

# RMPR\*3\*56 – Release Notes

## Home Oxygen Patient Template Update

### Patch Description

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#### Introduction

The new **Home Oxygen Patient Template Update** [RMPR HO PAT TEMPLATE UPDATE] menu option has been added to the **Home Oxygen Main Menu**.

This option will allow users with RMPRSUPERVISOR key to update or change the Home Oxygen Patient template. Under this option, Prosthetics users will be able to update the following:

- Vendor
- PSAS HCPCS
- Fund Control Point (FCP)
- Item
- Unit Cost.

The purpose of this patch is to allow you to change any of the above options for multiple active Home Oxygen patients (and those that have a future inactivation date) in all patient templates **at one time**. This provides a more efficient method of updating instead of accessing one patient at a time.

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#### Home Oxygen Main Menu screen

Select Prosthetic Official's Menu Option: **Home Oxygen Main Menu**

```
ED      Add/Edit Home Oxygen Patient
IN      Inactivate/Activate Oxygen Patient
LE      Generate Letters
BT      Billing Transactions
RE      Reports ...
SI      Site Parameters Enter/Edit
PB      Verify Posted Billing Transactions
SO      Purchase Card Sign Off
TU      Home Oxygen Patient Template Update
```

Select Home Oxygen Main Menu Option: Home Oxygen Patient Template Update <Enter>

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Topic	See Page
Update a Vendor for a Home Oxygen Patient	<a href="#">2</a>
Update a HCPCS Code for a Home Oxygen Patient	<a href="#">4</a>
Update a Fund Control Point (FCP) for a Home Oxygen Patient	<a href="#">5</a>
Update an Item for a Home Oxygen Patient	<a href="#">6</a>
Update a Unit Cost for an Item for a Home Oxygen Patient	<a href="#">7</a>

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# Update a Vendor for a Home Oxygen Patient

**Function description**

You can change a vendor for all active Home Oxygen patients and for patients who have a future inactivation date using the **Update Vendor** option from the **Home Oxygen Patient Template Update** option.

**NOTE: If the home oxygen vendor you want is NOT listed and available for selection, you must FIRST add the vendor, from the IFCAP Vendor File, to the Site Parameter Enter/Edit option under the Home Oxygen Main Menu. You can then return to the Home Oxygen Patient Template Update option to now view and select it.**

**Steps**

To update a vendor for a Home Oxygen patient(s), follow these steps:

Step	Action
1	At the <i>Site</i> prompt, press the <b>Spacebar</b> and then press <Enter> to select the default site or type a question mark to display a list of selection options and choose one.
2	At the <i>Type of Update</i> prompt, press <Enter> to accept the default for the <b>Update Vendor</b> option.
3	At the <i>Enter Existing Vendor to Update</i> prompt, you can type the name of the vendor to be updated or type a question mark and then press <Enter> to display a list and select an option.
4	At the <i>OK?</i> prompt, press <Enter> to accept the entry.

**Update Vendor option screen**

```
Select SITE:  Hines Development System  <Enter>

      Select one of the following:

          1      Update VENDOR
          2      Update HCPCS
          3      Update FCP
          4      Update ITEM
          5      Update UNIT COST

Type of Update: Update VENDOR//  <Enter>
Enter Existing Vendor to Update: ? <Enter>
      Answer with HOME OXYGEN VENDOR HOME OXYGEN VENDORS
      Choose from:
      PROSVENDOR, ONE
      PROSVENDOR, TWO

Enter Existing Vendor to Update: PROSVENDOR, ONE <Enter>
PROSVENDOR, ONE
ORD ADD:CORPORATE ORDER ENTRY          FMS:
      ANY PARK, IL 60064                CODE:          FAX:

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

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# Update a Vendor for a Home Oxygen Patient, Continued

## Updating a Vendor

When the **Update Vendor** option is used, it changes the vendor for all active Home Oxygen patients and all patients who have a future inactivation date.

## Steps (continued)

To continue to update a vendor for a Home Oxygen patient(s), follow these steps:

Step	Action
5	At the <b>Enter New Vendor</b> prompt, you can type the name of the new vendor and press <Enter> or type a question mark to display a list and then press <Enter> and select a vendor option from the list.
6	At the <b>OK?</b> prompt, press <Enter> to accept the entry.
7	The system displays the number of records that are updated.

## Update Vendor option screen

```
Enter NEW Vendor: ? <Enter>
  Answer with HOME OXYGEN VENDOR HOME OXYGEN VENDORS
  Choose from:
  PROSVENDOR, TWO

