PROSTHETICS

INVENTORY PACKAGE (PIP)

USER MANUAL

Patch RMPR*3*61

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Prosthetics Inventory Package (PIP)

Overview

Software description

The Prosthetics inventory software (also known as the Prosthetics Inventory Package or "PIP") tracks quantities of prosthetic items located in the Prosthetics Sensory and AIDS Service (PSAS) inventory of each facility.

The PIP system using bar coding provides the means to do the following:

- Manages the inventory data using barcode scanner equipment
- Provides for faster data entry with scanning information of labels
- More accurate data entry with scanning of HCPCS Codes
- Sends a mail message when stock is low
- Automatically calculates stock quantities when stock is ordered or issued.

Patch RMPR*3*61

Introducing [1]Patch RMPR*3*61 which provides a new **Prosthetics Inventory Main Menu** and new **Inventory Reports Menu** options. This patch also provides barcode printing and reader functionality.

WARNING

WARNING: Do **NOT** install this patch (or any patch) during the first week of the month as this will affect the Prosthetic Inventory Package statistics.

Installation of Patch RMPR*3*61

Patch RMPR*3*61 is a large patch that involves careful setup PRIOR to installation and data conversion.

This is extremely important: Please review this **Prosthetics Inventory Package (PIP) User Manual** and all other documents relating to Patch RMPR*3*61 before proceeding with the installation including the following:

- Forum Patch Module description
- Prosthetics Inventory Package (PIP) Implementation Guide
- Prosthetics Inventory Package (PIP) Lessons Learned
- Prosthetics Purchasing - Stock Issues User Manual.

Additionally, the documents: **Inventory User Manual, Stock Issues User Manual** and **Lessons Learned** should be provided to end users with the suggestion that they be reviewed. Several major changes to the software are being introduced with this patch and the smoothness of adapting to these changes is directly related to end users having and reading these documents.

Continued on next page

[1] Introduction to Patch RMPR*3*61 with new functionality.

Overview, Continued

Ordering/ Receiving Inventory

This patch is NOT for ordering or receiving inventory.

The intention of this patch is to disperse inventory to the 2319. You cannot order an item from IFCAP using the Prosthetics Inventory Package (PIP) using the **Order Item from Supply or Vendor (OI)** option since it is not part of IFCAP. You must use GIP or IFCAP.

The **Order Item from Supply or Vendor (OI)** is an option to record an Item that has been ordered. Whenever you place an order, use this option to update the quantity of the stock ordered. This option works in conjunction with the **Receive Item from Supply, Vendor or Patient (RC)** option.

Note: The **Order Item from Supply or Vendor (OI)** option is not associated with IFCAP. This option will not automatically order an item from Supply or Vendor.

Accessing the Inventory Main Menu

Menu description

The **Pros Inventory Main Menu** is found under the **Prosthetic Official's Menu** and the **Prosthetic Clerk's Menu**. The Prosthetics Inventory software also provides reports on the status of the inventory.

Prosthetics 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: INV  Pros
Inventory Main
```

Pros Inventory Main Menu screen

```
   AE      Add Inventory LOCATION or ITEMS
   EI      Edit Inventory Items
   EL      Edit Inventory Location
   DE      Deactivate Inventory Location
   OI      Order Item from Supply or Vendor
   RC      Receive Item from Supply, Vendor or Patient
   TR      Transfer Stock Between Locations
   UP      Reconcile Item Balance
   RP      Inventory Reports ...
   RE      Remove/Deactivate HCPCS/Item from Inventory

Select Pros Inventory Main Option:
```

Inventory Option Descriptions

Add Inventory LOCATION or ITEMS (AE)	The **Add Inventory LOCATION or ITEMS (AE)** option is used to set-up and maintain Prosthetic locations and inventory items used by the inventory software. All ***new*** locations and inventory items are entered using this option.
Edit Inventory Items (EI)	Any changes you need to make to a Prosthetic inventory Item must be made through the **Edit Inventory Items (EI)** option. You can only edit an Item that has already been set-up (entered through the **Add Inventory LOCATION or ITEMS (AE)** option).
Edit Inventory Location (EL)	Any changes you need to make to the Prosthetic Locations must be made through the **Edit Inventory Location (EL)** option. You can only edit a Location that has already been set-up. You can also edit an existing HCPCS.
Deactivate Inventory Location (DE)	The [1]**Deactivate Inventory Location (DE)** option allows you to deactivate an inventory Location. Deactivating a Location also deactivates **all** the HCPCS associated with that Location. This option requires the user to own the RMPRMANAGER key.
Order Item from Supply or Vendor (OI)	The **Order Item from Supply or Vendor (OI)** is an option to record an Item that has been ordered. Whenever you place an order, use this option to update the quantity of the stock ordered. This option works in conjunction with the **Receive Item from Supply, Vendor or Patient (RC)** option. **Note:** This option is not associated with IFCAP. This option will not automatically order an item from Supply or Vendor.
Receive Item from Supply, Vendor or Patient (RC)	Whenever you receive ordered items, use the **Receive Item from Supply, Vendor or Patient (RC)** option to record and update the quantity of the stock received. Receiving an item in Supply through the IFCAP package does not update the Prosthetics Inventory module. This option has to be done separately for an item to be received and recorded in the Prosthetics module.
Transfer Stock Between Locations (TR)	If you have a quantity of stock in one location that you would like to show (transfer) as being in another location, use the **Transfer Stock Between Locations (TR)** option. You can transfer all quantities or certain quantities.

Continued on next page

[1] Option renamed from **Delete Inventory Location** to **Deactivate Inventory Location** with Patch RMPR*3*61.

Inventory Option Descriptions, Continued

Reconcile Item Balance (UP)

Use the **Reconcile Item Balance (UP)** option to reconcile any differences determined in balances between a physical count and the quantity on-hand shown by the system. This option should only be used for existing items and is only used to record quantities.

Balances can be checked by using the report options:

- Print Current HCPCS Balance by HCPCS (PI) – or -
- Print Current Item Balance by Location (PL)

Remove/ Deactivate HCPCS/Item from Inventory (RE)

The **Remove/Deactivate HCPCS/Item from Inventory (RE)** option removes/ deactivates inventory item(s) from Prosthetics Inventory Package. Once an item has been removed/deactivated, that item is not accessible.

Note: Only users with RMPRMANAGER key can access this option.

Inventory Reports (RP) Menu

The **Inventory Reports (RP) Menu** contains reports showing item balances and statistics. The first four usage reports are available for the sites and for PSAS Headquarters personnel to use. Use these reports to assess and manage your inventory.

The **Inventory Reports (RP) Menu** includes the following report options:

- Item Detail Report
- HCPCS Summary Report
- NPPD Group/Line Report
- NPPD Group Summary Report
- Print Employee Lab Issue Statistics
- Print Current HCPCS Balance by HCPCS
- Print Current Item Balance by Location
- Print Order/Receive Item
- Print Transaction History
- Print Item Usage By Location
- Print Stock Work Sheet
- Reprint Barcode Label
- Print Item Not Issued Within 30-Day
- Print Stock On Hand Over Date Range
- Print All Barcode in a Location
- Print PIP/IFCAP Item Report

Inventory Reports (RP) Menu Option Descriptions

Introduction

The **Inventory Reports (RP)** Main Menu has 15 report options as described below.

Inventory Reports Menu screen

```
Select Pros Inventory Main Option: RP  Inventory Reports

   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PE     Print Employee Lab Issue Statistics
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   P3     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report

Select Inventory Reports Option:
```

Item Detail Report (SI)

The **Item Detail Report (SI)** is the most detailed report at the facility level. This report displays the stock on hand for a date range and sorted by item at the facility level. Since this report is in the NPPD Report format, all HCPCS in that group are shown on the report, even if there was no activity during the reporting timeframe. For example, K004-1 and K004-3 is shown, but also K004-2 is shown. HCPCS are always grouped under their respective NPPD Line and Group headings.

There are also separate summary lines for USED and NEW Total Values. At the end of the report is a Grand Total New and Used for inventory on-hand as well as items issued.

HCPCS Summary Report (SH)

The **HCPCS Summary Report (SH)** is for both local as well as headquarters use. This report provides a quick overview of the total dollars on-hand in Inventory. It displays the stock on-hand for a specified date range, and it is sorted by HCPCS. This report provides a description field in the second column. There is a Grand Total USED and NEW for items issued as well as stock on-hand on this report.

NPPD Group/Line Report (SG)

The **NPPD Group/Line Report (SG)** is for local use. This report displays the same information as the **Item Detail Report** but at the NPPD Line level. It displays the stock on hand for a date range and sorted by NPPD Group and NPPD Line. There is a Grand Total USED and NEW for items issued as well as stock on hand on this report.

Continued on next page

Inventory Reports (RP) Menu Option Descriptions, Continued

NPPD Group Summary Report (SS)	The **NPPD Group Summary Report (SS)** is for local use. This report provides high-level summary information based on the NPPD Group selected. It is the summary of the entire Prosthetics inventory for a certain date range sorted by NPPD Group.
Print Current HCPCS Balance by HCPCS (PI)	The **Print Current HCPCS Balance by HCPCS (PI)** is a report of the number of items available in current inventory by location for selected HCPCS. It includes other information about the items, including the following: • Source (VA or Commercial) • Vendor • Unit of issue • Re-order level • Average cost.
Print Current Item Balance by Location (PL)	The **Print Current Item Balance by Location (PL)** is a report of item balances by one, more than one, or all prosthetic Locations for a site.
Print Transaction History (PS)	The **Print Transaction History (PS)** option to print daily Item statistics of all or particular HCPCS and Items that are in Prosthetics Inventory. This option prints the VA form 10-1210. The report shows all the statistics of a particular HCPCS Code, Item, and dollar amount for a certain date range.
Print Order/Receive Item (PO)	The [1]**Print Order/Receive Item (PO)** option prints the Open, Received Item(s), or Cancelled Items in the PIP. You will be asked for the number of days back an item was open, received, or cancelled.
Print Item Usage by Location (IU)	The [2]**Print Item Usage by Location (IU)** option provides a report of an item usage and quantity for a specified date range. This report is sorted by Location.

Continued on next page

[1] New Inventory Report Menu Option with Patch RMPR*3*61.
[2] New Inventory Report Menu Option with Patch RMPR*3*61.

Inventory Reports (RP) Menu Option Descriptions, Continued

Print Stock Work Sheet (WS)	The [1]**Print Stock Work Sheet (WS)** option prints the inventory stock by Location of a particular station. It shows the HCPCS, Item description, date, cost, vendor, quantity, location, and a blank column for the physical count.
Reprint Barcode Label (BC)	The [2]**Reprint Barcode Label (BC)** option allows inventory users to print barcode labels. Only HCPCS in PIP can be printed using this option.
Print Items Not Issued Within 30-Day (P3)	The [3]**Print Items Not Issued Within 30-Day (P3)** report option prints Items not issued within a 30-day period. Items that have been issued within 30 days will NOT be printed on this report.
Print Stock on Hand Over Date Range (OD)	The [4]**Print Stock on Hand Over Date Range (OD)** report prints all Items in a particular Location, where the number of days on-hand is greater than the number of days in the date range selected. Sort criteria are based on Locations and new or old Items.
Print All Barcode in a Location (AL)	With Patch RMPR*3*61, the [5]**Print All Barcode in a Location (AL)** option is an option available for use in printing all the barcode labels for all items within a Location. **Note:** This is a helpful option to use after installing this patch into the Production (Live) system to implement this patch.
Print PIP/IFCAP Item Report (IP)	The [6]**Print PIP/IFCAP Item (IP)** report prints all PIP Items and the corresponding IFCAP Items. Prosthetics users must edit the HCPCS/Item that has a blank IFCAP Item. This report is useful for checking if the IFCAP Item is correctly linked to the PIP Item.

[1] New Inventory Report Menu Option with Patch RMPR*3*61.
[2] New Inventory Report Menu Option with Patch RMPR*3*61.
[3] New Inventory Report Menu Option with Patch RMPR*3*61.
[4] New Inventory Report Menu Option with Patch RMPR*3*61.
[5] New Inventory Report Menu Option with Patch RMPR*3*61.
[6] New Inventory Report Menu Option with Patch RMPR*3*61.

Email Notifications

Overview

Introduction

Email notifications are sent when your items have been reduced to the Re-order Level you entered for the item. If you have re-ordered items, and your PIP reflects your Re-order Number, you will still receive an email notification.

Task Job (Inventory Task Balance Check)

After installation of the Prosthetic Inventory module, IRM will schedule the *Inventory Task Balance Check* to run every night.

This option will check all items in each Prosthetics Location and send a Prosthetics Inventory message if the balance is below the Re-order Level for an item.

Mail Group (RMPR INVENTORY)

The RMPR INVENTORY mail group receives the *Inventory Task Balance Check* message whenever the balance for an item is below the re-order level. There must be at least one member, either the Prosthetics Chief or a designated person responsible for the Prosthetics Inventory module.

Note: Make sure that IRM has a list of the people who should be in this mail group.

Sample mail message

```
Subj: PROSTHETICS INVENTORY MESSAGE  [#79931] 12/28/02@06:00  14 lines
From: POSTMASTER  In 'IN' basket.   Page 1  *New*
------------------------------------------------------------------------------
Run Date: DEC 28, 2002
This is a notification from the Prosthetics Department........

