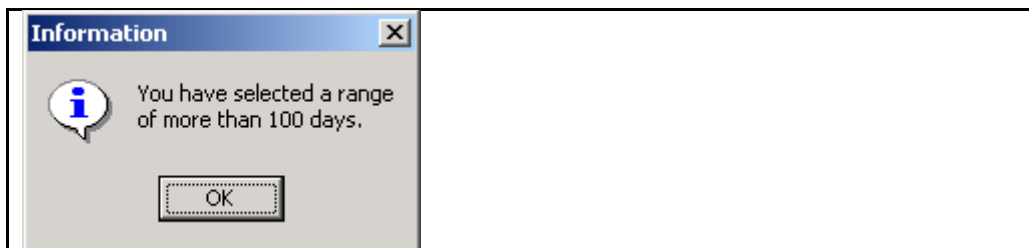
---

### Number of Day Restrictions

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

---

### Date Range Message box

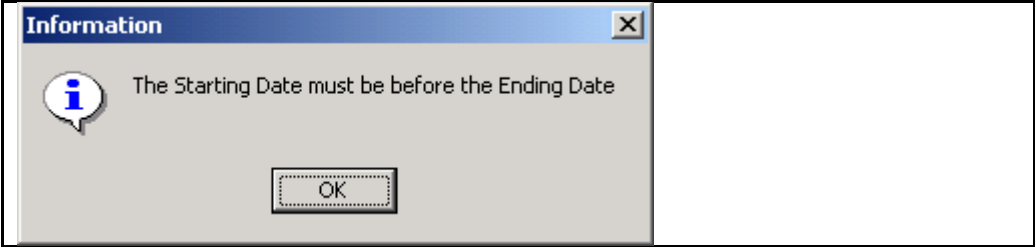


### Start Date before End Date

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

---

**Start/End  
Date Message**



# Display the Prosthetics Data

## Display the data

Once you have selected the date ranges, click the **Display** button to reveal the data within that date range. (You can also click the **File Menu** and the **Display** option.)

A progress bar activates, and the button name changes to “*Searching*” while the system is retrieving records. (A long date range may result in a long search time.)

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

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

## View Prosthetics Billing Information

Please enter a range of dates to View Prosthetic Billing Information . . .

Beginning Date: Jan 01, 2004 Ending Date: Mar 15, 2004

Site	Create Date	Delivery Date	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
LOMA	1/2/2004	1/2/2004	HXUYH,HI	666-21-	*MEDICARE		AUTO BLOOD PR	1	24.76	A4670	AUTO BLOOD	401.9	HYPERTENS
LOMA	1/2/2004		BUXJBAHE	666-04-	PACIFICARI		~R~DELIVERY O	1	237.16	A9901	DME DELIVERY	V43.64	HIP JOINT F
LOMA	1/2/2004	1/8/2004	ZLKLAL,HI	666-19-	Incomplete		compression stoc	1	51.40	L8110	ELASTIC SUPP	454.9	ASYMPTOM/
LOMA	1/2/2004	1/8/2004	ZLKLAL,HI	666-19-	Incomplete		COMPRESSION S	2	102.80	L8110	ELASTIC SUPP	454.9	ASYMPTOM/
LOMA	1/2/2004	1/24/2004	MRAAHY,C	666-21-	Incomplete		#302215 Softcar	1	23.61	A7035	HDGR USED W	780.53	HYPERFORM
LOMA	1/2/2004	1/24/2004	MRAAHY,C	666-21-	Incomplete		Profile Lite Mask	1	90.00	A7031	FCE MSK INTF	780.53	HYPERFORM
LOMA	1/2/2004	1/2/2004	RDHXRS,I	666-24-	Incomplete	Non Billat	KITCHEN PRODU	1	6.48	DL188	KITCHEN PROC	714.0	RHEUMATO/
LOMA	1/2/2004	1/2/2004	RDHXRS,I	666-24-	Incomplete	Non Billat	KITCHEN PRODU	1	4.67	DL188	KITCHEN PROC	714.0	RHEUMATO/
LOMA	1/2/2004	1/2/2004	PRHYSHT,	666-20-	Incomplete		ELECTRODES	12	46.2	A4556	ELECTRODES	718.83	JT DERANGI
LOMA	1/2/2004	1/2/2004	JXYHT,CH	666-12-	Incomplete		ELECTRODES	12	46.2	A4556	ELECTRODES	722.2	DISC DISPL
LOMA	1/2/2004	1/2/2004	JHYBDYT,I	666-30-	Incomplete		OTHER ACCESSC	1	36.18	K0108	OTHER ACCES	250.00	DIABETES N
LOMA	1/2/2004	1/28/2004	JHYBDYT,I	666-30-	Incomplete		~R~DELIVERY O	1	237.16	A9901	DME DELIVERY	250.00	DIABETES N
LOMA	1/2/2004		PXDVIHOS	666-02-	*MEDICARE	Non Billat	SHEEPSKIN CAR	1	10.00	DL181	CARRYING CA		
LOMA	1/2/2004		PXSST,FB	666-23-	*MEDICARE	Non Billat	SHEEPSKIN CAR	1	10.00	DL181	CARRYING CA		

Insurance Information

Insurance	COB	Sub ID	Group	Holder	Effective	Expires
PACIFICARE/HM		535318	32018	PATIEH	01/01/1999	
MEDICARE (WNI)		448723	118	PATIEH	04/01/1983	
MEDICARE (WNI)		412030	80	PATIEH	07/01/1994	

Disability Information

Disability	%	SC
LOSS OF LOWER LEG	40	YES
IMPAIRMENT OF FEMUR	20	YES
OSTEOMYELITIS	0	YES
NEURALGIA	0	YES

Menu Records Found : 4713

Click on Header to SORT



## Change Data Display

---

### Changing the display of the data...

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

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

### Refresh data

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

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

---

## View Column Descriptions - Site, Dates and Patient Data

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

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

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

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

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

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

### Column Headers

The screenshot shows a software window titled "View Prosthetic Billing Information . . . You are logged onto LomaLinda". Below the title bar, there is a menu bar with "File" and "Help". A green banner contains the text "Please enter a range of dates to View Prosthetic Billing Information . . .". Below this, there are two date pickers: "Beginning Date: Jan 01, 2004" and "Ending Date: Mar 15, 2004". To the right of the date pickers are three buttons: "Print", "Excel", and "Display". Below the buttons is a table with the following columns: Site, Create Da., Delivery D., Patient, SSN, Insurance, Coding, Item, Qty, Total C., HCPCS, HCPCS Desc, ICD9, and ICD9 Desc. The table contains several rows of data, including transactions for LOMA, BUXBAHE, ZLKLAL, MRAAHY, and RDIHXRS.

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
LOMA	1/2/2004	1/2/2004	HXLVYH, HII	666-21-	**MEDICARE		AUTO BLOOD PR	1	24.76	A4670	AUTO BLOOD I	401.9	HYPERTENS
LOMA	1/2/2004		BUXBAHE	666-04-	PACIFICARI		~R~DELIVERY O	1	237.16	A9901	DME DELIVERY	V43.64	HIP JOINT F
LOMA	1/2/2004	1/8/2004	ZLKLAL, HI	666-19-	Incomplete		compression stoc	1	51.40	L8110	ELASTIC SUPP	454.9	ASYMPTOM
LOMA	1/2/2004	1/8/2004	ZLKLAL, HI	666-19-	Incomplete		COMPRESSION S	2	102.80	L8110	ELASTIC SUPP	454.9	ASYMPTOM
LOMA	1/2/2004	1/24/2004	MRAAHY, C	666-21-	Incomplete		#302215 Softcar	1	23.61	A7035	HDGR USED W	780.53	HYPER50M
LOMA	1/2/2004	1/24/2004	MRAAHY, C	666-21-	Incomplete		Profile Lite Mask	1	90.00	A7031	FCE MSK INTF	714.0	HYPER50M
LOMA	1/2/2004	1/2/2004	RDIHXRS, I	666-24-	Incomplete		Non Billab: KITCHEN PRODU	1	6.48	DL188	KITCHEN PROC	714.0	RHEUMATO

## View Column Description - Insurance Information

**Insurance for a patient** The **Insurance** column displays health insurance information from the patient's VistA record.

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

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

### Insurance column

Site	Create Date	Delivery Date	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
LOMA	1/2/2004	1/2/2004	HXUYH,HI	666-21-	**MEDICARE		AUTO BLOOD PR	1	24.76	A4670	AUTO BLOOD I	401.9	HYPERTENS
LOMA	1/2/2004		BUXJBAHE	666-04-	PACIFICARI		~R~DELIVERY O	1	237.16	A9901	DME DELIVERY	V43.64	HIP JOINT F
LOMA	1/2/2004	1/8/2004	ZLKLAL,HI	666-19-	Incomplete		compression stoc	1	51.40	L8110	ELASTIC SUPP	454.9	ASYMPTOM
LOMA	1/2/2004	1/8/2004	ZLKLAL,HI	666-19-	Incomplete		COMPRESSION S	2	102.80	L8110	ELASTIC SUPP	454.9	ASYMPTOM
LOMA	1/2/2004	1/24/2004	MRAAHY,C	666-21-	Incomplete		#302215 Softcap	1	23.61	A7035	HDGR USED W	780.53	HYPERSONI
LOMA	1/2/2004	1/24/2004	MRAAHY,C	666-21-	Incomplete		Profile Lite Mask	1	90.00	A7031	FCE MSK INTF	780.53	HYPERSONI
LOMA	1/2/2004	1/2/2004	RDHXRS,I	666-24-	Incomplete		Non Billat: KITCHEN PRODU	1	6.48	DL188	KITCHEN PROU	714.0	RHEUMATO

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

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

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

### Effective date column sorted

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

# View Column Descriptions - Coding Errors

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

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

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

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

## Coding Column

Please enter a range of dates to View Prosthetic Billing Information

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

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C..	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	666-38-	*MEDICARE		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTX,Y,I	666-25-	*MEDICARE	Alert HCPCS	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/13/2004	1/13/2004	CXEYTX,Y,I	666-25-	*MEDICARE		~R~	4	16.00	E0443	PORT 02 CONT		

## Sorting Tip

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

# View Column Descriptions - Item Information

**Item definition**

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

**~R~ in the Item column**

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

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

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

**Item column sorted – Repair items grouped together**

Site	Create Date	Delivery Date	Patient	SSN	Insurance	Coding	Item	Qty	Total Cost	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/16/2004		BXMAXPTE	666-03-	*NO HEALTH		BLANKET	13	864.86	L8239	ELASTIC SUPP		
BAY PI	1/19/2004		BXMAXPTE	666-03-	*NO HEALTH		ELASTIC SUPPOF	2	25.12	L8239	ELASTIC SUPP		
BAY PI	1/16/2004		BXMAXPTE	666-03-	*NO HEALTH		ELASTIC SUPPOF	34	45.10	L8239	ELASTIC SUPP		
BAY PI	1/16/2004		BXMAXPTE	666-03-	*NO HEALTH		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/13/2004		JALN, JXN	666-00-	*HUMANA F		PURPLE BAG	33	625.35	L8239	ELASTIC SUPP		
BAY PI	1/13/2004		JALN, JXN	666-00-	*HUMANA F		PURPLE BLANKET	29	5771.00	L8239	ELASTIC SUPP		
BAY PI	1/13/2004		JALN, JXN	666-00-	*HUMANA F		PURPLE KNEE BR	87	5842.05	L1800	KNEE ORTHOS		
BAY PI	1/8/2004	1/8/2004	BDYFTSXY	666-04-	No Insuranc	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/8/2004	1/8/2004	BDZKAH, C	666-24-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/8/2004	1/8/2004	BDZKAH, C	666-24-	NO HEALTH		~R~	4	16.00	E0443	PORT 02 CONT		
BAY PI	1/8/2004	1/8/2004	BDZKLAA, C	666-14-	*NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/8/2004	1/8/2004	BDZKLAA, C	666-14-	*NO HEALTH		~R~	10	40.00	E0443	PORT 02 CONT		
BAY PI	1/9/2004	1/9/2004	CXEYTXY, C	666-30-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONI		
BAY PI	1/9/2004	1/9/2004	CXEYTXY, C	666-30-	NO HEALTH		~R~	16	64.00	E0443	PORT 02 CONT		

## View Column Descriptions - Quantity and Total Cost Data

---

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

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

---

### Column headers

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C...	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PT	1/13/2004	1/13/2004	GUHYJE,S	666-38-4	*MEDICARE		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PT	1/13/2004	1/13/2004	CXEYTX,Y	1666-25-4	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CON		
BAY PT	1/13/2004	1/13/2004	CXEYTX,Y	1666-25-4	*MEDICARE		~R~	4	16.00	E0443	PORT 02 CONT		

### Total Cost column

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

---

# View Column Descriptions - HCPCS and HCPCS Description Data

## HCPCS definition

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

## Red HCPCS

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

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

## Column headers

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	666-38-	*MEDICARE	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTX, I	666-25-	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTX, I	666-25-	*MEDICARE	~R~		4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT, AA	666-24-	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONT		
BAY PI	1/13/2004	1/13/2004	CXTHWE, C	666-28-	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CONT		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	666-33-	NO HEALTH	~R~		9	36.00	E0443	PORT 02 CONT		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	666-33-	NO HEALTH	~R~		1	3.50	E0431	PORTABLE GAS		
BAY PI	1/16/2004		BXMAXPTE	666-03-	*NO HEALTH		ELASTIC SUPPOF	34	45.10	L8239	ELASTIC SUPPI		
BAY PI	1/16/2004		BXMAXPTE	666-03-	*NO HEALTH		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/16/2004		BXMAXPTE	666-03-	*NO HEALTH		BLANKET	13	864.86	L8239	ELASTIC SUPPI		
BAY PI	1/19/2004		BXMAXPTE	666-03-	*NO HEALTH		ELASTIC SUPPOF	2	25.12	L8239	ELASTIC SUPPI		

## Asterisk in HCPCS column and Calculation Flag

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

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

## View Column Descriptions - ICD9 and ICD9 Description

---

### ICD9 definition

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

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

---

### Column headers

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
LOMA	3/3/2004	3/3/2004	MLOPHAA	666-25-	**MEDICARE	Non Billat:	DRESSING AIDS	1	3.06	DL186	DRESSING AID 436.	CVA	
LOMA	3/3/2004	3/3/2004	MLOPHAA	666-25-	**MEDICARE	Non Billat:	DRESSING AIDS	1	7.19	DL186	DRESSING AID 436.	CVA	
LOMA	3/3/2004	3/3/2004	MLOPHAA	666-25-	**MEDICARE	Non Billat:	GROOMING ACCI	1	2.73	DL187	GROOMING AC 436.	CVA	

### ICD9 Code Selection

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

---



# View Column Descriptions - Disability Information

## Disability Information

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

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

## Disability sample

Please enter a range of dates to View Prosthetic Billing Information . . .