Enter NEW Vendor: PROSVENDOR, TWO PROSVENDOR, TWO EDIPH:312
ORD ADD:7701 SOUTH St                      FMS:TEST TEST
        CHICAGO, IL 60620                      CODE:           FAX:

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

Updating HO template for vendor PROSVENDOR,ONE to PROSVENDOR, TWO..
** 4 Records updated **
```

# Update a HCPCS Code for a Home Oxygen Patient

**Function description**

The **Update HCPCS** option is used to change a HCPCS code to another HCPCS code. You will need to know the HCPCS code when you begin the process to change it in the prosthetics system.

When this option is used, it changes the HCPCS code for all active Home Oxygen patients and all patients who have a future inactivation date.

**Steps**

To update a HCPCS code for a Home Oxygen patient(s), follow these steps:

Step	Action
1	At the <b>Site</b> prompt, press the <b>Spacebar</b> and then press <Enter> to select the default site or type a question mark and press <Enter> to display a list of selection options and choose one.
2	At the <b>Type of Update</b> prompt, type <b>2</b> for the <b>Update HCPCS</b> option and press <Enter>.
3	At the <b>Enter Existing HCPCS to Update</b> prompt, you can type the HCPCS code to be updated and press <Enter>. <b>Note:</b> You can also type a question mark and press <Enter>. If you do, you will be asked the following: Do you want the entire 2121-Entry PROSTHETIC HCPCS List? If you answer yes, then you can select an option from a list.
4	At the <b>Enter New HCPCS</b> prompt, type the new HCPCS code and press <Enter>.
5	The system displays the number of records that are updated.

**Update HCPCS option screen**

```
Select SITE:   Hines Development System <Enter>

Select one of the following:

      1      Update VENDOR
      2      Update HCPCS
      3      Update FCP
      4      Update ITEM
      5      Update UNIT COST

Type of Update: Update VENDOR// 2 <Enter> Update HCPCS

Enter Existing HCPCS to Update: E1350 <Enter> OXYGEN REPAIR OR
SERVICE          ** inactive HCPCS **
Enter NEW HCPCS: E1383 <Enter> OXYGEN CONCENTRAT TO 1708 CU

Updating HO template for HCPCS E1350 to E1383.....
** 1 Records updated **
```

# Update a Fund Control Point (FCP) for a Patient

**Function description**

The **Update FCP** option can be used to update a Fund Control Point (FCP) to another FCP. You will need to know the FCP or you can enter a question mark to view the available entries for selection. This option changes the FCP for all active Home Oxygen patients and all patients who have a future inactivation date.

**NOTE: If the FCP you want is NOT listed and available for selection, you must FIRST add the FCP to the Site Parameter Enter/Edit option under the Home Oxygen Main Menu. You can then return to the Home Oxygen Patient Template Update option to now view and select it.**

**Steps**

To update a Fund Control Point for a Home Oxygen patient(s), follow these steps:

Step	Action
1	At the <i>Site</i> prompt, press the <b>Spacebar</b> and then press <Enter> to select the default site or type a question mark to display a list of selection options and choose one.
2	At the <i>Type of Update</i> prompt, type <b>3</b> for the <b>Update FCP</b> option and press <Enter>.
3	At the <i>Enter Existing Fund Control Point to Update</i> prompt, you can type the FCP to be updated or type a question mark and then press <Enter> to display a list and select an option.
4	At the <i>Enter New Fund Control Point</i> prompt, type the new FCP and press <Enter>. The system displays the number of records that are updated.

**Update FCP option screen**

```
Select SITE:   Hines Development System  <Enter>

Select one of the following:

    1          Update VENDOR
    2          Update HCPCS
    3          Update FCP
    4          Update ITEM
    5          Update UNIT COST

Type of Update: Update VENDOR// 3 <Enter> Update FCP
Enter Existing Fund Control Point to Update: ? <Enter>
Answer with HOME OXYGEN FUND CONTROL POINT
Choose from:
499 887
910 PROSTHETICS

Enter Existing Fund Control Point to Update: 499 887 <Enter>
Enter NEW Fund Control Point: 910 PROSTHETICS <Enter>