The current balance for the following item(s) is/are below the reorder level:
[Site] [Location]       [Item]                      [HCPCS] [Reorder Lvl] [Bal]

SUPPOR  HO 1            EYEGLASSES                   A4254-3       4          1
SUPPOR HNC              ULTRALIGHTWEIGHT WHEELCHAIR K0005-2       5          3
   **** Quantity = 10 has been ordered for item..ULTRALIGHTWEIGHT WHEELCHAIR G
RN on DEC 18, 2002
ROOM 3            TAIL CLOSURES/COMMERCIAL    A4369-1   2     1

Thank You!!!

PROSTHETICS DEPARTMENT
```

Privacy Act

The Privacy Act covers personal data within this package. Access to the software should be restricted to those personnel whose normal duties require viewing and editing such patient-related data as found in the Prosthetics Inventory Package.

Managing/Viewing Inventory Data

Overview of Prosthetic Inventory Main Menu

Introduction

The **Pros Inventory Main Menu** options are used to manage the Prosthetics Inventory that contains information about Items including the following:

- Prosthetics Location
- HCPCS Code
- Quantity
- Cost
- Unit of issue
- Vendor
- Re-order level
- Source (VA or Commercial)

Pros Inventory Main Menu

```
   AE     Add Inventory LOCATION or ITEMS
   EI     Edit Inventory Items
   EL     Edit Inventory Location
   DE     Deactivate Inventory Location
   OI     Order Item from Supply or Vendor
   RC     Receive Item from Supply, Vendor or Patient
   TR     Transfer Stock Between Locations
   UP     Reconcile Item Balance
   RP     Inventory Reports ...
   RE     Remove/Deactivate HCPCS/Item from Inventory

Select Pros Inventory Main Option:
```

Inventory Reports Menu

The reports under the **Inventory Reports** Menu provide statistics and document the status of the inventory. The **Inventory Reports** Menu contains the following options:

- Item Detail Report
- HCPCS Summary Report
- NPPD Group/Line Report
- NPPD Group Summary Report
- Print Employee Lab Issue Statistics
- Print Current HCPCS Balance by HCPCS
- Print Current Item Balance by Location
- Print Order/Receive Item
- Print Transaction History
- Print Item Usage by Location
- Print Stock Work Sheet
- Reprint Barcode Label
- Print Items Not Issued Within 30-Day
- Print Stock on Hand Over Date Range
- Print All Barcode in a Location
- Print PIP/IFCAP Item Report

Add Inventory LOCATION or ITEMS (AE)

Function description

You must use the **Add Inventory LOCATION or ITEMS (AE)** option to populate the Prosthetics Inventory (PIP) to add a new Location or Item to inventory. (This is a one-time procedure.) You can also add a Prosthetic Location for each site where an inventory Item will be located.

You must use this option before you can issue an Item from the **Stock Issues (SI) Menu** if it has not been previously added. You will not be able to receive stock until an Item has been added. The barcode scanner equipment will not work unless the Item(s) has been added to the PIP.

Steps

To add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
1	Select the **Site** (if more than one Site can be selected).
2	Enter a **Prosthetics Location** and press <**Enter**>. (You can type one or two question marks **<??>** to display a list and select one or add a new one as shown on the next page.)

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Enter Pros Location

The **Enter Pros Location** prompt provides a list of Locations by typing a question mark. You can view the entire **PROS ITEM LOCATION** list to select one or add a new one if you wish.

When entering a new Location, there is a free-text field of 3 - 30 characters in length. This is a location of an item or stock being tracked for inventory. This might be a room number, warehouse, etc.

Sample screen

```
SITE: Hines Development System//   <Enter>
Enter Pros Location: ?? <Enter>

Answer with PROS ITEM LOCATION
   Choose from:
   RADIOLOGY
   RMC26
You may enter a new PROS ITEM LOCATION, if you wish
        This is a location of an item or stock being tracked for inventory.

Enter Pros Location: ROOM 19... <Enter>
  Are you adding 'ROOM 19' as a new PROS ITEM LOCATION? N// Y <Enter> (Yes)
```

Continued on next page

Add Inventory LOCATION or ITEMS (AE), Continued

Item Location Address

The **Prosthetic Item Location Address** prompt provides an entry for a more detailed description of the Prosthetics Location that you are adding to PIP.

Select HCPCS

The **Select HCPCS** prompt allows you to select a HCPCS Code from the current Prosthetic HCPCS list. Entering <**??**> at this prompt brings up the entire list. Select the current HCPCS associated with the item(s) you will be adding.

Steps

To continue to add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
3	Enter the **Prosthetic Item Location Address**, and press <**Enter**>.
4	At the **Select HCPCS** prompt, you can enter the HCPCS Code or type two question marks <**??**> and press <**Enter**>. • A prompt displays asking if you want the entire 3035-Entry Prosthetics HCPCS list to be viewed with a Y/N prompt. • You can then select one by entering a HCPCS Code, Short Name, CPT, Synonym or Description.

Sample Screen

```
PROS ITEM LOCATION ADDRESS: Basement Floor - West Wing  <Enter>

Select HCPCS: ?? <Enter>
Answer with PROSTHETIC HCPCS, or SHORT NAME, or CPT, or SYNONYM, or
DESCRIPTION
 Do you want the entire 3035-Entry PROSTHETIC HCPCS List? Y <Enter> (Yes)

   Choose from:
   A4254    BATTERY FOR GLUCOSE MONITOR
   A4255    GLUCOSE MONITOR PLATFORMS
   E0100    CANE ADJUST/FIXED WITH TIP
   E0113    CRUTCH UNDERARM EACH WOOD
   E1260    WHEELCHAIR LIGHTWT FOOT REST
               ^ <Enter>

Select HCPCS: E1260   <Enter>  WHEELCHAIR LIGHTWT FOOT REST
```

HCPCS Code

For each HCPCS Code, you may enter multiple IFCAP Items and PIP Item Descriptions that is more descriptive for your facility. (See next page for sample PIP Item Descriptions.)

Note: The list of HCPCS shown above is a portion of the entire list for your Prosthetics Service.

Continued on next page

Add Inventory LOCATION or ITEMS (AE), Continued

IFCAP Item

The **IFCAP Item** prompt allows you to associate or link the IFCAP Item to the local PIP Item Description you are about to add.

2 Levels of Item Descriptions

Below are two different Item prompts with different levels of detail:

1. IFCAP Item – This prompt provides a description from the main list of IFCAP Items in the Prosthetic file (which cannot be changed in Prosthetics):
Example: Diabetic Shoe

2. Inventory Item Description – Local "PIP" or Inventory Item specific description (which can be changed/replaced in Prosthetics): *Example*: Diabetic Shoe – Size 8

Steps

To continue to add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
5	At the **IFCAP Item** prompt, you may enter a new Item and press <**Enter**>. This is an Item or appliance in the PSAS HCPCS list kept by a local file in PIP.

Sample screen

```
IFCAP ITEM: ? <Enter>
 Answer with PROS ITEM MASTER NAME
 Do you want the entire 18-Entry PROS ITEM MASTER List? Y  <Enter> (Yes)
   Choose from:
   3            **SYRINGE-SUBCUTANEOUS-3IN     **** THIS ITEM IS INACTIVE ****
   55            WHEELCHAIR-ADULT/HEMI/BLUE-STD FOR ALL PATIENTS
   56            WHEELCHAIR-CLASSIC-18X16
   59            EYEGLASSES
   99            OXYGEN CONCENTRATOR
   100           OXYGEN DEVICE
   912           WHEELCHAIR GLOVES
   913           SHOE COMPONENTS
   921           WHEELCHAIR - ELECTRIC

IFCAP ITEM: 921  <Enter>     WHEELCHAIR - ELECTRIC
         ...OK? Yes// <Enter>  (Yes)
Inventory Item Description: WHEELCHAIR - ELECTRIC  Replace  <Enter>
```

Inventory Item Description

The **Inventory Item Description** is a free-text field of 3 - 50 characters in length. This description for the item is used locally by your Prosthetic service. You may specify size, volume, etc. You can change the description at this prompt and replace it with a new one. For example, the HCPCS Code, A4565 may have the following PIP Item Descriptions:

1 - Sling, arm large
2 - Sling, arm small

Note: For each HCPCS Code, you may enter multiple IFCAP Items and PIP Item descriptions. Several IFCAP Items may be associated with one HCPCS.

Continued on next page

Add Inventory LOCATION or ITEMS (AE), Continued

Source

The **Source** prompt is defined as the source for the Item you are defining. Enter either (V)A (for **used** items) or (C)ommercial (for **new** items) at this prompt. Note that new and used Items are tracked separately to maintain inventory records for each Source.

Steps

To continue to add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
6	Select **V** (VA) or **C** (Commercial) at the **Source** prompt and press <**Enter**>.
7	Enter a **Re-order Level** number (optional) or exit at this prompt.

Screen sample

```
SOURCE: C// ?? <Enter>

This is the source of an item:
'V' stands for VA or USED items and
'C' for COMMERCIAL or NEW items.

NEW and USED items are tracked separately so that separate inventory
records should be maintained for each source.

Choose from:
V        VA
C        COMMERCIAL
If the item is USED, type in 'V' for VA.
If the item is NEW, type in 'C' for COMMERCIAL.

SOURCE: C// COMMERCIAL  <Enter>

RE-ORDER LEVEL: 5 <Enter>
```

Re-Order Level (Optional)

The **Re-Order Level** (optional prompt) is a number that signifies when an Item should be re-ordered. The system uses this number to check against the quantity on-hand and will alert specified users through an email if the quantity on-hand is too low. Items are still accessible through PIP even if you do not enter a Re-order level for an Item.

[1]**You can also exit at this prompt!** The Item entry process is actually complete, even though no quantity has been assigned. This is because there may not be any Items available in stock at this point.

Note: If the quantity is below the Re-order level for the Item, a message is sent to alert members of the RMPR INVENTORY mail group. Contact your IRM to be entered as a member of that mail group if you need a notification.

Continued on next page

[1] Functionality change with Patch RMPR*3*61 to exit the entry process of an item before entering quantity.

Add Inventory LOCATION or ITEMS (AE), Continued

Invoice Quantity

The **Invoice Quantity** prompt provides the entry of the quantity of the IFCAP Item that you are adding at a specific Location for a specific vendor. (This is not the same as the quantity on-hand for an Item.)

Note: To enter a receipt of an existing IFCAP Item, use the **Receive Item from Supply, Vendor or Patient (RC)** option. To update/correct the quantities on-hand for an IFCAP Item, use the **Reconcile Item Balance (UP)** option.

Steps

To continue to add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
8	Enter the **Invoice Quantity** and press **<Enter>.**
9	Enter the **Unit Cost** or type a zero and press **<Enter>.**
10	The **Total Cost of Quantity** prompt displays with the total automatically calculated.

Sample screen

```
INVOICE QUANTITY: ?? <Enter>

Type the item quantity you are receiving into stock.  This quantity should
match that on the paper record of the receipt such as an invoice or delivery
note.  It is not the same as the quantity on hand.  To correct on hand
quantities, you should use the Reconciliation option.

Please make sure you create separate receipts if you are receiving the same
item from different vendors or at different costs.

INVOICE QUANTITY: 10  <Enter>
```

Unit Cost

The **Unit Cost** prompt is the cost of each unit being added. If you do not have the information to enter in this prompt, you can enter a Zero (0).

Sample screen

```
UNIT COST: ?? <Enter>

Type in the dollar cost per item.
If you would prefer to enter the total dollar value for the item quantity you
have just typed in, then type in 0 here.