Beginning Date: Jan 01, 2004 Ending Date: Mar 15, 2004

Site	Create Da.	Delivery D.	Patient	SSN	Insurance	Coding	Item	Qty	Total C.	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
LOMA	3/3/2004	3/3/2004	MLOPHAA	666-25-	*MEDICARE	Non Billat	DRESSING AIDS	1	3.06	DL186	DRESSING AID 436.	CVA	
LOMA	3/3/2004	3/3/2004	MLOPHAA	666-25-	*MEDICARE	Non Billat	DRESSING AIDS	1	7.19	DL186	DRESSING AID 436.	CVA	
LOMA	3/3/2004	3/3/2004	MLOPHAA	666-25-	*MEDICARE	Non Billat	GROOMING ACCJ	1	2.73	DL187	GROOMING AC 436.	CVA	
LOMA	3/3/2004	3/3/2004	LXUHYMLY	666-13-	Incomplete		AUTO BLOOD PR	1	24.75	A4670	AUTO BLOOD I 401.9	HYPERTENS.	
LOMA	3/3/2004		MLOPHAA	666-25-	*MEDICARE		~R~TUB TRANSF	1	237.16	A9901	DME DELIVERY 436.	CVA	
LOMA	3/3/2004		GLUJDL,Q	666-03-	Incomplete	Non Billat	LEFT AND RIGHT	2	34.40	DL190	FEEDER & ACC		
LOMA	3/3/2004		PXTS,HIPL	666-25-	*MEDICARE		SHOES	1	97.00	L3221	ORTHOPEDIC I 250.00	DIABETES M	
LOMA	3/3/2004		RHHI,JELL	666-22-	Incomplete		KNEE SPLINT	1	395.00	A4570	SPLINT V43.65	KNEE JOINT	
LOMA	3/3/2004	3/3/2004	RDJELUIT	666-18-	Incomplete		AUTO BLOOD PR	1	24.75	A4670	AUTO BLOOD I 401.9	HYPERTENS.	
LOMA	3/3/2004		RRDM,EDA	666-24-	*BLUE CRO:		~R~DME DELIVE	1	50.00	A9901	DME DELIVERY 428.0	CONGEST HI	
LOMA	3/3/2004	3/3/2004	RRDM,EDA	666-24-	*BLUE CRO:		STANDARD WHEI	1	130	K0001	STANDARD WH 428.0	CONGEST HI	
LOMA	3/3/2004		SSLVAHN,I	666-24-	Incomplete		EAR MOLD IMPRI	2	50.00	V5275	EAR IMPRESSI		
LOMA	3/3/2004	3/3/2004	SNBHT,TJ	666-09-	Incomplete		AUTO BLOOD PR	1	24.75	A4670	AUTO BLOOD I 401.9	HYPERTENS	
LOMA	3/3/2004		BLTSHIX,C	666-08-	Incomplete		BK SOCKET INSEI	1	513.29	L5655	SOCKET INSEI V49.75	BELOW KNEE	

Insurance Information

Insurance	COB	Sub ID	Group	Holder	Effective	Expires
No Insurance In						

Disability Information

Disability	%	SC
INGUINAL HERNIA	0	YES
UPPER RESPIRATORY CONDITION	0	YES
IMPAIRED HEARING	0	YES

Records Found : 4713

Click on Header to SORT

# Chapter 4 - Printing

## Print the View Prosthetics Billing Information Window

---

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

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

---

### Change to Landscape

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

---

### Steps

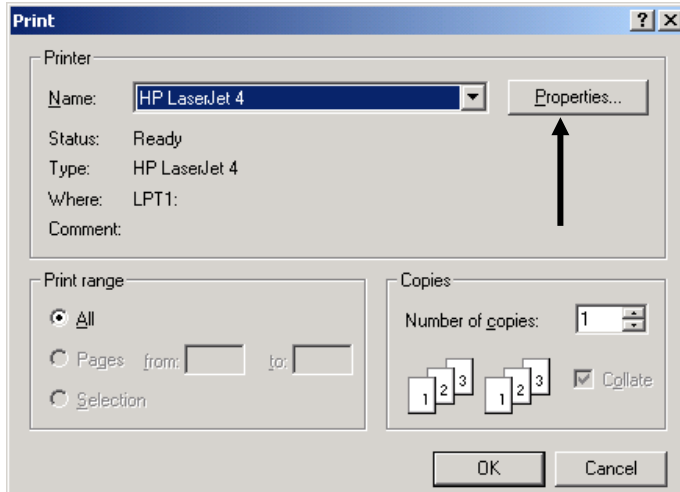
To change the print format, follow these steps:

---

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

---

**Print dialog  
box**



## View Request, Continued

---

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

---

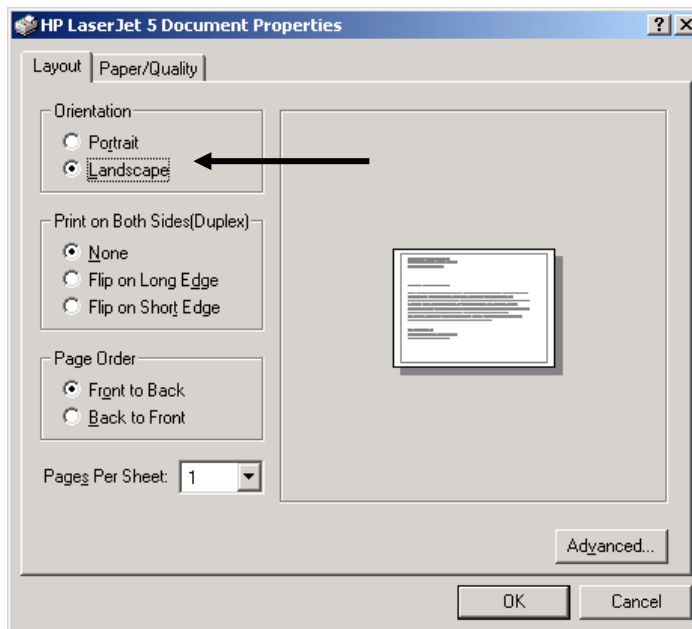
**Steps (continued)** To continue to change to the Landscape format, follow these steps:

---

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

---

### Landscape Radio button



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

---

# Chapter 5 – Saving

## Save as an Excel File

---

**Excel Button** Click the **Excel** button on the **View Prosthetics Billing Information** window to launch Excel and display the current data. (You can also click the **File** menu and select the **Excel** option.)

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

**Note:** This feature creates a temporary Excel .CSV file in the folder selected. The default folder is C:\ViewBillingDownload (which is automatically created). The file name is based on the date range.

**Example:** Jul 02, 2006\_Aug 10, 2006.csv

Prior to the display, you are notified that the information about to be exported may contain Patient Identifiable Information.

---

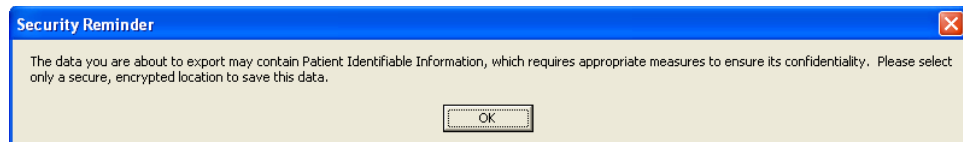
**Steps** To export data to Excel:

---

Step	Action
1	Click the <b>Excel</b> button on the <b>View Prosthetics Billing Information</b> window. <b>Shortcut:</b> Press the <Alt> key + <X> key.
2	Click the <b>OK</b> button on the security reminder.
3	Continue to the <b>Select Directory</b> window.

---

### Security Reminder

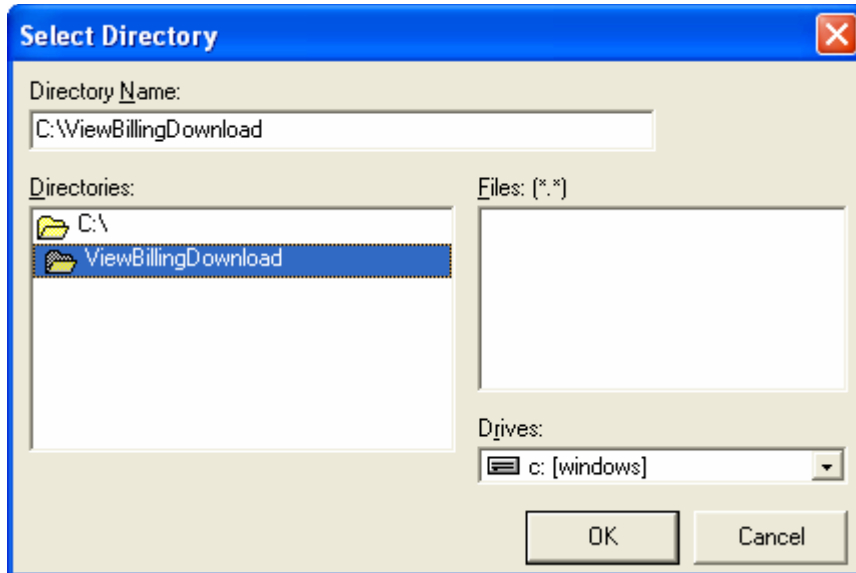


---

Step	Action
------	--------

4	Navigate to the desired directory and select <b>OK</b> .(Click <b>Cancel</b> to exit or <b>Help</b> to view the help pages associated with this functionality)
---	--

**Select Directory**



Step	Action
5	Navigate to a secure location where the temporary Excel (.csv) file will be stored and then select <b>OK</b> . Excel will open and display the data.

# MS Excel data

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Feb 01, 2004\_Apr 30, 2004.csv". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Site	Create Dat	Delivery Dt	Patient	SSN	Insurance	Coding Err	Item	Qty	Total Cost	HCPCS	H
2	SUPPORT	2/18/2004	01/01/0001	DANGER	1666-89-076	No Insuran	Non Billial	Battery	1	20	BA100	R
3	SUPPORT	2/26/2004	01/01/0001	DANGER	1666-89-076	No Insurance	Informat	Eyeglass f	1	29.99	A4254	B
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												

The status bar at the bottom shows the date range "Feb 01, 2004\_Apr 30, 2004" and the word "Ready".

Step	Action
6	<p>This is only a temporary file so if you wish to save the data you must select <b>File</b>, then <b>Save As</b>, then change the name of the file.</p> <p><b>Note:</b> To save the file, you <b>must</b> change the filename from the default. If you accept the default file name, it will be deleted when you close the NPPD window.</p>

**Temp file location**

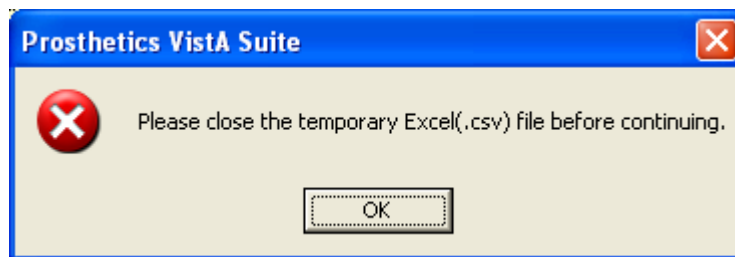
Should you wish to check the location of the temp file, it displays on the View Prosthetic Billing window right above the Excel button.