Updating HO template for FCP 499 887 to 910 PROSTHETICS.....
** 2 Records updated **
```

# Update an Item for a Home Oxygen Patient

**Function description**

The **Update Item** option allows you to change the item in the template. This would change the record for active Home Oxygen patients and all patients with future inactivation dates.

**Steps**

To update an item for a Home Oxygen patient(s), follow these steps:

Step	Action
1	At the <i>Site</i> prompt, press the <b>Spacebar</b> and then press <Enter> to select the default site or type a question mark to display a list of selection options and choose one.
2	At the <i>Type of Update</i> prompt, type <b>4</b> for the <b>Update Item</b> option and press <Enter>.
3	At the <i>Enter Existing ITEM to Update</i> prompt, you can type the item to be updated, and press <Enter>. You can also type a question mark and press <Enter>. You will then be asked the following: Do you want the entire 11-Entry PROS ITEM MASTER List? If you answer yes, then you can select an option from a list.
4	At the <i>Enter NEW ITEM</i> prompt, type the new item and press <Enter>.
5	At the <i>OK?</i> prompt, press <Enter> to accept the item.
6	The system displays the number of records that are updated.

**Update Item option screen**

```
Select SITE:   Hines Development System  <Enter>

      Select one of the following:

          1      Update VENDOR
          2      Update HCPCS
          3      Update FCP
          4      Update ITEM
          5      Update UNIT COST

Type of Update: Update VENDOR// 4 <Enter> Update ITEM
Enter Existing ITEM to Update: oxygen <Enter>
   1  OXYGEN CONCENTRATOR  99  OXYGEN CONCENTRATOR
   2  OXYGEN DEVICE  100  OXYGEN DEVICE
CHOOSE 1-2: 1 <Enter> 99  OXYGEN CONCENTRATOR
...OK? Yes// <Enter> (Yes)

Enter NEW ITEM: oxygen device 100  OXYGEN DEVICE
...OK? Yes// <Enter> (Yes)

Updating HO template for item OXYGEN CONCENTRATOR to OXYGEN
DEVICE.....
** 1 Records updated **
```

# Update a Unit Cost for an Item for a Home Oxygen Patient

**Function description**

If a price for an item is changed, the price can be updated using the **Update Unit Cost** option.

**Steps**

To update unit cost for an item for a Home Oxygen patient(s), follow these steps:

Step	Action
1	At the <i>Site</i> prompt, press the <b>Spacebar</b> and then press <Enter> to select the default site or type a question mark to display a list of selection options and choose one.
2	At the <i>Type of Update</i> prompt, type <b>5</b> for the <b>Update Unit Cost</b> option and press <Enter>.
3	At the <i>Enter an ITEM for Unit Cost Update</i> prompt, you can type the item to be updated or type a question mark, and press <Enter> to display a list and select an option.
4	At the <i>OK?</i> prompt, press <Enter>.

**Update Unit Cost option screen**

```
Select SITE:   Hines Development System  <Enter>

      Select one of the following:

          1      Update VENDOR
          2      Update HCPCS
          3      Update FCP
          4      Update ITEM
          5      Update UNIT COST

Type of Update: Update VENDOR// 5 Update UNIT COST <Enter>
Enter an ITEM for UNIT COST Update: ? <Enter>
      Answer with PROS ITEM MASTER NAME
      Choose from:
          3      **SYRINGE-SUBCUTANEOUS-3IN      **** THIS ITEM IS INACTIVE ****
          7      BEEF-ROUND/TOP/INSIDE/FRZN
          9      PORK-GROUND/FRZN      **** THIS ITEM IS INACTIVE, USE ITEM NUMBE
          40     CATSUP-TOMATO-INDIV
          55     WHEELCHAIR-ADULT/HEMI/BLUE-STD FOR ALL PATIENTS
          56     WHEELCHAIR-CLASSIC-18X16
          59     EYEGLASSES
          99     OXYGEN CONCENTRATOR
          10000  EYEGLASSES

Enter an ITEM for UNIT COST Update: 99      OXYGEN CONCENTRATOR
...OK? Yes//  <Enter> (Yes)
```

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# Update a Unit Cost for an Item for a Home Oxygen Patient, Continued

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## Unit Cost for an Item

The **Update Unit Cost** option would change the record for active Home Oxygen patients and all Home Oxygen patients with future inactivation dates.

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## Steps (continued)

To update a unit cost for an item for a Home Oxygen patient(s), follow these steps:

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Step	Action
5	At the <b>Enter new UNIT COST for item</b> prompt, type the new cost for the item and press <b>&lt;Enter&gt;</b> .
6	The system displays the number of records that are updated.

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## Update Unit Cost option screen

```
Enter new UNIT COST for item OXYGEN CONCENTRATOR: ? <Enter>
Type a Dollar Amount between 0 and 9999999, 2 Decimal Digits
Enter new UNIT COST for item OXYGEN CONCENTRATOR: 345.00 <Enter>
Updating HO template for unit cost of item OXYGEN CONCENTRATOR to
345.00.....
** 1 Records updated **
```

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