UNIT COST: 75  <Enter>

TOTAL COST OF QUANTITY: 750.00
```

Total Cost of Quantity

The **Total Cost of Quantity** prompt automatically displays the total dollar value for the item you are requesting to order. (This is the Invoice Quantity multiplied by the Unit Cost.)

Continued on next page

Add Inventory LOCATION or ITEMS (AE), Continued

Vendor

The **Vendor** prompt specifies the vendor from whom the Item is procured. You can also select a vendor for the IFCAP Item from a list.

This list includes the Vendor name, phone number, FMS (Financial Management System) Vendor Code or Dun & Bradstreet Synonym as well as other details (i.e., city, state, ZIP code and fax number if applicable).

Unit of Issue

The [1]**Unit of Issue** prompt provides a list by entering a question mark. This list is from IFCAP. This defines the Item and how it is received as a pair, in a box, etc.

Steps (continued)

To continue to add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
11	Select a **Vendor** and press **<Enter>**. You can type a question mark **<?>** to display a list and select one.
12	Enter a **Unit of Issue** and press <**Enter**>. You can type a question mark **<?>** to display a list and select one.
13	A confirmation prompt displays stating that inventory has been updated.

Sample screen

```
VENDOR: ? <Enter>

 Answer with VENDOR NUMBER, or NAME, or DUN & BRADSTREET #, or
     FMS VENDOR CODE, or SYNONYM

 Do you want the entire VENDOR List? N <Enter> (No)

VENDOR: ABBOTT <Enter>  LABORATORIES  ABBOTT LABORATORIES      PH:800
255-5162  NO:     3
ORD ADD:CORPORATE ORDER ENTRY                 FMS:
        ABBOTT PARK, IL 60064                 CODE:             FAX:
         ...OK? Yes//  <Enter> (Yes)

Unit of Issue:  each  <Enter>  EA     EACH
** Inventory updated.
```

Confirmation note

When you complete the entry process, a confirmation appears that Inventory has been updated.

Continued on next page

[1] New prompt with Patch RMPR*3*61.

Add Inventory LOCATION or ITEMS (AE), Continued

Number of Labels to Print

A default number will display for you to print at the [1]**Number of Labels to Print** prompt. You can press <**Enter**> to select the default number or enter a number that is less than the default.

Steps (continued)

To continue to add a PIP Location and/or an IFCAP Item, follow these steps:

Step	Action
14	Press <**Enter**> at the **Number of Labels to print** or enter a number less than the default number shown.
15	Press <**Enter**> at the **Select Barcode Printer** if it is set to the default for your barcode scanner equipment.
16	You can press <**Enter**> at the **Do you want your output QUEUED?** to accept the default of No, and the barcode label will print automatically.
17	You can then select another HCPCS to add another Location or Item, if necessary and continue the same process again.

New Prompts:

```
Number of Labels to print: 10// <Enter>

Select Barcode Printer: ZEBRA PROSTHETIC// <Enter>  ZEBRA
PROSTHETIC PRINTER

Do you want your output QUEUED?  No// <Enter>

Select HCPCS:  <Enter>
```

Select Barcode Printer

The [2]**Select Barcode Printer** prompt will display a default printer for the barcode scanner equipment.

[3]Do you want your output QUEUED?

If you want your barcode label to print automatically, you would **NOT** want to QUEUE your output to the printer. It may take awhile for it to be printed depending on other print jobs sent to the printer before your label request.

[1] New prompt with Patch RMPR*3*61.
[2] New prompt with Patch RMPR*3*61.
[3] New prompt with Patch RMPR*3*61.

Edit Inventory Items (EI)

Function description

The **Edit Inventory Item (EI)** option is used to make any changes to the PIP Item description, inventory location, re-order level, invoice quantities of the Item(s), unit cost, or vendor. You can edit an Item when there are multiple Items for a HCPCS Code.

If you edit the PIP Item description, you will be prompted to associate a current stock record to the Item. The PIP Item(s) was entered through the **Receive Item from Supply, Vendor or Patient (RC)** option.

Steps

To edit inventory Item information, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).
2	Select the **HCPCS Code** of the PIP Item you want to edit. You can type two question marks <**??**> to display a list and select one.
3	You can now edit any of the prompts that display from the HCPCS Code to the Vendor. **Note:** If you edit the **PIP Item Description**, then you will need to select a current stock record. (See next page.)

Sample screen

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

Editing Inventory Items.....

Select HCPCS:    A4254  <Enter>   BATTERY FOR GLUCOSE MONITOR
   is associated with more than 1 item, please select one...

IFCAP Item: BATTERY DEVICE
 1 A4254-1      C BATTERY FOR GLUCOSE MONITO/COMMERCIAL

IFCAP Item: BATTERY DEVICE
 2 A4254-2      C BAT FOR GLUCOSE MONITO/COMMERCIAL

IFCAP Item: BATTERY DEVICE
 3 A4254-3      C BAT FOR GLU MON/COMM
Choose 1 - 3 : 1 <Enter>
HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR  <Enter>
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <**?**> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Select HCPCS

This is the HCPCS from the Prosthetic HCPCS list for this Location. Entering two question marks<**??**> at this prompt displays the entire list. Select a HCPCS to edit.

Continued on next page

Edit Inventory Items (EI), Continued

IFCAP Item

The **IFCAP Item** must be associated with the HCPCS that you entered. Entering two question marks <**??**> at this prompt displays the entire list.

PIP Item Description

The **PIP Item Description** prompt is a prompt that is used at your local facility. (This is a free-text entry.)

One example of a PIP Item Description change is "Wheelchair Gloves" can be changed to "W/C Gloves." You can also specify size and volume in the description.

Note: When you make a change, notice that you are then prompted to select a current stock record. This will associate or link the item with the information that was entered through the **Receive Item from Supply, Vendor or Patient (RC)** option. A list of stock record(s) may display, and you can select one from the list.

Steps

To continue to edit inventory Item information, follow these steps:

Step	Action
4	Enter the **IFCAP Item** and press <**Enter**>.
5	You can change the **PIP Item Description** and press <**Enter**>**.**
6	If there is more than one stock record to associate, you will be presented with a list to select one. The linking is done at the **Select a current stock record** prompt.

Sample screen

```
IFCAP ITEM: BATTERY DEVICE// <Enter> 15171 BATTERY DEVICE
...OK? Yes// <Enter>                (Yes)

PIP Item Description: BATTERY MONITOR DEVICE // ?? <Enter>

Enter a description for this item that will be used locally by your
Prosthetics Service.  You may want to use a description with additional text
specifying things like size, volume, etc.

PIP Item Description: BATTERY MONITOR DEVICE // BAT MON DEV  <Enter>

Are you sure you want to change this Item's Description? N// Y <Enter>  YES

Select a current stock record...
   Date          Quantity      Value  Vendor                          Location
 1 SEP 04, 2001        20     500.00  ABBOTT LABORATORIES             Room 18
 2 SEP 04, 2001        15     375.00  ABBOTT LABORATORIES             Room 18

Choose 1 - 2: 1 <Enter>
```

Linking done here →

Continued on next page

Edit Inventory Items (EI), Continued

Enter Pros Location

You can modify the existing Prosthetic Location name at the **Enter Pros Location** prompt. This is a free-text field of 3 – 30 characters. (You can press <**Enter**> to bypass the prompt.) This is a Location of an Item or stock being tracked for inventory. It can be a room number, warehouse, etc.

Note: You cannot add a new Location through this option. You must use the **Add Inventory LOCATION or ITEMS (AE)** option for a new Location.

Re-Order Level

The **Re-Order Level** is the number that signifies when to re-order an item.

Invoice Quantity

The **Invoice Quantity** is the amount of the Item associated with the transaction that you have on hand for a Location. You can edit this prompt.

Note: You can change the quantity amount of an invoice/stock worksheet/packing slip, etc. at this prompt; you are **not** entering Items received. Use the **Receive Item from Supply, Vendor or Patient (RC)** option to enter Items received into Inventory.

Unit Cost

The **Unit Cost** prompt is the cost of one Item. The **Total Cost of Quantity** prompt automatically displays the Invoice Quantity multiplied by the Unit Cost.

Steps

To continue to edit inventory Item information, follow these steps:

Step	Action
7	You can edit the Prosthetic Location at the **Enter Pros Location** prompt or press <**Enter**> to bypass it.
8	You can edit the **Reorder Level** number.
9	You can edit the **Invoice Quantity** and/or the **Unit Cost**. (This will change the **Total Cost of Quantity**.)

Sample screen

```
Enter Pros Location: Room 18// <Enter>
         ...OK? Yes// <Enter>                YES

RE-ORDER LEVEL: 2// 4  <Enter>

INVOICE QUANTITY: 10// 20 <Enter>

UNIT COST: 25// <Enter>
TOTAL COST OF QUANTITY: 500.00
```

Continued on next page

Edit Inventory Items (EI), Continued

Vendor

This is the specific **Vendor(s)** from whom the Item was procured. You can also select a vendor for the Item from a list.

Unit of Issue

The [1]**Unit of Issue** prompt provides a list by entering a question mark. This list is from IFCAP. This defines the Item and how it is received as a pair, in a box, etc.

Steps

To continue to edit inventory Item information, follow these steps:

Step	Action
10	You can edit the **Vendor**.
11	You can edit the **Unit of Issue**. You can type a question mark <**?**> to display a list and select one.
12	A confirmation displays. **Note:** The Invoice Quantity amount increased as shown in parenthesis before the Location in the sample screen below. (See arrow.)

Sample screen

```
VENDOR: ABBOTT LABORATORIES// <Enter> ABBOTT LABORATORIES   PH:800 255-5162
NO:     3
ORD ADD:CORPORATE ORDER ENTRY                FMS:
        ABBOTT PARK, IL 60064                CODE:             FAX:
         ...OK? Yes// <Enter>  (Yes)

UNIT OF ISSUE: Ea   <Enter>      EACH

** Item A4254-1 was Edited by PROSUSER,one: (+10) @ Location Room 18

Editing Inventory Items.....

Select HCPCS: A4254// ^ <Enter>
```

Confirmation

A confirmation note includes the HCPCS Code for the Item that was edited, the name of the person who performed the edit, and the Location.

You can then select another Item to be edited using the same HCPCS or a new HCPCS. You can also exit the system at the **Select HCPCS** prompt.

[1] New prompt with Patch RMPR*3*61.

Edit Inventory Location (EL)

Function description

The **Edit Inventory Location (EL)** option is used to make any necessary corrections to a Location name.

Note: You cannot add a new Location through this option. You must use the **Add Inventory LOCATION or ITEMS (AE)** option for new Locations.

Steps

To edit an inventory Location, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).
2	Enter a **Prosthetics Location**. You can type one or two question marks <**??**> to display a list and select one.

Sample screen

```
Select Pros Inventory Main Option: EL <Enter>   Edit Inventory Location
SITE: Hines Development System//  <Enter>               499

Editing an Inventory Location.....

Enter Pros Location: ? <Enter>

Answer with PROS ITEM LOCATION
 Do you want the entire PROS ITEM LOCATION List? Y <Enter> YES

     1   HO 1
     2   A LOC
     3   GENERIC
     4   HNC
     5   HO 1
     6   JLOC
     7   Room 18

CHOOSE 1-7: 7 <Enter>  Room 18
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Enter Pros Location

The **Enter Pros Location** prompt is a free-text field of 3 - 30 characters. Enter the name of an existing Prosthetics Location you want to edit. This might be a room number, warehouse, etc. You can type a question mark <?> to view a list and select one.

Continued on next page

Edit Inventory Location (EL), Continued

Location

You will now have an opportunity to modify the Location name at the **Location** prompt. (If you do not need to do so, press <**Enter**> to bypass the prompt.)

This is a Location of an item or stock being tracked for inventory. If you do modify the Location name, a verification prompt appears to confirm your response.

Steps

To continue to edit an inventory Location, follow these steps:

Step	Action
3	At the **Location** prompt, you can change the name of the Location and press <**Enter**> or press <**Enter**> to bypass the change.
4	A confirmation prompt displays asking if you are sure you want to change the name of the Location.

Screen sample


```
LOCATION: Room 18// Room 19  <Enter>

Are you sure you want to change the name of this location? N// Y <Enter> YES

Location has been edited from 'Room 18' to 'Room 19' !!!
```

Confirmation

A confirmation note includes the name of the Location before it was edited and the name of the new Location.

Deactivate Inventory Location (DE)

Function description

The **Deactivate Inventory Location (DE)** option prevents you from issuing an item from a Location that is no longer to be used.

WARNING: Deactivating a Location deactivates ALL the HCPCS associated with that Location!!! Deactivating a Location is recommended when you enter a Location in error or the Location is not in use.