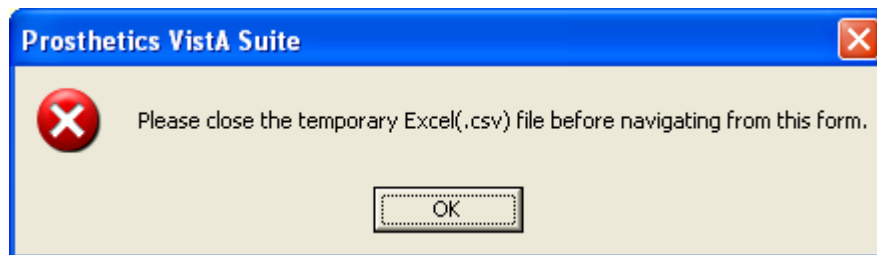
**\*\*Note\*\***

You will be unable to export another report to Excel or navigate away from the View Prosthetic Billing Information window until the current Excel (.csv) file is closed. Attempting to do so without first closing the file will result in one of the following errors depending on what action has taken place. If you do save a file with Patient Identifiable Info in it, don't forget to delete it when you no longer need it.

**Attempting to Open another report with temp file still open**



**Attempting to navigate away from the View Prosthetic Billing Information window with temp file still open**





# AutoFilter

---

## **AutoFilter**

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

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

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

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

---

## Chapter 6 - Closing and Exiting

### Exiting the View Prosthetic Billing Information Window

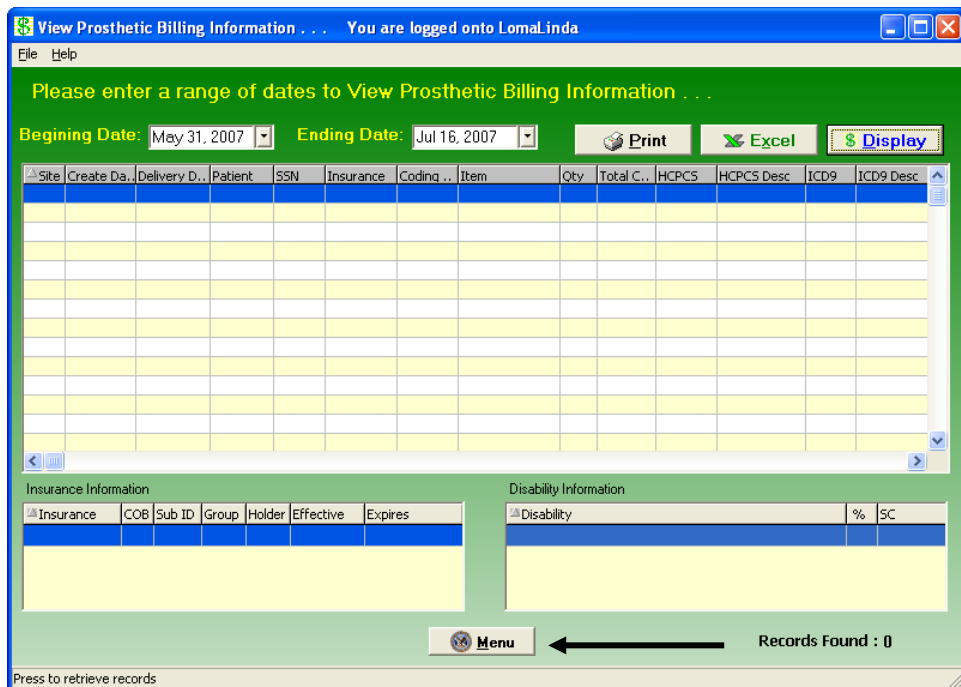
---

#### Exit the Window

You can exit the application by first clicking the **Menu** button on the **View Prosthetic Billing Information** window. This closes the View Prosthetic Billing Information window.

---

#### View Prosthetic Billing Information "Menu" button



#### Exit the Application

Then click the **Close** button on the **Prosthetics Main Menu** window:

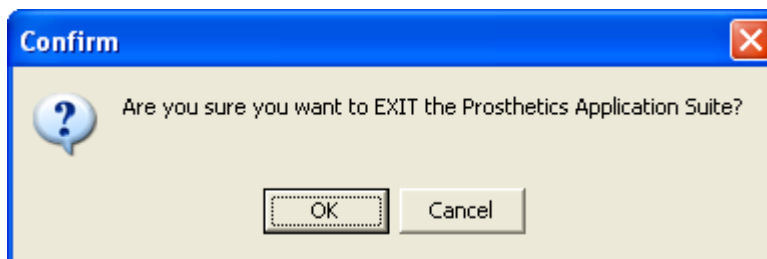
---

**Main Menu  
“Close”  
button**



**Confirmation  
window**

Click OK on the confirmation window to close the Prosthetics VistA Suite.



**Cancel button**

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



# Section 5: Creating a Lab Work Order

## Overview

---

The Create application allows you to create an Orthotics Lab Work order (OWL). You may now Complete and Cancel a work order from the Graphical User Interface (GUI). The Create application also allows you view information associated with the current work order, such as 2319 information, CPRS data, and the initial Request.

The Create application is accessed from the Purchase Order Control window.

---

### Accessing the Create Lab Work Order window

To access the Create Lab Work Order window from the Purchase Order Control window, do the following:

1. Highlight a work order in the Purchase Order Control listview.

**Note 1:** The patient must be defined in the PROSTHETICS PATIENT FILE. If you select a patient who is not already defined, a popup message alerts you to this fact. (Click **OK** to clear the popup window.) Use the **AP – Add/Edit Patient to Prosthetics** option to correct this issue.

**Note 2:** A work order that displays LAB in the Type column has already been used to create a lab order and may not be reused for that purpose.

2. Click the **Create OWL** button. The Create Lab Work Order window displays.





## Selecting a Lab Type

---

### Lab Type

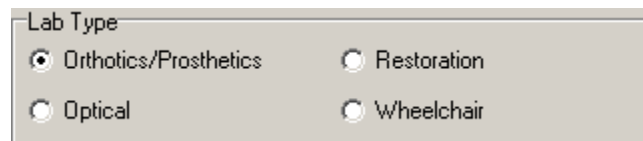
The first step to creating a Lab Order is to select a Lab Type. Below the patient SSN there are four radio buttons that correspond to the following lab types:

- Orthotics/Prosthetics
- Optical
- Restoration
- Wheelchair

Click one of the **Lab Type** radio buttons, then mouse click or press **<Tab>** to go to the next field.

---

### Lab Type radio buttons



The screenshot shows a window titled "Lab Type" with four radio buttons arranged in a 2x2 grid. The top-left radio button, labeled "Orthotics/Prosthetics", is selected. The other three radio buttons are labeled "Optical", "Restoration", and "Wheelchair".

## Selecting Stations

---

**NPPD Station** The National Prosthetic Patient Database (NPPD) is a dynamic, comprehensive national database used to collect information on the disabled population's use of prosthetic, orthotic, and sensory aids. This information allows for statistical analysis and oversight of the VA Prosthetic Service. The NPPD compiles prosthetic data recorded at each VHA facility, or station.

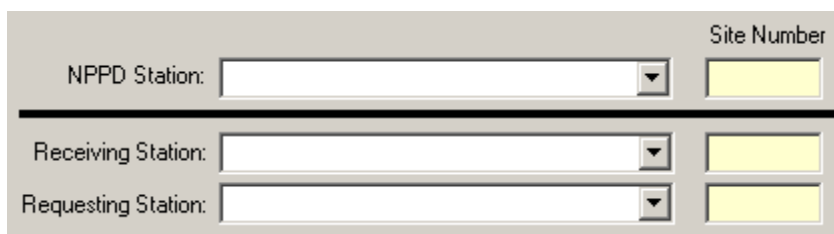
Click the **NPPD Station** drop-down arrow to display a list of stations for you to select one. A shortcut is to enter a partial spelling of the **NPPD Station** and click the drop-down arrow (or press the <TAB> key) to select one beginning with the criteria that you entered.

Once a station has been selected, the station name displays next to the NPPD Station label and the site number displays in the yellow field to the right.

**Note:** For a user at a station which does its own OWL, the NPPD Station, Receiving Station, and Requesting Station will all be the same.

---

### NPPD Station drop-down list



The screenshot shows a form with three rows of input fields. Each row has a label on the left, a text input field with a drop-down arrow on the right, and a yellow rectangular field to the right of the text input. The labels are 'NPPD Station:', 'Receiving Station:', and 'Requesting Station:'. The yellow fields are labeled 'Site Number' at the top right of the first row.

### Receiving Station

Enter a partial spelling of the **Receiving Station** and click the drop-down arrow (or press the <TAB> key) to select an item beginning with the characters you entered. The Receiving Station is the institution that will receive the VAF 10-2529-3 request for processing.

---

### Requesting Station

Enter a partial spelling of the **Requesting Station** and click the drop-down arrow (or press the <TAB> key) to select an item beginning with the characters you entered. The Requesting Station is the station requesting the services or appliances.

---



## Patient Category and Type of Transaction

---

### Patient Category

The next step is to select a Patient Category. To the right of the patient SSN there are two radio buttons that correspond to the following patient categories:

- SC (service connected)
- NSC (non-service connected)

Click one of the **Patient Category** radio buttons.

**Shortcut:** Press the **<Tab>** key to move focus to the Patient Category area, then use the arrow keys to select a Patient Category.

For your reference, a listview to the right of the Patient Category area displays disabilities on record for the current patient. This listview displays the following three columns:

- Disability
- % (percentage of disability)
- SC (service connected – yes or no)

The SC column displays YES if the disability is service connected and NO if otherwise.

You may sort this display by clicking any one of the column headings.

### Patient Category area

Disability	%	SC
NEUROSIIS, GEN ANX DIS	100	YES

**Type of Transaction**

Below the Patient Category area there are two radio buttons that correspond to the following transaction types:

- New / Replace
- Repair / Service

Click one of the **Type of Transaction** radio buttons.

**Shortcut:** Press the <Tab> key to move focus to the Type of Transaction area, then use the arrow keys to select a Type of Transaction.

---

## Primary Item Information

---

**Billing Item** Enter a partial spelling of the **Billing Item** and click the drop-down arrow (or press the <Tab> key) to select an item beginning with the characters you entered.

---

**HCPCS** Enter a partial spelling of the **HCPCS** code or description and click the drop-down arrow (or press the <Tab> key) to select a code containing the characters that you entered.

---

**CPT Modifier** Below the HCPCS field there are four radio buttons that correspond to the following CPT Modifiers:

- Left
- Right
- Both
- N/A

Click the applicable **CPT Modifier** radio button.

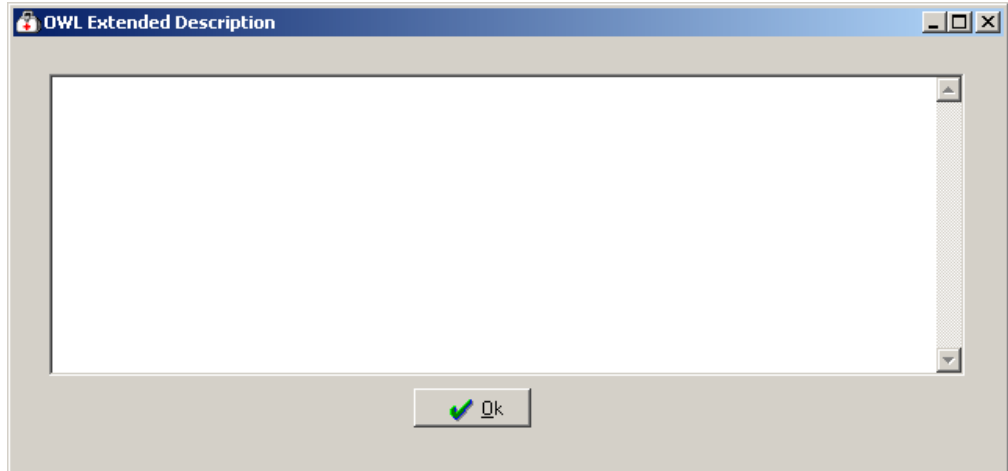
**Shortcut:** Press the <Tab> key to move focus to the CPT Modifier area, then use the arrow keys to select a CPT Modifier.

---

**Extended Description** To enter a longer description of the item, click the **Extended Desc.** button. The OWL Extended Description window shown below displays. You can type a free-text extended description of an unlimited maximum number of characters. Click the **OK** button to close the window.

---

**Extended  
Description  
window**



---

**Unit of Issue**    The Unit of Issue is 1 by default and cannot be changed.

**Note:** Any field on this screen with a yellow background is for display only and cannot be modified.

---

**Quantity**        The quantity defaults to 1 and cannot be changed.

---

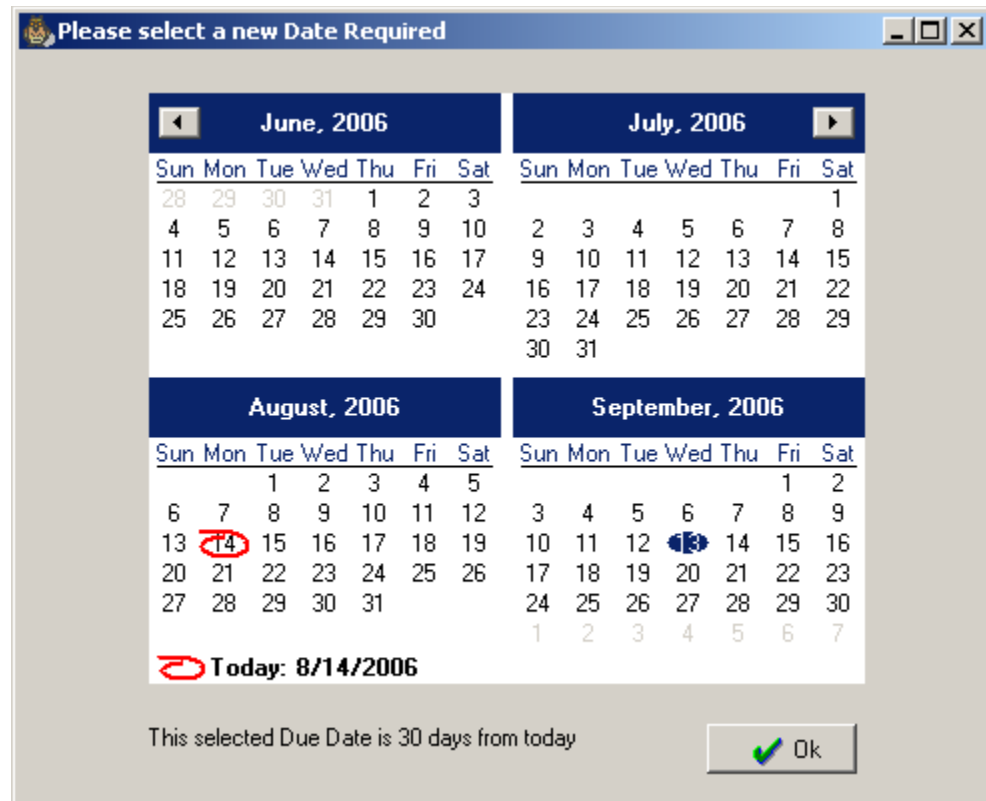
## Changing the Date Required

### Change Date Required

Today's date defaults into the Date Required field. To select a different date, click the **Change Date Required** button.

**Note:** You may only select today's date or a future date.

### Please select a new Date Required

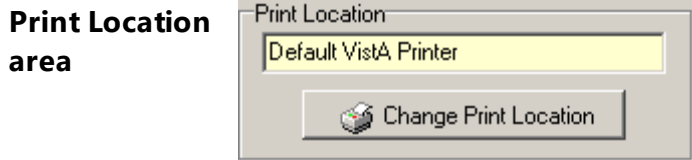


# Changing the Print Location

---

**Request Receipt** Once you submit the lab work order, a request receipt will print automatically to the printer specified in the Print Location field.

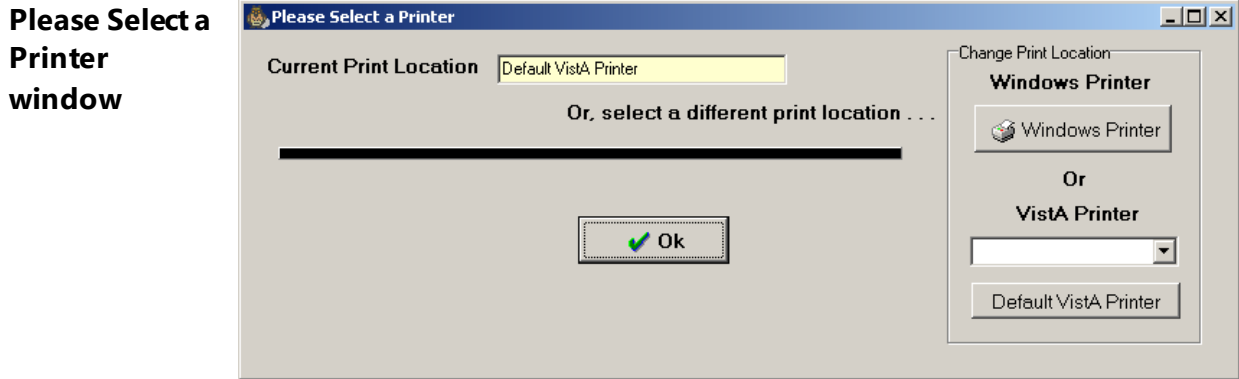
---



**Change Print Location** To change the printer, click the **Change Print Location** button, located near the lower-left corner of the window.

The Please Select a Printer window displays.

---



**Select Printer Type**

You may select one of the following three printer types:

- A Window Printer
- A VistA Printer of your choice
- The Default VistA Printer

**Note:** The default VistA printer is defined in file 669.9 PROSTHETICS SITE PARAMETER.

Depending on the Lab Type you chose when the OWL was created, the VistA printer is defined in the following field:

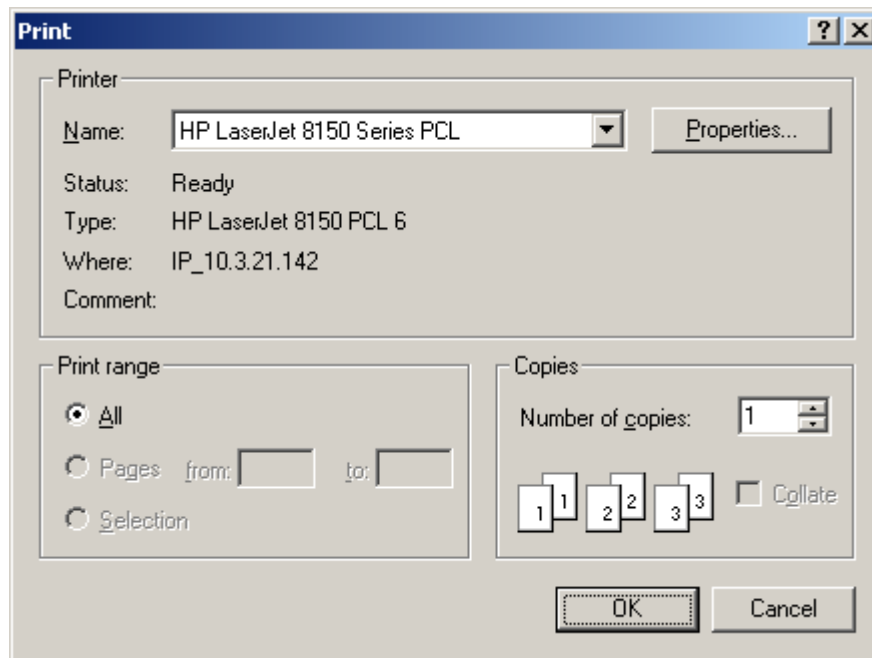
- Optical - 26 - EYE CLINIC LAB DEVICE
- Orthotics/Prosthetics - 27 - ORTHOTIC LAB DEVICE
- Restoration - 28 - RESTORATION CLINIC DEVICE
- Wheelchair - 30 - WHEELCHAIR REPAIR SHOP DEVICE

**Windows Printer**

To select a Windows printer, click the **Windows Printer** button in the Change Print Location area. The Windows Print dialog displays.

Select the desired printer from the **Name** dropdown, then click **OK**.

**Windows Printer selection window**



**Default VistA Printer**

To print to the Default VistA Printer, click the **Default VistA Printer** button, then click **OK**.

**Notes:** The Default VistA Printer is the default print location, so you don't have to do anything unless you've already changed the printer before. The default VistA printer is defined in file 669.9 PROSTHETICS SITE PARAMETER.

Depending on the Lab Type you chose when the OWL was created, the VistA printer is defined in the following field:

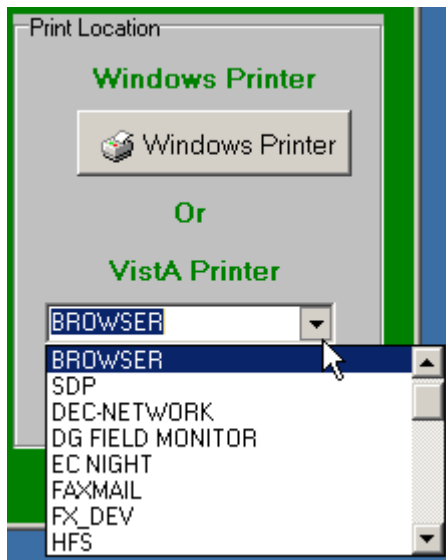
- Optical - 26 - EYE CLINIC LAB DEVICE
- Orthotics/Prosthetics - 27 - ORTHOTIC LAB DEVICE
- Restoration - 28 - RESTORATION CLINIC DEVICE
- Wheelchair - 30 - WHEELCHAIR REPAIR SHOP DEVICE

---

**Choose a VistA Printer**

To select a particular VistA Printer, choose a from the **VistA Printer** dropdown list, then click **OK**.

**VistA Printer dropdown list**

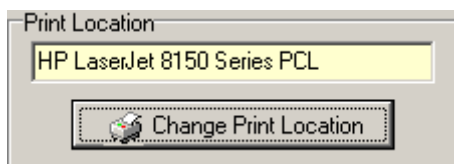


---

**Selected Printer**

After you click OK, the name of the selected printer displays in the Print Location field.

**Print Location area**





## Viewing Additional Information

---

The lower-left corner of the Create Lab Work Order screen contains the following three buttons:

- 2319
- CPRS
- Request

These buttons, described briefly below, function just as they do on the Purchase Order Control window. For more information, see Section 1 of this manual.

---

**2319 button** To view all eight tabs of 2319 data for a patient, click the **2319** button.

For more information, see Chapter 4 in Section 1 of this manual.

---

**CPRS button** To view the CPRS record for a patient, click the **CPRS** button.

For more information, see Chapter 5 in Section 1 of this manual.

---

**Request button** To view the request (if information is available for this patient), click the **Request** button.

For more information, see Chapter 6 of Section 1 of this manual.

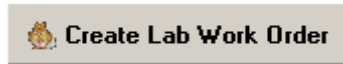
---

## Submitting the Lab Work Order

---

### **Create Lab Work Order button**

To submit the Lab Work Order, click the **Create Lab Work Order** button, in the lower-right corner of the Create Lab Work Order window.



The request receipt will print to the printer specified in the Print Location area.

---

# Section 6: Orthotic Lab & Work Order

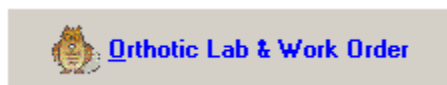
## Overview

### Accessing the Orthotics Work Order and Lab window

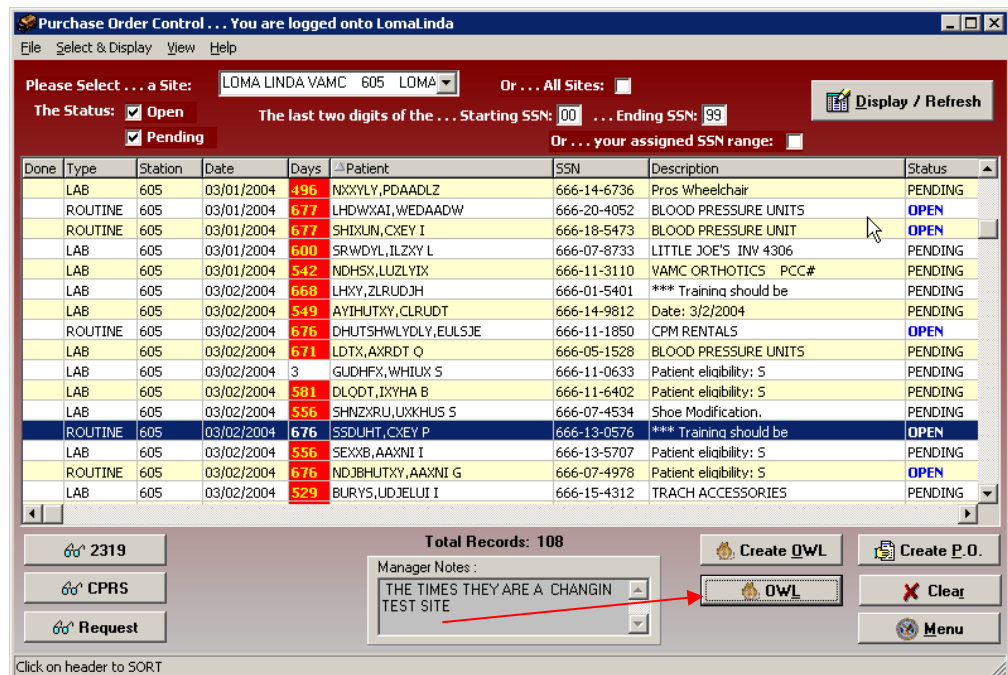
The OWL window is accessible from two different locations:

#### Method 1 – Accessing OWL from the Prosthetics Main Menu

At the Prosthetics Main Menu, click the **Orthotic Lab & Work Order** button. The OWL window displays.



#### Method 2 – Accessing OWL from the Purchase Control window



At the Purchase Order Control window, click the **OWL**. button. The OWL window displays.