Steps

To deactivate an inventory Location, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).
2	Select the Location you want to deactivate at the **Enter Pros Location** prompt. You can also enter a single question mark <**?**> at this prompt to get a list of all possible Locations and select one.

Screen sample

```
Select Pros Inventory Main Option: DE <Enter> Deactivate Inventory Location
SITE: VAMC//    <Enter>                          500

Deactivate an Inventory Location.....

This option now requires the electronic signatures of 2 users holding the
RMPRMANAGER key to be entered before a location will be deactivated.

Enter Pros Location: ? <Enter>

 Answer with PROS ITEM LOCATION
 Do you want the entire PROS ITEM LOCATION List? Y <Enter>  (Yes)
   Choose from:
   LEFT WING; BACK HALL
   RD TEST
   ROOM 3

Enter Pros Location: Room 3  <Enter>
         ...OK? Yes//  <Enter> (Yes)

The above location contains 1 types of items, with a total quantity of 1 and
cost of $50.
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <**?**> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Enter Pros Location

The **Enter Pros Location** prompt is a free-text field of 3 - 30 characters. Enter the name of an existing Prosthetics Location you want to edit. This might be a room number, warehouse, etc. You can type a question mark <**?**> to view a list and select one.

Continued on next page

Deactivate Inventory Location (DE), Continued

2 Electronic Signatures!!!

This option is only given to the holder of the RMPRMANAGER key. This option requires the electronic signatures of two (2) users holding the RMPRMANAGER key to be entered before a Location will be deactivated.

Steps

To continue to deactivate an inventory Location, follow these steps:

Step	Action
3	The 2nd manager (encrypted) must enter their user name for the signature code, and press <**Enter**>.
4	Enter your **Current Signature Code** (encrypted) and press <**Enter**>.
5	Type **Y** for Yes at the confirmation prompt to finalize the deactivation.

Screen sample

```
Please ask another user with the RMPRMANAGER key to enter their user
name and electronic signature.

Enter user name of 2nd manager:  xxxxxxxxxxxxx <Enter>

Enter your Current Signature Code:  xxxxxxxxxxx <Enter>

Are you sure you want to DEACTIVATE this LOCATION (Y/N) ? N//  Y
<Enter> YES

Location is deactivated
```

Signature Code

The **`Enter your Current Signature Code`** prompt…allows you to enter an encrypted electronic signature and press the <**Enter**> key.

Second manager name

The **`Enter user name of 2nd Manager`** prompt…allows you to enter a second encrypted electronic signature of a manager, and press the <**Enter**> key.

Confirmation

A confirmation prompt displays allowing you to cancel at this point or continue the deactivation of the Location.

Order Item from Supply or Vendor (OI)

Function description

Whenever you order supplies, you should update the inventory by using the **Order Item from Supply or Vendor (OI)** option to show the quantity ordered. This function tracks purchase orders that are complete. It does not actually place an order. This option shows the items on order (from phone orders, faxed orders, etc.).

During the background job at night, if items are low (lower than the assigned Re-order level), you will receive an email notice of the stock on hand.

Note: You can view the Items on a report from the **Print Order/Receive Item (PO)** Report.

Status of an order/Tracking status

The following are the statuses when tracking an order:

- Open - The order stays open until all quantity ordered has been received.
- Received – The purchase order is complete.
- Canceled

Steps

To track an Item from Supply or Vendor, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).

Sample screen

```
Select Pros Inventory Main Option: OI <Enter> Order Item from
Supply or Vendor

SITE: Hines Development System//   <Enter>              499

Ordering ITEM from Supply or Vendor....
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Continued on next page

Order Item from Supply or Vendor (OI), Continued

Select HCPCS to Order

This is the HCPCS Code that you ordered – a HCPCS that currently exists. Notice that the HCPCS list also shows the PIP Item Description and a more detailed HCPCS/Item number as shown below.

Enter Vendor

Select a vendor that you used for this order. You can also select a vendor for the Item from a list. This list includes the Vendor name, phone number, FMS (Financial Management System) Vendor Code or Dun & Bradstreet Synonym as well as other details (i.e., city, state, ZIP code and fax number if applicable).

Steps

To continue to track an Item from Supply or Vendor, follow these steps:

Step	Action
2	Select the **HCPCS to Order**. Enter a single question mark <**?**> at this prompt to get a list of all possible HCPCS.
3	Select a **Vendor** from a list by typing two question marks <**??**>.
4	Enter a number in the **Quantity to Order** prompt.

Sample screen

```
Select HCPCS to ORDER: ? <Enter>

    Answer with PROSTHETICS HCPCS ITEM MASTER FILE, or NUMBER, or
        DESCRIPTION, or STATION, or PSAS ITEM

Do you want the entire PROSTHETICS HCPCS ITEM MASTER FILE List? Y <Enter>
(Yes)

Choose from:
   1            A5506   A5506-1  DIABETIC SHOE - SZ 8
   2            A5506   A5506-2  DIABETIC SHOE - SZ 9
   3            K0001   K0001-1  WHEELCHAIR – MANUAL

Select HCPCS to ORDER: 1 <Enter> (1 YES) A5506   A5506-1  DIABETIC SHOE - SZ 8
         ...OK? Yes//  <Enter>   (Yes)

Enter Vendor: Abbott <Enter>  LABORATORIES  ABBOTT LABORATORIES  PH:800 255-
5162NO:     3 ORD ADD:CORPORATE ORDER ENTRY                FMS:
        ABBOTT PARK, IL 60064                 CODE:             FAX:
         ...OK? Yes// <Enter>  (Yes)

Quantity to Order: 10  <Enter>
```

Quantity to Order

This is the amount (a number between 0 and 99999) that signifies the quantity you are ordering.

Continued on next page

Order Item from Supply or Vendor (OI), Continued

Enter Comment

The **Enter Comment** prompt provides a free-text field that can be used for comments or any description of an item being ordered. Enter a short comment between 3-50 characters in length, if you need one.

Steps

To continue to track an Item from Supply or Vendor, follow these steps:

Step	Action
5	Type a comment in the **Enter Comment** prompt and press <**Enter**>.
6	A confirmation prompt displays that the item was ordered. **Note:** This function does not actually place the order; it is a tracking mechanism only.

Screen sample

```
Enter Comment: Ordered items from Vendor, Abbott  <Enter>

*** Item was ordered....

Select HCPCS to ORDER:^ <Enter>
```

Confirmation Prompt

A confirmation prompt displays stating the following: *** **Item was ordered….**

Select HCPCS to Order

The **Select HCPCS to Order** prompt displays for you to enter another HCPCS or exit at this prompt.

Receive Item from Supply, Vendor or Patient (RC)

Function descriptions

Whenever you receive supplies, you should update the inventory using the **Receive Item from Supply, Vendor or Patient (RC)** option to show the quantity received. You can receive supplies from a different supply area, from a vendor, or Items returned from a patient. Barcode scanner equipment is used with this option.

Note: All Items will need a HCPCS code and location before creating the barcode label. The barcode scanner will not work unless the Items are in PIP.

Steps

To receive an Item from Supply, Vendor or Patient, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).
2	The **Select HCPCS** prompt is provided to receive the Item(s). (If there is more than one Item, a list will display for you to select one.)

Sample screen

```
Select Pros Inventory Main Option: RC <Enter>  Receive Item from Supply,
Vendor or Patient

SITE: Hines Development System//  <Enter>                499

Receive an Item from Supply, Vendor or Veteran.

Select HCPCS:A4254 <Enter>    BATTERY FOR GLUCOSE MONITOR

HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR
       is associated with more than 1 item, please select one...
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only).

Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Select HCPCS

This is the HCPCS of the item(s) received. There may be multiple Items for a HCPCS Code that you enter. If so, a list will display for you to select one.

Continued on next page

Receive Item from Supply, Vendor or Patient (RC), Continued

IFCAP Item

Choose an Item from the **IFCAP Item** list. When you do, the following displays:

- HCPCS
- IFCAP Item
- PIP Item Description.

Invoice Quantity

The **Invoice Quantity** prompt is the amount (a number between 0 and 99999) received.

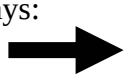
Steps

To continue to receive an Item from Supply, Vendor or Patient, follow these steps:

Step	Action
3	Select the **IFCAP Item** that was received. If more than one displays, select one from the list.
4	Enter the **Invoice Quantity** to be received.

Sample Screen

The following displays:



```
IFCAP Item: BATTERY DEVICE
 1 A4254-1      C BATTERY FOR GLUCOSE MONITO/COMMERCIAL

IFCAP Item: BATTERY DEVICE
 2 A4254-2      C BAT FOR GLUCOSE MONITO/COMMERCIAL

IFCAP Item: BATTERY DEVICE
 3 A4254-3      C BAT FOR GLU MON/COMM

Choose 1 - 3 : 1 <Enter>
HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR  <Enter>


HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR

IFCAP Item: BATTERY

PIP Item Description: BATTERY-Glucometer-6 Volt

INVOICE QUANTITY: 29  <Enter>

UNIT COST: 45  <Enter>
```

Unit Cost

The **Unit Cost** prompt is the cost of one unit (a number between 0 and 99999) of the quantity received.

Continued on next page

Receive Item from Supply, Vendor or Patient (RC), Continued

Total Cost

The **Total Cost of the Quantity** is calculated and displays automatically.

Vendor

This is the **Vendor** that is supplying the stock. If the vendor is not the same as on the original order (shown on the packing slip), you can change the vendor.

Steps

To continue to receive an Item from Supply, Vendor or Patient, follow these steps:

Step	Action
5	Enter the **Unit Cost** of an Item. You can also press <**Enter**> to bypass this prompt.
6	The **Total Cost of the Item** displays. You can press <**Enter**> to accept the default cost. If you bypassed the **Unit Cost** prompt, you can enter the total dollar amount here.
7	Enter the **Vendor**. (You can change the Vendor from the original order at this prompt if necessary.)
8	Enter the **Unit of Issue** and press <**Enter**>.
9	Enter the **Prosthetic Location** and the item has been received.

Screen sample

```
TOTAL COST OF QUANTITY: 1305.00  <Enter>
VENDOR: Abbott Laboratories <Enter> ABBOTT LABORATORIES      PH:800 255-5162
NO:     3
ORD ADD:CORPORATE ORDER ENTRY                FMS:
        ABBOTT PARK, IL 60064                CODE:              FAX:
         ...OK? Yes//  <Enter> (Yes)
The entered Vendor is not the same as on the original order
Do you want to change the Vendor on the order? Y  <Enter> YES

UNIT OF ISSUE: ea  <Enter>     EACH
Enter Pros Location:  C-26  <Enter>
         ...OK? Yes// <Enter>  YES

** Item has been received and inventory updated.  If you are using barcoding
you should now print labels for the items received.
```

[1]Unit of Issue

This is the way an item is packaged or set up with a separate cost.

Enter Pros Location

At the **Enter Pros Location** prompt, select the Location where the inventory is received. (If you cannot find the Location you want, and you are a multi-site facility, you may have selected the wrong site.)

Continued on next page

[1] New prompt with Patch RMPR*3*61.

Receive Item from Supply, Vendor or Patient (RC), Continued

[1]Number of Labels to print

The **Number of Labels to print** prompt displays. It is recommended that you should print the barcode labels **NOW**. This prompt assumes you want to print the number of the invoice quantity received. You can print fewer labels but not more than the default setting. The default number of labels appears according to the number you entered into the **Invoice Quantity** prompt.

The following information prints on the barcode label: HCPCS Item, the unit cost, the date when received into inventory, the local description of the item and the vendor.

Note: There is a backup option that allows you to print a single barcode label at a later time using the **Print Barcode Label (PB)** option. Use for backup purposes.

Steps

To continue to receive an Item from Supply, Vendor or Patient, follow these steps:

Step	Action
10	At the **Number of Labels to print** prompt, you can press <**Enter**> to accept the default setting. Or type in the number (less than the default) of barcode labels you want to print for the Item selected.
12	At the **Select Barcode Printer** prompt, press <**Enter**> to accept the default setting.
13	Press <**Enter**> at the **Do you want your output QUEUED?** to accept the default of **No**, and the barcode label will print automatically. If you answer **Yes**, you will then enter a Start Time. (See below.)
14	Press <**Enter**> to accept the default Start Time for the current day/time.

Sample Screen

```
Number of Labels to print: 29//  <Enter>

Select Barcode Printer: ZEBRA PROSTHETIC// <Enter>
Do you want your output QUEUED?  No// Y <Enter> YES

Requested Start Time: NOW// <Enter> (MAY 14, 2002@11:37:26)
REQUEST QUEUED!

Receive an Item from Supply, Vendor or Veteran.
Select HCPCS:  ^ <Enter>
```

Select Barcode Printer

You can press <**Enter**> to accept the default setting or select your Barcode Printer device from a list by typing two question marks <**??**> and pressing <**Enter**>.

[1] New functionality with Patch RMPR*3*61.

Transfer Stock Between Locations (TR)

Function description

If you transfer stock from one Location to another, you can update the inventory using the **Transfer Stock Between Locations (TR)** option. This option allows you to transfer stock from one Location to another without deactivating and re-adding PIP Items.

Note: To *deactivate* items in a location, use the **Deactivate Inventory Location (DE)** option. This option does not remove an Item from a Location if all quantities have been transferred.

Steps

To transfer an Item from a Location, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).
2	The **Select HCPCS** prompt is provided to transfer the Item(s). (If there is more than one Item, a list will display for you to select one.)

Sample Screen

```
Select Pros Inventory Main Option: TR <Enter> Transfer Stock
Between Locations

SITE: Hines Development System//     <Enter>              499

Transfer item quantity to another location.

Select HCPCS:    BA158 <Enter>   EYE DROP GUIDE

HCPCS: BA158 EYE DROP GUIDE

IFCAP Item: EYEGLASSES

PIP Item Description: EYEGLASSES FRAME DELUXE
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only).

Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Select HCPCS

This is the HCPCS Code of the Item that was transferred. After you select one, the HCPCS, IFCAP Item and PIP Item Description displays (as shown in the shaded area above).

Continued on next page

Transfer Stock Between Locations (TR), Continued

Select a Current Stock Record

The **Select a current stock record** prompt allows you to identify the HCPCS you are transferring.

Enter Quantity to Transfer

This is the amount (a number between 0 and 99999) of the Item that was transferred.

Steps

To continue to transfer an Item from a Location, follow these steps:

Step	Action
3	At the **Select a current stock record** prompt, a list of order dates will display with the quantity, Unit Cost, Value, Vendor and Location. Select one and press **<Enter>** to link the Item to transfer with the Location of the Item(s).
4	Enter the Quantity to transfer of the Item in the specific Location.
5	Enter the Receiving Location of the Item(s) you are transferring.

Screen sample

```
Select a current stock record...

   Date      Qty  Unit Cost    Value  Vendor                          Location
 1 05/01/02   20     50.00   1000.00  ABBOTT LABORATORIES              C-26
 2 05/01/02    5     50.00    250.00  ABBOTT LABORATORIES              C-26

Choose 1 - 2 : 1 <Enter>

Enter Quantity to transfer: 2  <Enter>

Enter Receiving Location: D-14  <Enter>
         ...OK? Yes// <Enter>  YES

QTY 2 transferred from C-26 to D-14

Transfer item quantity to another location.
```

Enter Receiving Location

This is the Location where the stock has been transferred. If you cannot enter the Location at this prompt, check to see if the Location receiving the stock has that stock Item assigned to it.

Note: If you enter the receiving Location and it is the same as the forwarding Location, you will see the following note:

*** Forwarding and Receiving Location is the same!!!!

Reconcile Item Balance (UP)

Function description

Use the **Reconcile Item Balance (UP)** option when your reports (**Print Current Balance by Location** or **Print Current HCPCS Balance by HCPCS**) show an item balance different from the actual physical count for a Location.

This option also allows you to update other Item-specific information. **To use this option, you must own the RMPRMANAGER key.**

Steps

To reconcile an item balance, follow these steps:

Step	Action
1	Select the **Site** (if more than one Site can be selected).
2	At the **Select HCPCS** prompt, select the HCPCS Code that needs to be balanced/updated.
3	Select an IFCAP Item if a HCPCS is associated with more than one item.

Screen sample

```
Select Pros Inventory Main Option: UP  <Enter> Reconcile Item Balance
SITE: Hines Development System// <Enter>              499
Reconcile Inventory item quantities on hand...

Select HCPCS: A4254  <Enter>      Battery for glucose monitor        A4254
BATTERY FOR GLUCOSE MONITOR

HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR
       is associated with more than 1 item, please select one... <Enter>

IFCAP Item: BATTERY DEVICE
 1 A4254-1      C BATTERY FOR GLUCOSE MONITO/COMMERCIAL

IFCAP Item: BATTERY DEVICE
 2 A4254-2      C BAT FOR GLUCOSE MONITO/COMMERCIAL

IFCAP Item: BATTERY DEVICE
 3 A4254-3      C BAT FOR GLU MON/COMM
Choose 1 - 3 : 1 <Enter>
```

Site

The **Site** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Select HCPCS

This is the **HCPCS Code** that needs to be balanced/updated.

IFCAP Item

Select an Item from the **IFCAP Item** list if a HCPCS is associated with more than one item. This is the Item that needs to be balanced/updated.

Continued on next page

Reconcile Item Balance (UP), Continued

Enter Pros Location

Select a **Location** from the list of Locations for the site.

Note: If you cannot find the Location you want, and you are a multi-site facility, you may have selected the wrong site.

Steps

To continue to reconcile an item balance, follow these steps:

Step	Action
4	At the **Enter Pros Location** prompt, enter the Location of the item you want to reconcile or enter two question marks <**??**> to display a list and select one.
5	Select a **Vendor** for the Item that you are reconciling.
6	Enter the amount of the **Invoice Quantity** that you are reconciling for the Item.

Sample Screen

Reconciles at the **Invoice Quantity** prompt:

```
HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR

IFCAP Item: BATTERY

PIP Item desc.: BATTERY FOR GLUCOSE MONITOR/COMMERCIAL

Enter Pros Location: JLOC <Enter> <Enter>

VENDOR: ABBOTT <Enter>  LABORATORIES  ABBOTT LABORATORIES      PH:800 255-5162
NO:     3     ORD ADD:CORPORATE ORDER ENTRY                  FMS:
        ABBOTT PARK, IL 60064                  CODE:             FAX:
         ...OK? Yes// <Enter>  (Yes)

INVOICE QUANTITY: 20// 25 <Enter>
*** Item was reconciled...

Reconcile Inventory item quantities on hand...

Select HCPCS: ^ <Enter>
```

Vendor

This is the Vendor associated with the Item that you are reconciling.

WARNING: If you have a situation where more than one Vendor supplies the same Item(s), you should perform a separate reconcile count for each Vendor!

Invoice Quantity

Enter the correct quantity, a number between 0 and 99999, for the Item that you are reconciling. When the level of stock for an Item reaches zero quantity on hand, the Item is removed automatically. To remove an Item, you can enter a ZERO, which removes the Item from the PIP inventory.

Remove/Deactivate HCPCS/Item from Inventory (RE)

Function description

You can remove or deactivate an inventory Item from PIP through the **Remove/ Deactivate HCPCS/Item from Inventory (RE)**. Once an Item has been removed/deactivated, that Item is no longer accessible.

Note: Only users with the RMPRMANAGER key can access this option.

Steps

To remove an Item from PIP, follow these steps:

Step	Action
1	Select the **Site** (if more than one site can be selected).
2	Select the **HCPCS** that you want to remove. You can type one or two question marks <??> to display a list and select one.
3	At the prompt, **Do you want to Remove/Deactivate ALL Items for this HCPCS? N//**, type **Y** for Yes.
4	At the prompt, **Are you sure you want to Remove/Deactivate ALL ITEMs for HCPCS XXXXX? N//**, type **Y** for Yes.

Sample screen

```
   AE     Add Inventory LOCATION or ITEMS
   EI     Edit Inventory Items
   EL     Edit Inventory Location
   DE     Deactivate Inventory Location
   OI     Order Item from Supply or Vendor
   RC     Receive Item from Supply, Vendor or Patient
   TR     Transfer Stock Between Locations
   UP     Reconcile Item Balance
   RP     Inventory Reports ...
   RE     Remove/Deactivate HCPCS/Item from Inventory

Select Pros Inventory Main Option: RE <Enter> Remove/Deactivate HCPCS/Item
from Inventory

SITE: Hines Development System//    <Enter>              499

*** Removing/Deactivating HCPCS......


Select HCPCS: BA150  <Enter>

Do you want to Remove/Deactivate ALL Items for this HCPCS? N// Y <Enter>  YES

Are you sure you want to Remove/Deactivate ALL ITEMs for HCPCS BA150? N// Y
<Enter> YES

*** HCPCS/ITEM BA150-1 has been Removed/Deactivated from PIP..
```

Confirmation

You have two confirmation prompts where you can continue the removal/ deactivation or cancel the process and exit the option.

Inventory Reports Menu …

Overview

Introduction

Use the **Inventory Reports** Menu options to help you to review what you have in your Prosthetics Inventory. The next few sections are as follows:

[1]New Inventory Reports (from Patch RMPR*3*61)

- Print Order/Receive Item
- Print Item Usage by Location
- Print Stock Work Sheet
- Reprint Barcode Label
- Print Items Not Issued Within 30-Day
- Print Stock on Hand Over Date Range
- Print All Barcode in a Location
- Print PIP/IFCAP Item Report

Prosthetic Inventory Reports (from a previous patch, Patch RMPR*3*51):

- Item Detail Report
- HCPCS Summary Report
- NPPD Group/Line Report
- NPPD Group Summary Report

Other Useful Inventory Reports:

- Print Current HCPCS Balance by HCPCS (format revised)
- Print Current Item Balance by Location (format revised)
- Print Transaction History

[1] New Inventory Reports with Patch RMPR*3*61.

[1]New Inventory Reports (Patch RMPR*3*61)

Overview

Introduction

There are eight new **Inventory Report Menu** options with Patch RMPR*3*61 as follows:

- Print Order/Receive Item (PO)
- Print Item Usage by Location (IU)
- Print Stock Work Sheet (WS)
- Reprint Barcode Label (BC)
- Print Items Not Issued Within 30-Day (P3)
- Print Stock on Hand Over Date Range (OD)
- Print All Barcode in a Location (AL)
- Print PIP/IFCAP Item Report (IP)

Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   P3     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report

Select Inventory Reports Option:
```

Print Order/Receive Item (PO)

The **Print Order/Receive Item (PO)** report is a new report with Patch RMPR*3*61. This option prints Open, Received item(s) or Cancelled in the Prosthetics Inventory Package (PIP). You will be asked for the number of days back an item was ordered, received or cancelled for this report.

Print Item Usage by Location (IU)

The **Print Item Usage by Location (IU)** report provides an item usage and quantity on-hand report for a specified date range and sorted by location.

Continued on next page

[1] New reports with Patch RMPR*3*61.

Overview, Continued

Print Stock Worksheet (WS)	This report prints the inventory stock by Location of a particular station. It shows the HCPCS, Item description, date, cost, vendor, quantity, Location and a blank column for the physical count.
Reprint Barcode Label (BC)	This option allows inventory users to print barcode labels. Only HCPCS in PIP can be printed using this option.
Print Items Not Issued Within 30-Day (P3)	The **Print Items Not Issued Within 30-Day (P3)** report option prints Items not issued within a 30-day period. Items have been issued within 30 days will NOT be printed on this report.
Print Stock on Hand Over Date Range (OD)	This report prints all Items in a particular Location, where the number of days on-hand is greater than the number of days in the date range selected. Sort criteria are based on Locations and new or old Items.
Print All Barcode in a Location (AL)	With Patch RMPR*3*61, the **Print All Barcode in a Location (AL)** option is an option available for use in printing all the barcode labels for all items within a Location. This is a helpful option to use after installing this patch into the Production (Live) system during the implementation of this patch.
Print PIP/IFCAP Item Report (IP)	The **Print PIP/IFCAP Item (IP)** report prints all PIP Items and the corresponding IFCAP Items. Prosthetics users must edit the HCPCS/Item that has a blank IFCAP Item. This report is useful for checking if the IFCAP Item is correctly linked to the PIP Item.

Print Order/Receive Item (PO)

Report description

The [1]**Print Order/Receive Item (PO)** Report is a new report with Patch RMPR*3*61. This option prints Open, Received Item(s), or Canceled in the Prosthetics Inventory Package (PIP). You will be asked for the number of days back an Item was open, received, or canceled for this report.

Select number of days old

You can select the number of days tracking backwards that you want the report to print data in timeframes as follows:

- 30 Days Old
- 60 Days Old
- 90 Days Old
- Over 90 Days Old

Sample screen

```
Select Inventory Reports Option: PO <Enter>   Print Order/Receive Item
SITE: Hines Development System//  <Enter>                  499