## Orthotics Work Order and Lab window

**Work Orders**

LWO Number	Type	Status	OWL Date	Assigned To	Consult Date	Patient	SSN
605-06-4-0-0001	ORTHOTICS/PR ASSIGNED	T	07/12/2006	PROSTEST,USEF03/01/2004		SRWDYL,ILZXY L	666-07-8733
605-06-3-0-0048	ORTHOTICS/PR ASSIGNED	T	06/05/2006	PROSTEST,USEF03/02/2004		TRUYHU,FLUN P	666-13-3046
605-06-3-0-0032	ORTHOTICS/PR ASSIGNED	T	05/12/2006	PROSTEST,USEF03/03/2004		BHUYIS,ZHUAH	666-22-1925
605-06-3-0-0005	ORTHOTICS/PR ASSIGNED	T	04/04/2006	PROSTEST,USEF03/05/2004		CELSXY,WEDADW	666-08-3122
T-06-2-E-0009	EYEGLASS	ASSIGNED	T	03/02/2006		UYURE,KURJH L	666-12-0941

**HCPCS for Work Order: 605-06-4-0-0001**

Pri	HCPCS	HCPCS Item	Total \$
Yes	L3500	SHOE MISC ADD INSOLE LEATHER	44.00

Total HCPCS: 1      Total Work Order Cost: \$44.00

**Materials for HCPCS: L3500**

Material
LACES SHOE

Material Entries: 1      Cost: \$44.00

**Labor for HCPCS: L3500**

Date	Technician	Hrs	Rate \$
------	------------	-----	---------

Labor Entries: 0      Cost: \$0.00

**Quitting Work** If you need to stop working at any point during the workflow, click the **Close** button in the lower-right corner of the window. You will return to the Main Menu.



# Orthotic Lab & Work Order Window Areas

---

**Seven Major window areas** The OWL window contains seven major areas where you can view information or enter data. These areas are described below.

- Title bar
  - Menu bar
  - Work Orders listview
  - HCPCS area
  - Command Buttons
  - HCPCS Materials area
  - HCPCS Labor area
- 

## Title Bar

---

**Title Bar**



The title bar runs along the top edge of the OWL window. Its default color is blue and it contains the name of the application.

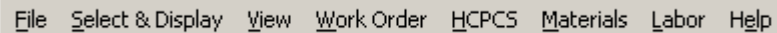
The three buttons at the far right of the title bar allow you to minimize, maximize/restore, and close the window.

---

# Menu Bar

---

## Menu Bar



File Select & Display View Work Order HCPCS Materials Labor Help

The menu bar lies below the title bar. The OWL title bar contains eight options: File, Select & Display, View, Work Order, HCPCS, Materials, Labor, and Help. Click an option on the menu bar to list all the operations you can perform from within that menu. Click the desired option to execute a specific function.

Each menu option and its corresponding suboptions display as listed below:

---

## File menu

The following options are available from the File menu:

- **Print OWL:** Print the selected lab work order.
  - **Exit:** Save current data and close the OWL window.
- 

## Select & Display menu

The following options are available from the Select & Display menu:

- **Pending Assignment:** Toggle Pending Assignment box checked/unchecked. Check box to display lab work orders not assigned to a tech.
- **Assigned:** Toggle Assigned box checked/unchecked. Check box to display lab work orders assigned to a tech.
- **Completed:** Toggle Completed box checked/unchecked. Check box to display lab work orders with a Completed status.
- **Cancelled:** Toggle Cancelled box checked/unchecked. Check box to display lab work orders with a Cancelled status.
- **Display/Refresh:** Refresh the Work Orders Listview display.

For more information on using the Work Orders listview, see "Filtering the Work Orders Listview," later in this chapter.

---

**View menu**

The following options are available from the View menu:

- **View 2319:** Display 2319 information for the selected lab work order.
  - **View CPRS:** Display CPRS information for the selected lab work order.
  - **View Request:** Display request information for the selected lab work order.
-

**Work Order menu**

The following options are available from the Work Order menu:

- **OWL Detail:** Display lab work order detail.
  - **Assign Tech:** Assign a technician to the selected lab work order.
  - **Complete OWL:** Complete the selected work order.
  - **Cancel OWL:** Cancel the selected work order.
  - **Print OWL:** Display the Print Lab Work Order dialog.
- 

**HCPCS menu**

The following options are available from the HCPCS menu:

- **Detail / Edit:** Display OWL Material dialog.
  - **Add HCPCS:** Add secondary HCPCS items.
- 

**Materials menu**

The following options are available from the Materials menu:

- **Detail / Edit:** View/edit the selected HCPCS materials.
  - **Add Material:** Add secondary HCPCS materials.
- 

**Labor menu**

The following options are available from the Labor menu:

- **Detail / Edit:** View/edit the selected HCPCS labor.
  - **Add Labor:** Add labor hours for HCPCS item.
- 

**Help menu**

The following options are available from the Help menu:

- **Contents:** Display this online Help file.
  - **About:** Display Prosthetics VistA Suite version # and compilation date.
-



# Work Orders Listview

---

**Work Orders Listview** Use this area of the screen to view, filter, and sort work orders. It contains four checkboxes, a command button, a sortable listview, and a display of the total number of work orders.

For more information, see the “Filtering Lab Work Orders” section on page 181 of this manual.

---

## Work Orders Listview

LWO Number	Type	Status	OWL Date	Assigned Tech	Consult Date	Patient	SSN
605-06-4-W-0003	WHEELCHAIR	PENDING AS	08/09/2006		03/05/2004	BHYSXY, LUSERU X CU	666-03-3804
605-06-4-O-0001	ORTHOTICS/PR	ASSIGNED T	07/12/2006	PROTEST, USEF	03/01/2004	SRWDYL, ILZXY L	666-07-8733
605-06-3-O-0060	ORTHOTICS/PR	ASSIGNED T	06/19/2006	NELSON, KEN	03/04/2004	RLZXT, SDZXS H	666-16-4610
605-06-3-R-0059	RESTORATION	ASSIGNED T	06/16/2006	NELSON, KEN	03/02/2004	DLQDT, IXHYA B	666-11-6402
605-06-3-W-0058	WHEELCHAIR	PENDING AS	06/14/2006		06/14/2006	WXXSHY, SEXZLT U	666-20-3807

Total Work Orders : 87

## HCPCS Area

---

### Overview

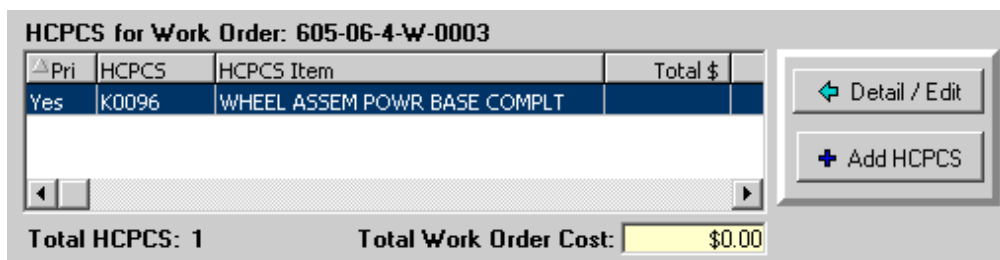
Use this area of the screen to add, edit, and delete HCPCS items. It contains a sortable listview and two buttons.

The total number of HCPCS items and the total cost of HCPCS for the selected work order display below the listview.

For more information, see the “Managing HCPCS Items” section on page 184 of this manual.

---

### HCPCS Area



### HCPCS Listview

The following list provides an overview of some of the main features of the HCPCS listview:

- The number following the **HCPCS for Work Order** label matches the Lab Work Order (LWO) Number of the row highlighted above in the Work Orders listview.
  - The primary HCPCS item is indicated by a YES in the **Pri** column of the HCPCS listview. This HCPCS code matches the code selected when the work order was created.
  - Click the **Detail/Edit** button to view or edit the item highlighted in the HCPCS listview. The OWL HCPCS window displays. You can edit all fields on the OWL HCPCS window except Qty, Unit of Issue, and Total Cost. (See Editing a HCPCS Item.)
  - Click **Add HCPCS** to add secondary HCPCS items to the work order. (See “Adding a HCPCS Item.”)
-

## Command Buttons Area

---

### Command buttons area

A command button is a large button which, when clicked, executes a command. The Command Buttons area contains the following eight buttons:

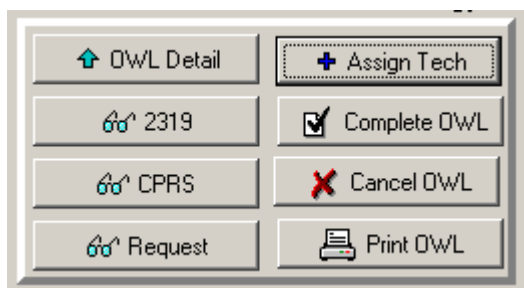
- OWL Detail
- 2319
- CPRS
- Request
- Assign Tech
- Complete OWL
- Cancel OWL
- Print OWL

Their functions are described in the Workflows section starting on page 181 of this manual.. For more information, see the following sections:

- Managing Lab Technicians (page 182)
- Printing the OWL (page 193)
- Completing the OWL (page 194)
- Cancelling the OWL (page 195)
- Closing the OWL (page 196)

---

### Command buttons



### OWL Detail button

Click the OWL Detail button to display information about the work order currently highlighted in the Work Order listview.

---

## OWL Detail

**OWL Lab Work Order Detail**

Work Order: 605-06-4-W-0003  
Patient: BHYSXY, LUSERU X CU  
SSN: 666-03-3804

Work Order Status: PENDING ASSIGNMENT  
Initial Tech:   
Date Assigned:

NPPD Station: LOMA LINDA VAMC  
Receiving Station: LOMA LINDA VAMC  
Requesting Station: LOMA LINDA VAMC

Cancelled By:   
Cancelled Date:

Ward Location:   
Physician:   
Extension:

Treating Speciality:   
Diagnosis:

Patient Category:  
 SC  
 NSC

Disability	%	SC
ANKLOSIS OF RIGHT KNEE	40	YES
BACK STRAIN	40	YES
KNEE PROSTHESIS	40	YES
TENDON INFLAMMATION	20	YES

Date Created: AUG 09, 2006  
Date Required: SEP 08, 2006

Type of Transaction:  
 New / Replace  
 Repair / Service

Source Of Procurement: WHEELCHAIR REPAIR SHOP  
Requesting Official: PROTESTE\_USER  
Requestor Date: AUG 09, 2006

Approving Official:   
Approval Date:

Date Delivered:   
Inspecting Official:   
Completed By:   
Close Out Date:

The information on this screen is for display only and cannot be modified from this screen.

## HCPCS Materials Area

---

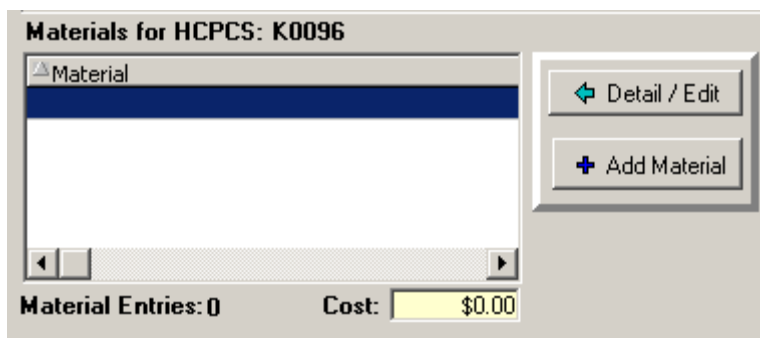
**HCPCS Materials Area** Use this area of the screen to add, edit, and delete materials related to HCPCS items. It contains a sortable listview and two buttons.

The total number of Material Entries and the total cost of materials for the selected HCPCS item display below the listview.

For more information, see the “HCPCS Materials” section on page 187 of this manual.

---

**HCPCS Materials Area**



## HCPCS Labor Area

---

**HCPCS Labor Area** Use this area of the screen to add, edit, and delete labor related to HCPCS items. It contains a sortable listview and two buttons.

The total number of Labor Entries and the total cost of labor for the selected HCPCS item display below the listview.

For more information, see the section “HCPCS Labor.”

---

**HCPCS Labor Area**

**Labor for HCPCS: K0096**

Date	Technician	Hrs	Rate \$

← Detail / Edit

+ Add Labor

⏪ ⏩

Labor Entries: 0      Cost: \$0.00

⊗ Close

---

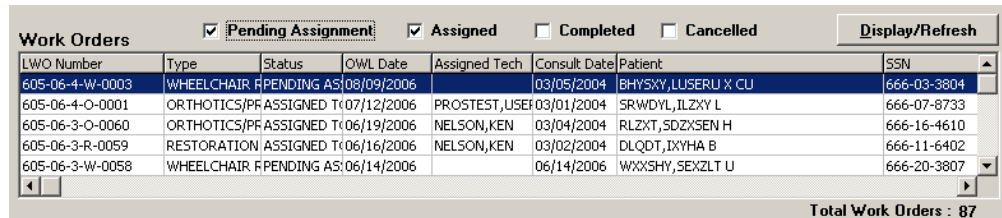
# Workflows

## Filtering Lab Work Orders

### Work Orders listview checkboxes

Four checkboxes allow you to filter the Work Orders listview. The Pending Assignment and Assigned checkboxes are checked by default.

### Work Orders listview



LWO Number	Type	Status	OWL Date	Assigned Tech	Consult Date	Patient	SSN
605-06-4-W-0003	WHEELCHAIR	PENDING AS	08/09/2006		03/05/2004	BHYSXY, LUSERU X CU	666-03-3804
605-06-4-O-0001	ORTHOTICS/PR	ASSIGNED T	07/12/2006	PROTEST, USEF	03/01/2004	SRWDYL, ILZXY L	666-07-8733
605-06-3-O-0060	ORTHOTICS/PR	ASSIGNED T	06/19/2006	NELSON, KEN	03/04/2004	RLZXT, SDZXSEN H	666-16-4610
605-06-3-R-0059	RESTORATION	ASSIGNED T	06/16/2006	NELSON, KEN	03/02/2004	DLQDT, IXHYA B	666-11-6402
605-06-3-W-0058	WHEELCHAIR	PENDING AS	06/14/2006		06/14/2006	WXXSHY, SEXZLT U	666-20-3807

Total Work Orders : 87

## Workflow

To filter the Work Orders listview, do the following:

1. Check the desired boxes:
  - **Pending Assignment:** Display work orders with a Status of PENDING ASSIGNMENT (i.e., work orders with no Assigned Tech).
  - **Assigned:** Display work orders with a Status of ASSIGNED TO TECHNICIAN.
  - **Completed:** Display work orders with a Status of COMPLETED.
  - **Cancelled:** Display work orders with a Status of CANCELLED.

The four checkboxes work in various combinations. Checking more than one checkbox displays the selected results connected by the Boolean operator OR. For example, if you check the boxes Assigned and Cancelled, then click Display/Refresh, the listview displays work orders with a Status of ASSIGNED TO TECHNICIAN **or** CANCELLED.

2. Click **Display/Refresh**.



**Display/Refresh**

**Notes:** This listview only displays completed and cancelled work orders that were created in GUI OWL.

**Work orders created in roll & scroll will not display here.**

---



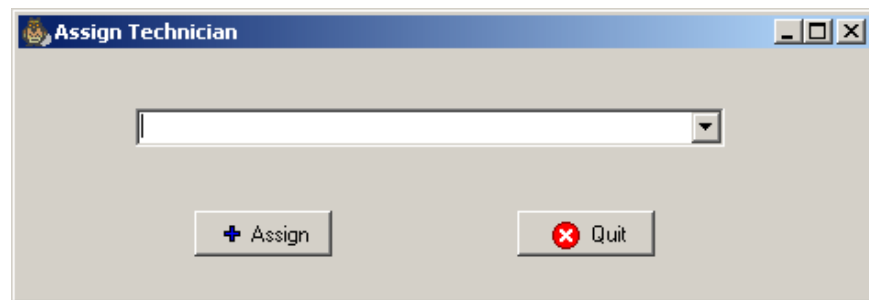
# Managing Lab Technicians

---

## Assigning a Tech

To assign a technician to a work order that is pending assignment, do the following:

1. Highlight a work order with a status of **Pending Assignment**, then click the **Assign Tech** command button. The Assign Technician window displays.



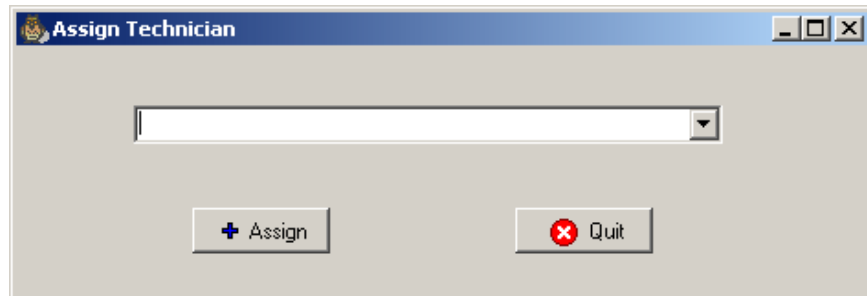
2. Type a few **characters** of the tech's name, then press **<Tab>** or click the down arrow button to display names drop-down list. Select a **name**.
3. Click **Assign**. The Assign Technician window closes and the Work Orders listview displays the chosen tech's name in the Assigned Tech column.

**Note:** Because the listview automatically refreshes after you click Assign, the Assigned box must be checked for you to see the work order with the newly-assigned tech. If the Assigned box is not checked, the work order disappears from the listview. To see it, check the **Assigned** box, then click **Display/Refresh**.

---

**Editing a Tech** To change the technician on a work order that already has an assigned tech, do the following:

1. Highlight the work order with an Assigned Tech, then click the **Assign Tech** command button. A popup window displays the following confirmation message: "This Work Order has already been assigned. Do you wish to change the assignment?"
2. Click **Yes** to close the popup. The Assign Technician window displays.



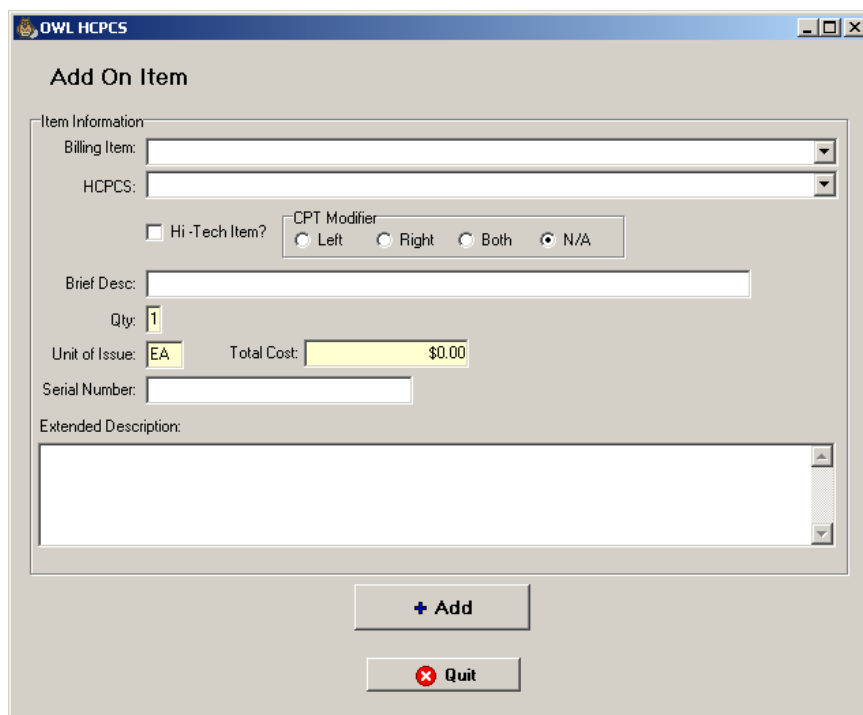
3. Type a few **characters** of the tech's name, then press **<Tab>** or click the down arrow button to display names drop-down list. Select a new **name** from the drop-down list.
  4. Click **Assign**. The Assign Technician window closes and the Work Orders listview displays the chosen tech's name in the Assigned Tech column.
-

# Managing HCPCS Items

## Adding a HCPCS Item

To add a secondary HCPCS item, do the following:

1. Click the **Add HCPCS** button to add an additional HCPCS item. The OWL HCPCS Add On Item window displays.



2. Type a few characters in the **Billing Item** dropdown list, then press **<Tab>** to select a Billing Item from the dropdown list.
3. Type a few characters in the **HCPCS** dropdown list, then press **<Tab>** to select a HCPCS code.
4. Optionally check the **Hi-Tech Item** checkbox.

**Note:** Hi-Tech items are HCPCS that are flagged by the user to be using high technology. The list of Hi-Tech items is provided by VACO and DVG. To obtain the latest list of approved Hi-Tech items, contact the Prosthetics and Clinical Logistics Office (10FP).

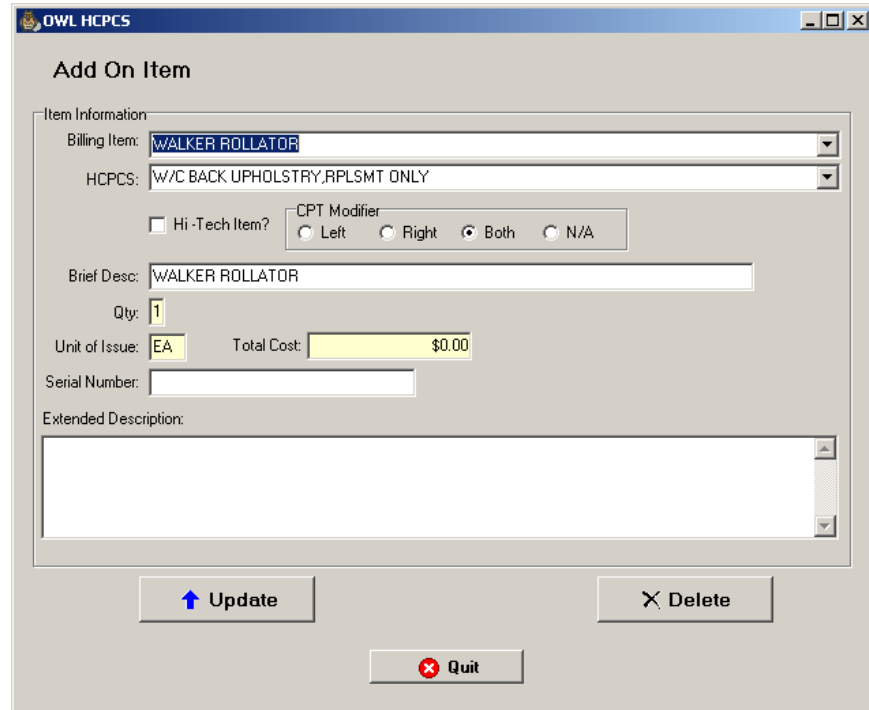
5. Select the appropriate **CPT Modifier** radio button. This is required.
6. Optionally enter a brief description in the **Brief Desc** field.
7. The **Qty** field defaults to 1 and cannot be modified.
8. The **Unit of Issue** defaults to EA (each) and cannot be edited.
9. The **Total cost** defaults and cannot be edited.

10. Optionally enter a **Serial Number**.
  11. Optionally type or paste text into the **Extended Description** field.
  12. Click the **Quit** button to close the Add On Item window without saving changes, or click **Add**. After you click Add, the Add On Item window closes and the HCPCS item is added to the HCPCS listview.
-

## Editing a HCPCS Item

To edit a HCPCS item, do the following:

1. Highlight the row of the HCPCS item to be edited, then click **Detail/Edit**. The OWL HCPCS window displays.



The screenshot shows the 'OWL HCPCS' window with the 'Add On Item' form. The form contains the following fields and controls:

- Item Information:**
  - Billing Item: WALKER ROLLATOR (dropdown menu)
  - HCPCS: W/C BACK UPHOLSTRY,RPLSMT ONLY (dropdown menu)
  - Hi-Tech Item? (checkbox)
  - CPT Modifier: Left (radio), Right (radio), Both (radio, selected), N/A (radio)
  - Brief Desc: WALKER ROLLATOR (text field)
  - Qty: 1 (text field)
  - Unit of Issue: EA (dropdown menu)
  - Total Cost: \$0.00 (text field)
  - Serial Number: (text field)
  - Extended Description: (large text area)
- Buttons:**
  - Update (with an upward arrow icon)
  - Delete (with an X icon)
  - Quit (with a red X icon)

2. You can edit the data in all fields except for the following three:
  - Qty
  - Unit of Issue
  - Total Cost
3. To finish the workflow, click one of the following buttons:
  - Click **Update** to save all changes and close the OWL HCPCS window.
  - Click **Quit** to discard changes and close the OWL HCPCS window.
  - Click **Delete** to remove this HCPCS item from the work order.

**Note:** The **Delete** button is disabled for the Primary HCPCS item, which can be edited but not deleted.

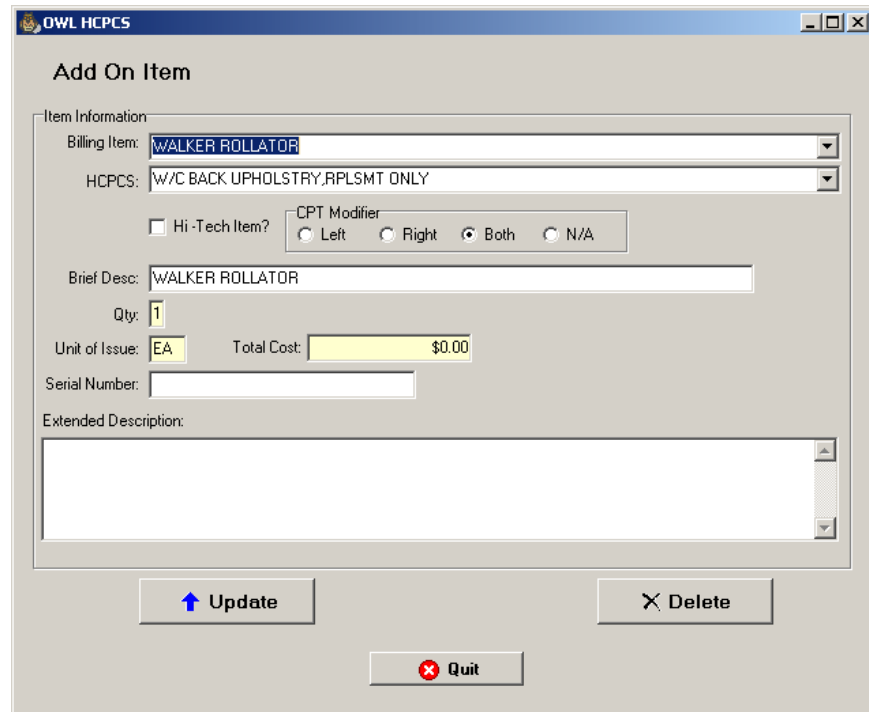
---

## Deleting a HCPCS Item

To delete a HCPCS item from the work order, do the following:

1. Highlight the HCPCS item in the HCPCS listview on the OWL window, then click **Detail/Edit**. The Add On Item window displays.