     Select one of the following:

          1         30 Days Old
          2         60 Days Old
          3         90 Days Old
          4         Over 90 Days Old

Select number of days old: 30 Days Old// 1 <Enter>   30 Days Old

     Select one of the following:

          O         OPEN
          R         RECIEVED
          C         CANCEL

Select Category of report: OPEN// O <Enter>  OPEN
DEVICE: HOME// <Enter>    TELNET    Right Margin: 80// <Enter>


Processing report.....
```

Category of Report

You can select the report to print one of the following categories:

- Open
- Received
- Canceled

Continued on next page

[1] New Report Menu Option with Patch RMPR*3*61.

Print Order/Receive Item (PO), Continued

Report for Ordered Items

```
*** PIP ORDER AND RECEIVE ITEM REPORT *** for 30 days old,  OPEN order
Station: SUPPORT ISC          Run Date: JUN 28, 2001                PAGE: 1
-------------------------------------------------------------------------------
                                          DATE       DATE      QTY      QTY
HCPCS     ITEM               VENDOR       ORDERED    RECIEVED  ORDERED RECIEVED
-----     ----               ------       -------    --------  ------- --------
A4367-1   Ostomy belt holder   ABBOTT LABO  06/28/01               15
     Comment: Entered a new item for HCPCS Code A4367
A4404-1   OSTOMY RING EACH/COM ABBOTT LABO  06/21/01                1
BA100-1   READING MACHINE/COMM INLANDER     06/25/01                4
E0142-1   WALKER RIGID WHEELED INLANDER BR  06/25/01                5
     Comment: 6/22/01 ordered
E0601-1   CONT AIRWAY PRESSURE ABBOTT LABO  06/21/01                1
K0082-1   22 NF BATTERY CASE   ABBOTT LABO  06/25/01               25
     Comment: ORDERING BATTERY CASES AT HINES
L5050-4   123                  ABBOTT LABO  06/21/01               10
-------------------------------------------------------------------------------
<End of Report>
```

Received Data

Below is the report with Received as the selection criteria. Above is a report with Open as the selection criteria (indicated by the **Date Ordered** column).

Select Received Category

```
SITE: Hines Development System// <Enter>                  499
     Select one of the following:
          1         30 Days Old or Less
          2         60 Days Old or Less
          3         90 Days Old or Less
          4         Over 90 Days Old or Less

Select number of days old: 30 Days Old or Less// 4 <Enter> Over 90 Days Old or
Less
     Select one of the following:
          O         OPEN
          R         RECIEVED
          C         CANCEL
Select Category of report: OPEN// R <Enter>  RECEIVED

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

Report for Received Items

```
*** PIP ORDER AND RECEIVE ITEM REPORT *** for OVER 90 days old or Less,
RECIEVED order
Station: SUPPORT ISC          Run Date: JAN 31, 2002                PAGE: 1
-------------------------------------------------------------------------------
                                          DATE       DATE      QTY      QTY
HCPCS     ITEM               VENDOR       ORDERED    RECIEVED  ORDERED RECIEVED
-----    ----                ------       -------    --------  ------- --------
A4254-1   BATTERY FOR GLUCOSE  ABB                    10/23/01               29
A4565-18  WHEELCHAIR - ELECTRI ABBOTT LABO            01/30/02               10
A4565-18  WHEELCHAIR - ELECTRI ABBOTT LABO            01/30/02               20
E0196-1   GEL PRESSURE MATTRES ABBOTT LABO            10/02/01               20
K0004-4   W/C LW - ALUMINUM    SUNRISE MED           09/19/01                6
K0005-1   ULTRALIGHTWEIGHT WHE SUNRISE MED           09/18/01                6
K0005-2   ULTRALIGHTWEIGHT WHE SUNRISE MED           09/18/01                6
-------------------------------------------------------------------------------
<End of Report>
```

Print Item Usage by Location (IU)

Report description

The [1]**Print Item Usage by Location (IU)** report provides an item usage and quantity on hand report for a specified date range sorted by Location.

Locations

You can enter a specific Location or "**ALL**" Locations to print the data in the report.

Source Criteria

You can enter one of the two Source Criteria items as follows:

- Old Items (V)A
- New Items (C)ommercial

Sample screen

```
Select Inventory Reports Option: IS <Enter>   Print Item Usage By Location
SITE: Hines Development System//  <Enter>                  499

Enter 'ALL' for all Locations or 'RETURN' to select individual Locations: ALL
<Enter>

     Select one of the following:

          V         OLD Items
          C         NEW Items

Enter a SOURCE Criteria: NEW Items// V <Enter>   OLD Items

Beginning Date: T-30//T-90  <Enter>   (MAR 30, 2001)
Ending Date: TODAY//T    <Enter> (JUN 28, 2001)
DEVICE: HOME// <Enter>    TELNET    Right Margin: 80// <Enter>


Processing report.....
```

Date Ranges

You can enter a Beginning Date and an Ending Date range for your report. The default date range for the report is 30 days, but you can change the range to any specific date or date range.

Continued on next page

[1] New Report Menu Option with Patch RMPR*3*61.

Print Item Usage by Location (IU), Continued

Report parameters

Below is a sample **Print Item Usage by Location (IU)** report selecting **V** for VA for Old Items (or USED items) to display.

Sample Report – Old Items (V)

```
*** DETAIL ITEM USAGE BY LOCATION *** for USED Items
Station: MILWAUKEE, WI        Run Date: JUL 2,2001@13:21:53         PAGE: 1
APR 03, 2001 to JUL 02, 2001  [ 91 calendar days ]
--------------------------------------------------------------------------------
Location: B-5
                         QTY       $     DAYS AVE      DAYS     STOCK     TOTAL $
HCPCS     ITEM        ISSUE    VALUE  USAGE RATE  ON-HAND  ON-HAND  VAL ON-HND
-----     ----        -----    -----  ----------  -------  -------  ----------
A4670-4   VAS-DIGITAL B         0.00    0.000                21          0.00
B9004-2   VAS INFUSION     1  750.00    0.011       455.0      5      3,750.00
DL101-3   VAS DRESSING          0.00    0.000                3          5.40
DL103-4   VAS REACHER      1    6.20    0.011       182.0      2         12.40
DL104-4   VAS SHOE HORN         0.00    0.000               28         83.44
DL105-7   VAS-SHOELACES         0.00    0.000               54         51.30
DL106-2   VAS-SOCK AID          0.00    0.000               29        289.42
DL151-3   VAS BATH SPON         0.00    0.000               30         30.00
E0135-4   VAS-WALKER            0.00    0.000               11          0.00
E0142-2   VAS-WALKER SP         0.00    0.000               24          0.00
E0143-3   VAS WALKER W/         0.00    0.000               17        552.50
E0155-3   VAS-WALKER WH         0.00    0.000               17          0.00
E0176-6   VAS AIR CUSHI         0.00    0.000                3        324.81
E0178-4   VAS GEL CUSHI    1  101.22    0.011       91.0     1        101.22
E0245-8   VAS-TUB BENCH         0.00    0.000                9        338.22
L8500-2   SERVOX-SPEECH         0.00    0.000                6      2,902.50
UNKNOWN-21VAS-SKI'S             0.00    0.000               17          0.00
--------------------------------------------------------------------------------
Location: SAVANT
                         QTY       $     DAYS AVE      DAYS     STOCK     TOTAL $
HCPCS     ITEM        ISSUE    VALUE  USAGE RATE  ON-HAND  ON-HAND  VAL ON-HND
-----     ----        -----    -----  ----------  -------  -------  ----------
E0184-1   VAS MATTRESS   1    45.00    0.011       637.0      7        315.00
E0266-4   VAS BED ELECT  1   292.86    0.011       182.0      2        585.72
--------------------------------------------------------------------------------
Location: C-26
                         QTY       $     DAYS AVE      DAYS     STOCK     TOTAL $
HCPCS     ITEM        ISSUE    VALUE  USAGE RATE  ON-HAND  ON-HAND  VAL ON-HND
-----     ----        -----    -----  ----------  -------  -------  ----------
DL175-4   VAS-GLOVES-WH         0.00    0.000               24          0.00
E0100-6   VAS-CANE              0.00    0.000               10          0.00
E0191-9   VAS-CHEESE BO         0.00    0.000               23          0.00
E0776-3   VAS-IV POLE           0.00    0.000               21        157.50
K0001-4   VAS STANDARD/         0.00    0.000               12        691.44
L1845-2   VAS KNEE BRAC    1    9.56    0.011       455.0      5         47.80
UNKNOWN-22VAS-BOOT-ROOK         0.00    0.000               12          0.00
--------------------------------------------------------------------------------
<End of Report>
```

Days On-Hand

See ***Field/Column Descriptions*** in this section for a detailed explanation of the "Days On Hand" column of this report.

Continued on next page

Print Item Usage by Location (IU), Continued

Report parameters

Below is a sample [1]**Print Item Usage by Location (IU)** report selecting (C)ommercial (New Items) to display.

Sample Report – New Items (C)

```
*** DETAIL ITEM USAGE BY LOCATION *** for NEW Items
Station: MILWAUKEE, WI        Run Date: JUL 2,2001@13:27:06         PAGE: 1
APR 03, 2001 to JUL 02, 2001  [ 91 calendar days ]
--------------------------------------------------------------------------------
Location: B-5
                         QTY       $     DAYS AVE      DAYS     STOCK     TOTAL $
HCPCS     ITEM        ISSUE    VALUE  USAGE RATE  ON-HAND  ON-HAND  VAL ON-HND
-----     ----        -----    -----  ----------  -------  -------  ----------
BA110-2   RAZOR-CORDLES         0.00    0.000                 2         99.98
BA118-1   CASSETTE PLAY         0.00    0.000                 4         91.80
BA158-2   GUIDE-EYEDROP         0.00    0.000                 5         24.75
BA159-2   PILL BOX REMI         0.00    0.000                10         54.50
BA159-3   PILL REMINDER   11   11.66    0.121       165.5     20         21.20
BA183-3   SUNGLASSES NO    1   25.00    0.011       182.0      2         50.00
BA183-2   SUNGLASSES NO         0.00    0.000                 4        100.00
BA184-2   CLOCK-TALK-AL         0.00    0.000                 5         64.75
BA185-3   WATCH LOW VIS         0.00    0.000                 4         45.16
BA185-4   WATCH LOW VIS         0.00    0.000                 3         33.87
BA185-5   WATCH LOW VIS         0.00    0.000                 4         45.16
BA185-6   WATCH TALKING    3   81.00    0.033         0.0               0.00
BA185-2   WATCH-BRAILLE         0.00    0.000                 4        236.00
DL100-2   BUTTON HOOK-G    3   10.68    0.033       333.7     11         39.16
DL101-2   STICK-DRESSIN   13   62.27    0.143        14.0      2          9.58
DL103-1   REACHER-REGUL    3   20.55    0.033        60.7      2         13.70
DL104-1   SHOE HORN/COM   12   71.40    0.132       310.9     41        243.95
DL105-2   SHOELACES-ELA    3    4.50    0.033       576.3     19         28.50
DL105-3   SHOELACES-ELA    2    3.00    0.022        >999     22         33.00
DL105-4   SHOELACES-ELA    7   10.50    0.077       208.0     16         24.00
--------------------------------------------------------------------------------
<End of Report>
```

>999 Value

When the **Days On Hand** column displays a >999 value, this means that the item is overstocked according to the calculation of the Stock on Hand.

[1] New Report Menu Option with Patch RMPR*3*61.

Print Stock Work Sheet (WS)

Report description

The [1]**Print Stock Work Sheet (WS)** report prints the inventory stock by Location of a particular station. It shows the HCPCS, Item description, date, unit cost, vendor quantity, Location and a blank column for the physical count.

Tip: You can use the blank column when conducting a physical inventory for reconciliation purposes.