**Note:** The Delete button is disabled for Primary HCPCS items. You may only delete Add-On HCPCS items this way.



The screenshot shows the 'Add On Item' window in the OWL HCPCS application. The window title is 'OWL HCPCS'. The main title is 'Add On Item'. The 'Item Information' section contains the following fields:

- Billing Item: WALKER ROLLATOR
- HCPCS: W/C BACK UPHOLSTRY,RPLSMT ONLY
- Hi-Tech Item? (checkbox): unchecked
- CPT Modifier: Radio buttons for Left, Right, Both (selected), and N/A.
- Brief Desc: WALKER ROLLATOR
- Qty: 1
- Unit of Issue: EA
- Total Cost: \$0.00
- Serial Number: (empty field)
- Extended Description: (empty text area)

At the bottom of the window, there are three buttons: 'Update' (with an upward arrow icon), 'Delete' (with an X icon), and 'Quit' (with a red X icon).

2. Click **Delete**. A popup window asked you to confirm the deletion.
  3. Click **Yes**. The HCPCS item is removed from the HCPCS listview.
-

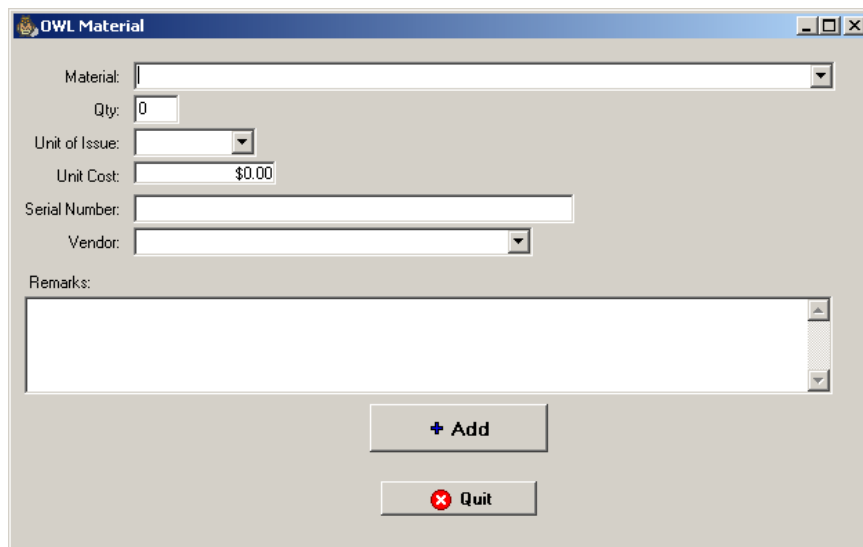
# HCPCS Materials

---

## Adding Materials for a HCPCS Item

To add materials for a HCPCS item, do the following:

1. Highlight an item in the HCPCS listview.
2. Click the **Add Material** button. The OWL Material window displays.



3. Type a few letters in the **Material** field, then press **<Tab>** and select a material from the drop-down list. Examples: Velcro, plaster, rivets, leather.

**Note:** The material must be loaded in the local item file or it won't display in the drop-down list.

4. Enter a quantity in the **Qty** field.
  5. Specify a **Unit of Issue**.
  6. Enter a **Cost**.
  7. Optionally enter a **Serial Number**.
  8. Optionally select a **Vendor**.
  9. Optionally enter **Remarks**.
  10. Click **Add**. The OWL Materials window closes and the material is added to the Materials listview. Any cost is added to the Cost field.
-

---

## Updating Materials for a HCPCS Item

To edit materials for a HCPCS item, do the following:

1. Highlight a row in the Materials listview, then click **Detail/Edit**. The OWL Material window displays.

The screenshot shows the 'OWL Material' window with the following fields and controls:

- Material: WALKER ROLLATOR (dropdown menu)
- Qty: 1 (text input)
- Unit of Issue: EA (dropdown menu)
- Unit Cost: \$45.00 (text input)
- Serial Number: (empty text input)
- Vendor: (empty dropdown menu)
- Remarks: (empty text area)
- Buttons: Update (with up arrow), Delete (with X), and Quit (with X and red circle)

2. You can edit the data in any field on this window.
  3. To finish the workflow, click one of the following buttons:
  4. Click **Update** to save all changes and close the OWL Material window.
  5. Click **Quit** to discard changes and return to the OWL window.
  6. Click **Delete** to remove this material from the HCPCS item.
-



---

## Deleting Materials for a HCPCS Item

To delete material from a HCPCS item, do the following:

1. Highlight a row in the Materials listview, then click **Detail/Edit**. The OWL Material window displays.

The screenshot shows the 'OWL Material' window with the following fields and controls:

- Material: WALKER ROLLATOR
- Qty: 1
- Unit of Issue: EA
- Unit Cost: \$45.00
- Serial Number: (empty)
- Vendor: (empty)
- Remarks: (empty text area)
- Buttons: Update (with up arrow), Delete (with X), and Quit (with X).

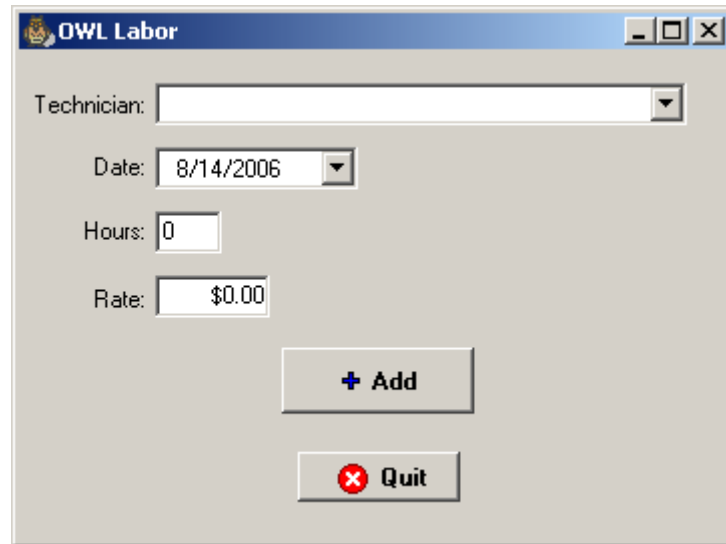
2. Click **Delete**. A confirmation pop-up window displays.
  3. Click **Yes** to delete the material. The OWL Material window closes and the material is removed from the listview.
-

# HCPCS Labor

---

**Adding labor** To add labor costs to a HCPCS item, do the following:

1. Highlight an item from the HCPCS listview, then click **Add Labor**. The OWL Labor window displays.



The screenshot shows a window titled "OWL Labor" with a standard Windows-style title bar. Inside the window, there are four input fields arranged vertically: "Technician:" followed by a dropdown menu; "Date:" followed by a date picker showing "8/14/2006"; "Hours:" followed by a text box containing "0"; and "Rate:" followed by a text box containing "\$0.00". Below these fields are two buttons: a "+ Add" button and an "x Quit" button.

2. Type the first few letters of a tech's last name, press **<Tab>**, then select a technician from the drop-down list.

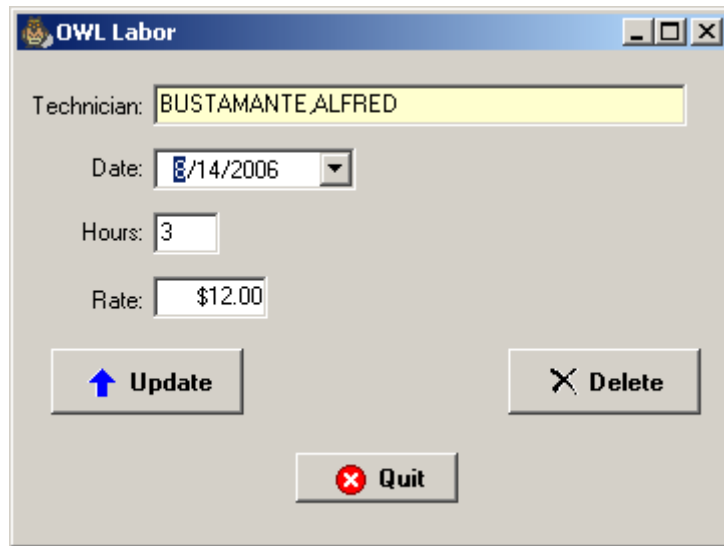
**Note:** If only one tech name matches the letters you entered, that name is selected as soon as you press **<Tab>**, and your cursor focus moves to the Date field.

3. Optionally change the **Date**.
  4. Enter the number of **Hours**.
  5. Enter the hourly **Rate**.
  6. Click **Add**. The labor displays in the Labor for HCPCS listview and the labor cost is added to the Cost field.
-

---

**Editing Labor** To edit labor costs for a HCPCS item, do the following:

1. Highlight a row in the Labor listview, then click **Detail/Edit**. The OWL Labor window displays.



The screenshot shows a window titled "OWL Labor" with a blue header bar. Below the header, there are four input fields: "Technician:" with the text "BUSTAMANTE,ALFRED" highlighted in yellow; "Date:" with a calendar icon and the date "8/14/2006"; "Hours:" with the number "3"; and "Rate:" with the text "\$12.00". At the bottom of the window, there are three buttons: "Update" with a blue upward arrow icon, "Delete" with a black X icon, and "Quit" with a red X icon.

2. Edit the information as desired.

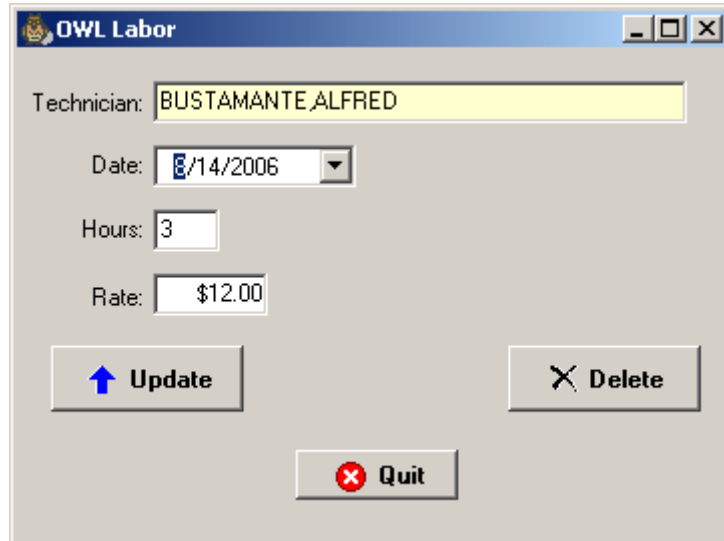
**Note:** Once a technician has been added, you cannot change the tech the next time you return to edit HCPCS labor. To change the technician on HCPCS labor, you must delete the labor and add it back with the correct tech.

3. Click **Update**. The OWL Labor window closes and changes are saved.
-

## Deleting Labor

To delete labor costs for a HCPCS item, do the following:

1. Highlight a row in the Labor listview, then click **Detail/Edit**. The OWL Labor window displays.



The screenshot shows the OWL Labor window with the following fields and buttons:

- Technician: BUSTAMANTE,ALFRED
- Date: 8/14/2006
- Hours: 3
- Rate: \$12.00
- Buttons: Update (with an upward arrow icon), Delete (with an X icon), and Quit (with a red X icon).

2. Click **Delete**. A confirmation pop-up window displays.
  3. Click **Yes** to delete the labor. The OWL Labor window closes and the labor is removed from the listview.
-

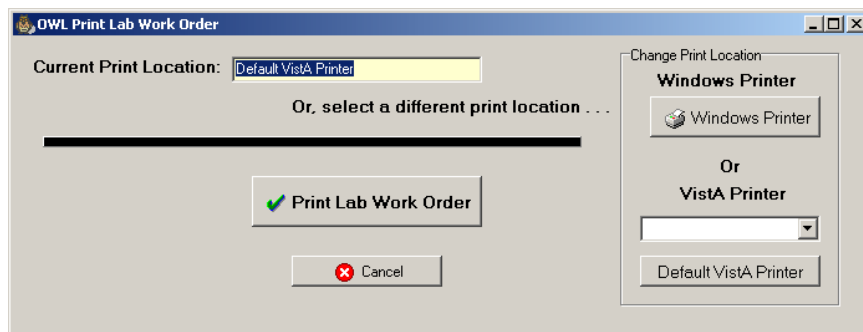
# Printing the OWL

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## Printing a Request Receipt

To print a lab work order, do the following:

1. Highlight the desired **lab work order** in the Work Orders listview.
2. Click the **Print OWL** button. The OWL Print Lab Work Order window displays.



3. The OWL will print on the printer listed in the Current Print Location field. To print to the default printer, skip to step 5. To change printers, continue with step 4.
4. This window provides three printer options:

- To select a Windows Printer, click the **Windows Printer** button. Select a printer from the **Name** drop-down list, then click **OK**. Proceed to step 5.
- To select a VistA Printer other than the default, select a printer from the **VistA Printer** drop-down list. Proceed to step 5.
- To select the default VistA Printer, click the **Default VistA Printer** button. Proceed to step 5.

**Note:** The default VistA printer is defined in file 669.9 PROSTHETICS SITE PARAMETER.

Depending on the Lab Type you chose when the OWL was created, the VistA printer is defined in the following field:

- Optical - 26 - EYE CLINIC LAB DEVICE
- Orthotics/Prosthetics - 27 - ORTHOTIC LAB DEVICE
- Restoration - 28 - RESTORATION CLINIC DEVICE
- Wheelchair - 30 - WHEELCHAIR REPAIR SHOP DEVICE

5. Click **Print Lab Work Order**. The work order prints and the OWL Print Lab Work Order window closes.

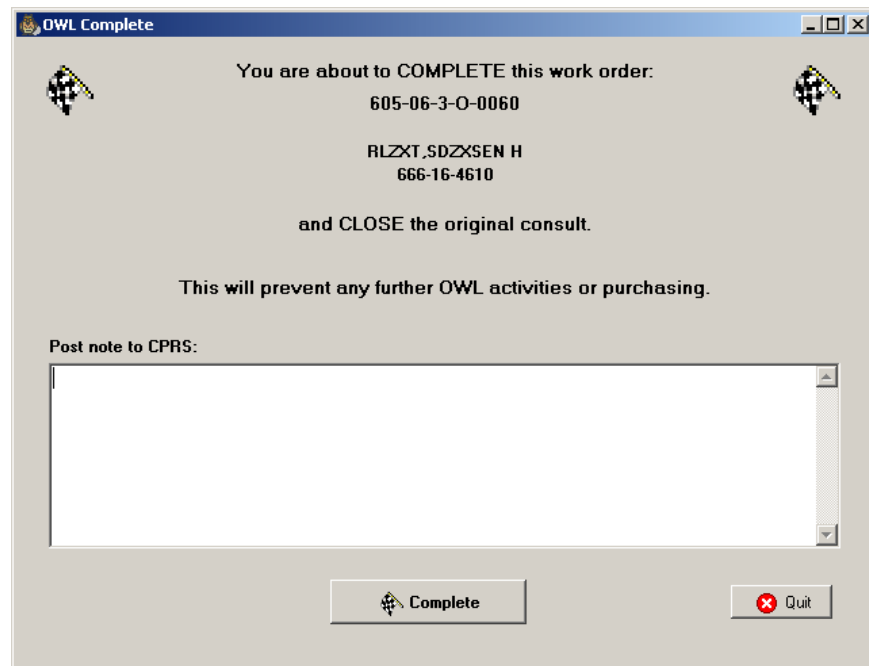
# Completing the OWL

---

## Completing the OWL

To complete the OWL, do the following:

1. Highlight the desired **lab work order** in the Work Orders listview.
2. Click the **Complete OWL** button. The OWL Complete window displays. This window displays the lab work order number, patient name, and patient SSN. It also informs you of the following three things:
  - You are about to COMPLETE this work order.
  - You are about to CLOSE the original consult.
  - This will prevent any further OWL activities or purchasing for this work order.



3. Optionally enter text in the **Post note to CPRS** field.
4. Click the **Complete** button to complete the work order and close the original consult. A Confirm window displays.
5. Click **Yes** to complete this work order. A Prosthetics VistA Suite window pops up to display the following information:
  - Completed Suspense Action.
  - Posted note to CPRS Consult.
  - Suspense status has been updated to CLOSED.

6. Click **OK** to close the Prosthetics VistA Suite window.

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# Canceling the OWL

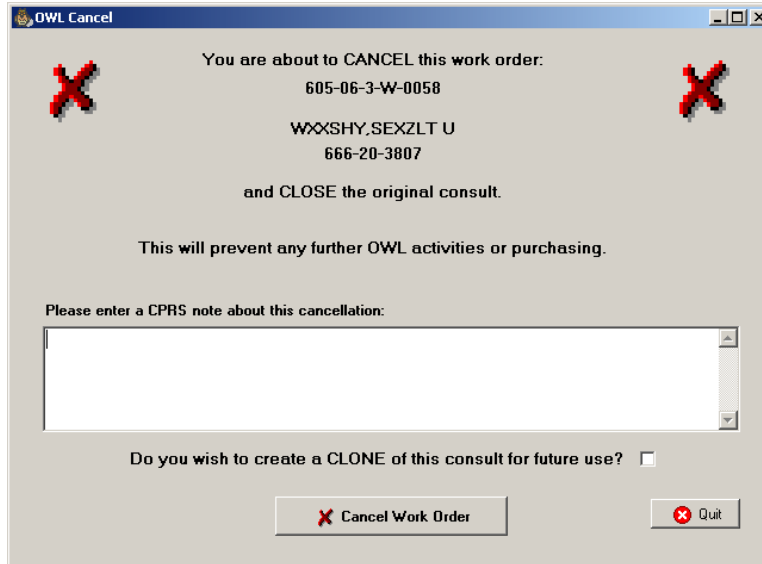
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**Canceling the OWL** To cancel an OWL lab work order, do the following:

1. Highlight the desired **lab work order** in the Work Orders listview.
  2. Click the **Cancel OWL** button. The OWL Cancel window displays. (See image at the top of the next page.) This window displays the lab work order number, patient name, and patient SSN. It also informs you of the following three things:
    - You are about to CANCEL this work order.
    - You are about to CLOSE the original consult.
    - This will prevent any further OWL activities or purchasing for this work order.
  3. Optionally enter text in the **Please enter a CPRS note about this cancellation** field (such as a reason for the cancellation).
  4. To create a clone of this consult, check the box following the question **Do you wish to create a CLONE of this consult for future use?**  
**Note:** You may wish to clone a consult in the event that you need to make another purchase on the closed consult.
  5. Click the **Cancel Work Order** button. A confirmation window pops up to display the question Are you sure you wish to CANCEL this Work Order?
  6. Click **Yes** to cancel the work order. A Prosthetics VistA Suite window pops up to display the following information:
    - Complete Suspense Action.
    - Posted note to CPRS Consult.
    - Suspense status has been updated to CANCELLED.
  7. Click **OK** to close the Prosthetics VistA Suite window.
-



## OWL Cancel window



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## Closing the OWL

### Closing the OWL

To exit the OWL window, click the **Close** button in the lower-right corner of the window. The OWL window closes and you return to the Prosthetics Main Menu.



# Appendix A

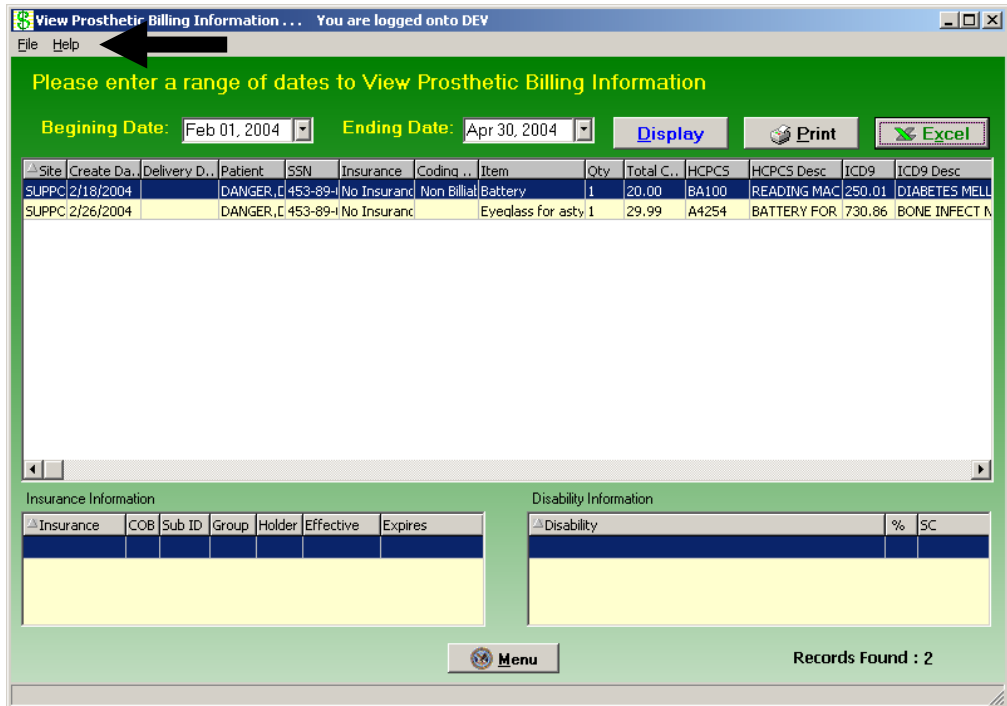
## Getting Help

### F1 Key

Online Help can be accessed in three methods:

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

### Help Menu



# Appendix B

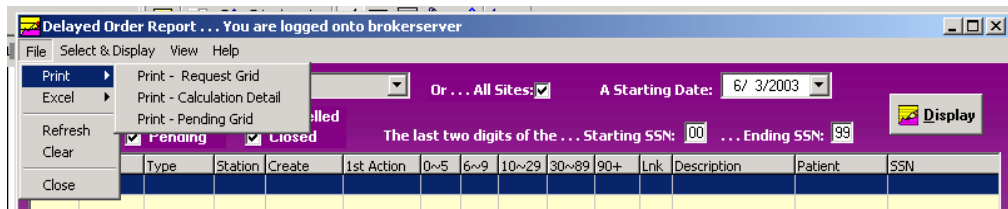
## Using the Menus

### Menus

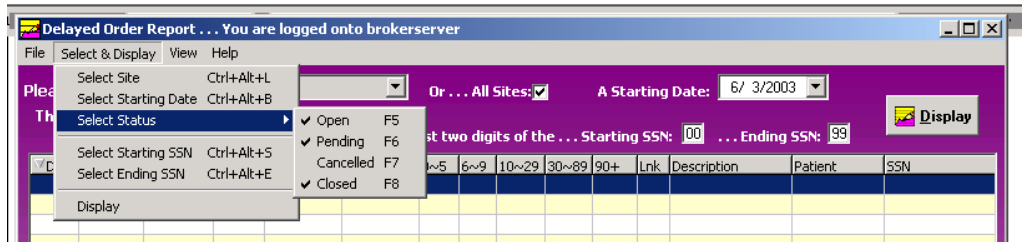
Below are the different menus and menu options that are available to be used instead of the corresponding buttons. You can use these menu options alternatively.

The **Help** Menu is the only menu that does not have a corresponding button. This menu leads you to online help through the **Contents** option. The **Section 508** option is described more in Appendix B.

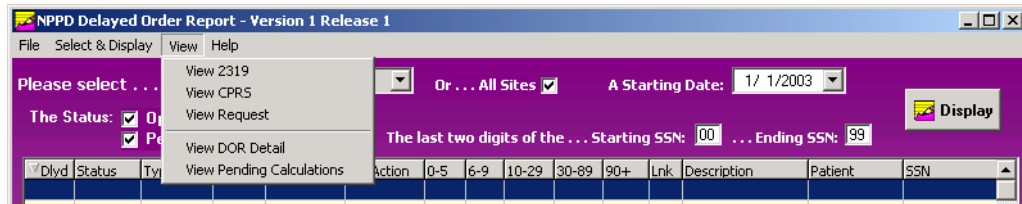
### File Menu



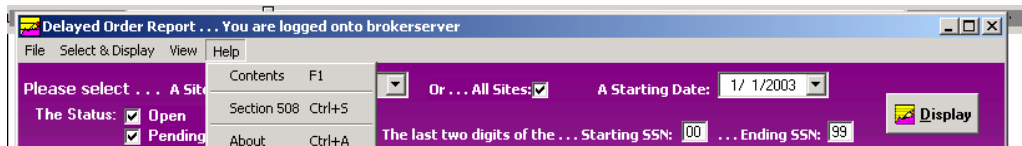
### Select and Display Menu



### View Menu



### Help Menu





# Appendix C

## Activate Section 508 Assistance

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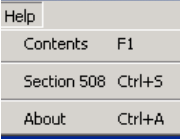
**Introduction** You can change the colors of the screen to black/white, which is required for Section 508 requirements to be read by visually and hearing impaired veterans.

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

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**Steps** To activate the Section 508 assistance, follow these steps:

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

**Confirmation message**