Select location for report data

```
Select Inventory Reports Option: WS <Enter>   Print Stock Work Sheet

SITE: Hines Development System//  <Enter>                  499

Enter 'ALL' for all Locations or 'RETURN' to select individual Locations:
<Enter>
Select Location 1: JLOC <Enter>
     1   JLOC    SUPPORT ISC
     2   JLOC22    SUPPORT ISC
     3   JLOC3    SUPPORT ISC
CHOOSE 1-3: 1 <Enter>  JLOC  SUPPORT ISC
Select Location 2: JLOC3 <Enter>   SUPPORT ISC
Select Location 3: <Enter>

DEVICE: HOME//  <Enter>   TELNET    Right Margin: 80// <Enter>
Processing report.....
```

Stock Reconciliation Work Sheet

```
*** PROSTHETICS STOCK RECONCILIATION WORK SHEET ***                 PAGE: 1
Run Date: DEC 04, 2002        station: SUPPORT ISC
--------------------------------------------------------------------------------
Location: JLOC
                                        UNIT                          PHYSICAL
HCPCS       ITEM           DATE         COST  VENDOR     QTY  LOCATION   COUNT
-----       ----           ----         ----  ------     ---  --------   -----
A4254-1     BATTERY FOR GLUCOSE MONITO/COMMERCIAL
                           12/02/02    42.16  ABBOTT LA   25  JLOC    _________
A4254-3     EYEGLASSES
                           05/07/02    45.00  ABBOTT LA   29  JLOC    _________
A4373-1     WHEELCHAIR - ELECTRIC
                           02/05/02   200.00  ABBOTT LA   20  JLOC    _________
BA185-2     WATCH BRAILLE
                           09/05/01    32.38  HINES VA     4  JLOC    _________
Location: JLOC3
                                        UNIT                          PHYSICAL
HCPCS       ITEM           DATE         COST  VENDOR    QTY  LOCATION    COUNT
-----       ----           ----         ----  ------     ---  --------   -----
A4254-1     BATTERY FOR GLUCOSE MONITO/COMMERCIAL
                           02/11/02    23.50  ABBOTT LA   37  JLOC3   _________
K0096-1     WHEELCHAIR - ELECTRIC
                           10/25/01   800.00  ABBOTT LA   10  JLOC3   _________
L5000-1     SHO INSERT W ARCH TOE FILL/COMMERCIAL
                           09/05/01     5.00  ABBOTT LA  192  JLOC3   _________
L5000-2     SHO INSERT W ARCH TOE/VA
                           09/05/01     3.00  ABBOTT LA  100  JLOC3   _________
<End of Report>
```

[1] New Report Menu Option with Patch RMPR*3*61.

Reprint Barcode Label (BC)

Report description

The [1]**Reprint Barcode Label (BC)** option allows inventory users to print barcode labels if you did not use the **Receive Item from Supply, Vendor or Patient (RC)** option. It will print labels for current inventory only. The HCPCS code for a stock item must exist in PIP before it can be printed on a barcode.

This option prints the following on a Barcode label:

- HCPCS Code
- HCPCS description
- Unit Cost
- Date received into inventory
- Item description (local description of the item)
- Vendor

Report criteria

```
Select Inventory Reports Option: BC <Enter> Reprint Barcode Label

SITE: Hines Development System//   <Enter>                499

Print Barcode Labels for current inventory...

Select HCPCS: ?? <Enter>

     1   A4254     BATTERY FOR GLUCOSE MONITOR
     2   A4259     LANCETS PER BOX
     3   A4402     LUBRICANT PER OUNCE
     4   A4404     OSTOMY RING EACH
     5   A4565     SLINGS
Press <RETURN> to see more, '^' to exit this list, or
Choose 1 - 5 : 1 <Enter>

HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR
       is associated with more than 1 item, please select one...
```

Select HCPCS

You can enter two question marks at the **`Select HCPCS`** prompt to display a list and select one. If it is associated with more than one item, it will list the IFCAP Items associated with it, and you can select one from the list. (See next page.)

Continued on next page

[1] New Report Menu Option with Patch RMPR*3*61.

Reprint Barcode Label (BC), Continued

Number of labels to print

The **Number of Labels to print** prompt will have a default number set for the maximum number of labels that you can print. It will not allow you to print more than the default number; however, you can print less than the default number displayed.

Report sample

```
IFCAP ITEM: BATTERY
 1 A4254-1      C BATTERY FOR GLUCOSE MONITO/COMMERCIAL

IFCAP ITEM: BATTERY
 4 A4254-1      C BATTERY FOR GLUCOSE MONITO/COMMERCIAL

IFCAP ITEM: BATTERY
10 A4254-3      C BAT
Choose 1 - 10 : 1 <Enter>

HCPCS: A4254 BATTERY FOR GLUCOSE MONITOR

IFCAP Item: BATTERY

PIP Item desc.: BATTERY FOR GLUCOSE MONITO/COMMERCIAL

Select a current stock record...
   Date      Qty  Unit Cost    Value  Vendor                          Location
 1 10/23/01   29     45.00   1305.00  ABB                              HO 1
 2 01/08/02    1    155.00    155.00  **M AND M MARS                   JLOC3
Choose 1 - 2 : 1  <Emter>

Number of Labels to print: 29//25  <Enter>

Select Barcode Printer: ZEBRA PROSTHETIC//  <Enter>   ZEBRA PROSTHETIC PRINTER
TONY'S DESK

Do you want your output QUEUED? NO//  <Enter>   (NO)

Print Barcode Labels for current inventory...

Select HCPCS: A4254// ^  <Enter>
```

To exit

To exit the **Reprint Barcode Label** option, you can enter an "up caret" (^) at the **Select HCPCS** prompt.

Print Items Not Issued Within 30-Day (P3)

Report description

The [1]**Print Items Not Issued Within 30-Day (P3)** report option prints Items not issued within a 30-day period. Items that have been issued within 30 days will **NOT** display on this report.

Note: You can select "**All**" or specific Locations to display.

Report criteria

```
Select Inventory Reports Option: P3<Enter>Print Items Not Issued Within 30-Day
SITE: Hines Development System//  <Enter>                499

Enter 'ALL' for all Locations or 'RETURN' to select individual Locations:
<Enter>

Select Location 1: JLOC
     1   JLOC    SUPPORT ISC
     2   JLOC22    SUPPORT ISC
     3   JLOC22 (2)    SUPPORT ISC
     4   JLOC3    SUPPORT ISC
     5   JLOC3 (2)    SUPPORT ISC
CHOOSE 1-5: 1 <Enter> JLOC  SUPPORT ISC

Select Location 2: JLOC3 <Enter>
     1   JLOC3    SUPPORT ISC
     2   JLOC3 (2)    SUPPORT ISC
CHOOSE 1-2: 1 <Enter> JLOC3  SUPPORT ISC

Select Location 3: <Enter>

DEVICE: HOME//   TELNET <Enter>   Right Margin: 80// <Enter>
Processing report.....
```

Print Items Not Issued Within 30-Day Report

```
*** PROSTHETICS ITEMS NOT ISSUED WITHIN 30-DAY ***                    PAGE: 1
Run Date: NOV 25, 2002        station: SUPPORT ISC
-------------------------------------------------------------------------------
Location: JLOC
                                                    DATE              UNIT    TOTAL
HCPCS     ITEM                    SRC  VENDOR  ENTERED   QTY      COST    VALUE
-----     ----                    ---  ------  -------   ---      ----    ------
A4254-3   EYEGLASSES                C  ABBOTT  05/07/02   29     45.00 1,305.00
A4373-1   WHEELCHAIR - ELECTRIC     V  ABBOTT  02/05/02   20    200.00 4,000.00
BA185-2   WATCH BRAILLE             C  HINES V 09/05/01    4     32.38   129.52
BA185-3   WATCH LOW VISION BLACK    C  HINES V 09/05/01   46      2.82   129.72
E0111-2   CRUTCH FOREARM/VA         V  HINES V 09/05/01    3      2.00     6.00
V2025-1   EYEGLASSES                C  ABBOTT  05/07/02   16     35.07   561.10
V2025-1   EYEGLASSES                C  ABB     07/09/02    4     50.00   200.00
-------------------------------------------------------------------------------
Location: JLOC3
                                                    DATE              UNIT    TOTAL
HCPCS     ITEM                    SRC  VENDOR  ENTERED   QTY      COST    VALUE
-----     ----                    ---  ------  -------   ---      ----    ------
A4254-1   BATTERY FOR GLUCOSE MONI  C          01/08/02    1    155.00   155.00
```

[1] New Report Menu Option with Patch RMPR*3*61.

Print Stock on Hand Over Date Range (OD)

Report description

The [1]**Print Stock on Hand Over Date Range (OD)** report prints all Items in a particular Location, where the number of days on-hand is greater than the number of the days in the date range selected.

Note: Sort criteria are based on Locations and ***new*** or ***old*** Items.

Report sample

```
Select Inventory Reports Option: OD  <Enter> Print Stock On Hand Over Date
Range
SITE: Hines Development System//  <Enter>                  499

Enter 'ALL' for all Locations or 'RETURN' to select individual Locations:
<Enter>

Select Location 1: JLOC  <Enter>
     1   JLOC    SUPPORT ISC
     2   JLOC22    SUPPORT ISC
     3   JLOC3    SUPPORT ISC
CHOOSE 1-3: 1 <Enter>  JLOC  SUPPORT ISC

Select Location 2: JLOC3 <Enter>  SUPPORT ISC

Select Location 3: <Enter>

     Select one of the following:
          V         OLD Items
          C         NEW Items
Enter a SOURCE Criteria: NEW Items// V  <Enter> OLD Items

Beginning Date: T-30//T-90 <Enter>  (NOV 02, 2001)
Ending Date: TODAY// <Enter>  (JAN 31, 2002)
DEVICE: HOME// <Enter>   TELNET    Right Margin: 80// <Enter>

Processing report.....
```

Stock on Hand Over Date Range – for Used Items

```
*** STOCK ON HAND OVER DATE RANGE *** for USED Items
Station: SUPPORT ISC          Run Date: JAN 31,2002@10:17:48        PAGE: 1
NOV 02, 2001 to JAN 31, 2002  [ 91 calendar days ]
------------------------------------------------------------------------------
Location: JLOC3
                         QTY       $     DAYS AVE     DAYS    STOCK     TOTAL $
HCPCS     ITEM         ISSUE    VALUE  USAGE RATE  ON-HAND  ON-HAND  VAL ON-HND
-----     ----         -----    -----  ----------  -------  -------  ----------
L5000-2   SHO INSERT W          0.00    0.000        >91     200         600.00
------------------------------------------------------------------------------
Location: JLOC
                         QTY       $     DAYS AVE     DAYS    STOCK     TOTAL $
HCPCS     ITEM         ISSUE    VALUE  USAGE RATE  ON-HAND  ON-HAND  VAL ON-HND
-----     ----         -----    -----  ----------  -------  -------  ----------
E0111-2   CRUTCH FOREAR         0.00    0.000        >91       3          6.00
------------------------------------------------------------------------------
<End of Report>
```

Continued on next page

[1] New Report Menu Option with Patch RMPR*3*61.

Print Stock on Hand Over Date Range (OD), Continued

Sample report

Below is the **Stock On Hand Over Date Range** report for **NEW** Items.

Stock On Hand Over Date Range for New Items

*** STOCK ON HAND OVER DATE RANGE *** **for NEW Items**
Station: MILWAUKEE Run Date: DEC 18,2001@12:54:31 PAGE: 1
NOV 18, 2001 to DEC 18, 2001 **[31 calendar days]**

Location: RMB5

HCPCS	ITEM	QTY ISSUE	$ VALUE	DAYS AVE USAGE RATE	**DAYS ON-HAND**	STOCK ON-HAND	TOTAL $ VAL ON-HND
BA110-2	RAZOR-CORDLES		0.00	0.000	>31	2	99.98
BA118-1	CASSETTE PLAY		0.00	0.000	>31	4	91.80
BA158-2	GUIDE-EYEDROP		0.00	0.000	>31	5	24.75
BA159-2	PILL BOX REMI	3	16.35	0.097	72.3	7	38.15
BA159-3	PILL REMINDER		0.00	0.000	>31	20	21.20
BA183-3	SUNGLASSES NO		0.00	0.000	>31	2	50.00
BA183-2	SUNGLASSES NO		0.00	0.000	>31	4	100.00
BA184-2	CLOCK-TALK-AL		0.00	0.000	>31	5	64.75
BA185-3	WATCH LOW VIS		0.00	0.000	>31	4	45.16
BA185-4	WATCH LOW VIS		0.00	0.000	>31	3	33.87

Days on Hand

Note that there is one line item that shows 72.3 in the **Days On-Hand** column in the report shown above. This means that the Stock On Hand is shown for 72.3 days over the date range selected of 31 calendar days (72.3 Days On-Hand + 31 calendar days).

Print All Barcode in a Location (AL)

Introduction

With Patch RMPR*3*61, the [1]**Print All Barcode in a Location (AL)** option is available for use in printing all the barcode labels for all Items within a Location. (This is a helpful option to use after **first** installing this patch into the Production (Live) system.)

In order to use this option, you must have an RMPRMANAGER key. Insert enough labels in the printer before using this option, since it will print labels for all Items in a given station.

Inventory Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   P3     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report
```

Sample screen

```
Select Inventory Reports Option: AL <Enter> Print All Barcode in a Location

SITE: Hines Development System//     <Enter>            499
Enter Pros Location: ??  <Enter>

   Choose from:
   HO 1
   A LOC
   HNC
   HO 1
   JLOC
   JLOC22
   JLOC22 (2)
   JLOC3
   JLOC3 (2)
   MERGER
   MERGER (2)
   ODJ2
   ODJLOC1

Enter Pros Location: JLOC  <Enter>

Select Barcode Printer: ZEBRA PROSTHETIC// <Enter>  ZEBRA PROSTHETIC PRINTER
```

[1] New Report Menu Option with Patch RMPR*3*61.

Print PIP/IFCAP Item Report (IP)

Report description

The [1]**Print PIP/IFCAP Items Report (IP)** prints all PIP Items and the corresponding IFCAP Items. If this report does NOT print an IFCAP Item, and this column is blank, then Prosthetics users must edit the HCPCS/Item. When an IFCAP Item is entered, then there is a link to the PIP Item. This report is useful for checking if the IFCAP Item is correctly linked to the PIP Item.

Inventory Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   P3     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report

Select Inventory Reports Option: IP <Enter> Print PIP/IFCAP Item Report
SITE: Hines Development System//    <Enter>              499
DEVICE: HOME//  <Enter>  TELNET    Right Margin: 80// <Enter>

Processing report.....
```

Print PIP/IFCAP Items Report

```
*** PROSTHETICS PIP/IFCAP ITEMS REPORT***                          PAGE: 1
Run Date: DEC 12, 2002            Station: SUPPORT ISC
------------------------------------------------------------------------------
HCPCS-ITEM      PIP ITEM                  IFCAP ITEM
----------      --------                  ----------
A4254-1         BATTERY FOR GLUCOSE       BEEF-ROUND/TOP/INSIDE/FRZN
A4254-2         BAT FOR GLUCOSE MONI      BEEF-ROUND/TOP/INSIDE/FRZN
A4254-3         EYEGLASSES                BEEF-ROUND/TOP/INSIDE/FRZN
A4259-1         LANCETS PER BOX/COMM      WHEELCHAIR-CLASSIC-18X16
A4301-1         WHEELCHAIR-ADULT/HEM      SHOES
A4373-1         WHEELCHAIR - ELECTRI      WHEELCHAIR - ELECTRIC
A4373-2         WC MAN                    WHEELCHAIR - MANUAL
A4402-1         LUBRICANT PER OUNCE/      PORK-GROUND/FRZN
A4402-2         LANCETS PER BOX/COMM      OXYGEN DEVICE
A4404-1         OSTOMY RING EACH/COM      OXYGEN CONCENTRATOR
A4404-2         OSTOMY RING EACH/COM      EYEGLASSES
A4404-3         EYEGLASSES                EYEGLASSES
```

IFCAP Item

If there is a blank in the IFCAP Item column on this report, then you will need to edit this Item through the **Edit Inventory Items (EI)** option and add an item description at the ***IFCAP/Item*** prompt from the list of options.

[1] New Report Menu Option with Patch RMPR*3*61.

Prosthetic Inventory Reports (Patch RMPR*3*51)

Overview

Introduction

There are four Inventory Reports from Patch RMPR*3*51 in the **Inventory Reports** Menu. These usage reports are available for the sites and for PSAS Headquarters personnel to use.

The four types of reports and the options that display them are:

- Item Detail Report (SI)
- HCPCS Summary Report (SH)
- NPPD Group/Lines Report (SG)
- NPPD Group Report (SS)

Headquarter Roll-up Data

Headquarters personnel can request all reports through a server process. They can request a roll-up for station inventory data for a certain date range through a server. The roll-up data is loaded in an Excel document and can be used for other reporting purposes.

Purpose

Usage reports are developed for the site level that will show stock usage over a selected date range. Each report is sorted first by site and by a date range.

USED and NEW Inventory

There are values for USED and NEW inventory shown separately on the usage reports. These values are never added together.

Note: If the same item (with the same HCPCS code) has both NEW and USED quantities entered against it, then the report will print NEW and USED figures on separate lines.

Access the Inventory Reports Menu

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: INV  Pros Inventory Main
```

Steps

To access the **Prosthetic Inventory Reports** Menu, follow these steps:

Step	Action
1	At the **Prosthetic Official's Menu**, type **INV** for the **Prosthetic Inventory Main Menu,** and press <**Enter**>.
2	Type **RP** for **Inventory Reports Menu**, and press <**Enter**>.

Prosthetic Inventory Main Menu

```
   AE     Add Inventory LOCATION or ITEMS
   EI     Edit Inventory Items
   EL     Edit Inventory Location
   DE     Deactivate Inventory Location
   RI     Remove Item from Inventory
   OI     Order Item from Supply or Vendor
   RC     Receive Item from Supply, Vendor or Patient
   TR     Transfer Stock Between Locations
   UP     Reconcile Item Balance
   RP     Inventory Reports ...
   RE     Remove/Deactivate HCPCS/Item from Inventory

Select Pros Inventory Main Option: RP  Inventory Reports
```

Inventory Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   P3     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print ALL Barcode in a Location
   IP     Print PIP/IFCAP Item Report
```

Field/Column Descriptions

Fields and columns

Below are the field and column descriptions within the inventory reports.

Field/Column	Description
Run Date	The date and time the report is run shown on the first line of a report.
Station	The system location that you select or it may be a default. If you have only one site, this prompt is not available.
Number of Calendar Days	Total number of calendar days for the date range selected will be shown on the second line of a report.
HCPCS	HCPCS code.
PSAS/Item **Description**	Free-text description of the item from the name entered into the "Add an Item" option. This is shown only on the **Item Detail Report**. On the **HCPCS Summary Report**, the *Description* field replaces the *PSAS Item* field and provides a description of the HCPCS code.
VA (Used)	Number issued and dollar value for USED inventory.
COM (New)	Number issued and dollar value for NEW inventory.
Total Issue	Total number issued for the VA (Used) and Commercial (New) on different lines.

CAUTION: These dollar values may not equal the dollar values on the 2319. (See Appendix A for a more detailed explanation.)

These are the values for the date range selected. In the examples to follow, it would be the numbers issued for September 2000.

Days Ave Usage Rate	Average rate of use per day. This is the total issued (both USED or NEW) divided by the total calendar days for the date range selected. **Note:** Value will be expressed in decimal format if usage rate is less than one unit per day. **Example:** If an item was issued ten times during a 20 day period, the average usage rate over the period would be 0.5.
Stock On-Hand	Number of USED and number of NEW stock on-hand items remaining in inventory. **Note:** These quantities refer to the date the report was run and not necessarily the date range entered.

Continued on next page

Field/Column Descriptions, Continued

Fields and columns (continued)

Below are the descriptions of the each of the columns and fields within the usage reports.

Field/Column	Description
Days On-Hand	Number of days of quantity on-hand remaining in inventory. This is the Total Stock on Hand divided by the Days Average Usage Rate. **Example:** To refer to the previous example where 10 items were issued during a 20-day period, if we had 10 items left in the inventory, the Days On Hand Value would be 20. The quantity on hand refers to the date the report was run and not necessarily the date range entered. **Note:** If you see >nn, where nn equals the number of calendar days, then it means no items were issued during those calendar days. If you see >999, this means that the inventory on hand exceeds 999 days.
Total Dollar Value On-Hand	Total value of USED and total value of NEW on-hand. **Note:** This is not the total of the average cost. This is the total cost to purchase the items on hand.

Grand totals

At the bottom of the reports, the following grand totals are shown:

Field/Column	Description
Grand Total Dollar Value Issued (Used)	Total dollar value of USED inventory issued.
Grand Total Dollar Value Issued (New)	Total dollar value of NEW inventory issued.
Grand Total Dollar Value on Hand (Used)	Total cost of USED stock on hand.
Grand Total Dollar Value on Hand (New)	Total cost of NEW stock on hand.

Viewing/Printing Reports

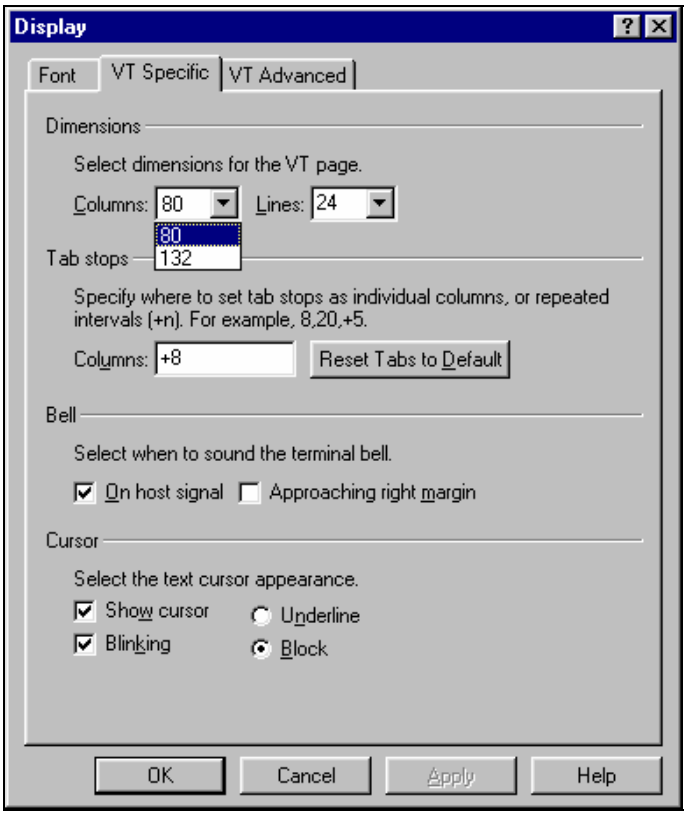
Column Size

Contact your IRM department to change the column size from 80 to 132-column width size to print the Inventory Reports and view them on your screen.

See instructions below if you use a terminal emulation software on a PC to view a report on your screen or print it out. You must change the column size that is viewable from 80 characters wide to 132 characters. Otherwise, you will **not** be able to view the entire contents of a report.

Step	Action
1	Click the **Options** Menu.
2	Click the **Display** option. The **Display** dialog box displays as shown below. Click the **VT Specific** tab.
3	Click the down arrow in the **Columns** field and select 132.
4	Click the **Ok** button.

Display Option



Item Detail Report (SI)

Overview

Introduction

The **Item Detail Report** option provides a detailed report that displays the stock on hand sorted by HCPCS/Item at the facility level. (This is the report that provides the greatest amount of detail vs. the **HCPCS Summary Report** that only provides high-level summary information.) The following are the sort criteria options:

- All HCPCS (default setting)
- All HCPCS for an NPPD Group
- All HCPCS for an NPPD Line (or related HCPCS)
- Select Individual HCPCS (more than one HCPCS can be selected)

Note: Each option above has the same report format (i.e., HCPCS always grouped under respective NPPD Line and Group headings.)

Steps

To select the **Item Detail Report**, follow these steps:

Step	Action
1	Type **SI** for the **Item Detail Report** option, and press <**Enter**>.
2	At the **`Site`** prompt, press <**Enter**> to select the default site entry.
3	At the **`Beginning Date`** prompt, type the beginning date of the date range.
4	At the **`Ending Date`** prompt, type the end date, and press <**Enter**>.
5	The four options to view or print the **Item Detail Report** displays.

Inventory Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   PC     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report
Select Inventory Reports Option: SI  <Enter> Item Detail Report
SITE: Hines Development System//     <Enter>            ST. NUM. 499
Beginning Date: 9/1/00  (SEP 01, 2000)  <Enter>
Ending Date: 9/30/00  (SEP 30, 2000) <Enter>

     Select one of the following:
          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD  line
          S         Select individual HCPCS
```

Item Detail Report – Choosing "All HCPCS"

Report description

You can select to view or print the **Item Detail Report** using the **All HCPCS**. This is the default setting, and you can press <**Enter**> instead of typing **A** and pressing **<Enter>**.

All HCPCS/Item in a group will be shown on the report even if there was no activity during the reporting date range.

Steps

To select the **All HCPCS** option for the **Item Detail Report**, follow these steps:

Step	Action
1	At the **`Choose HCPCS Selection`** prompt, type **A** for the **All HCPCS** option, and press <**Enter**>.
2	At the **`Device: Home//`** prompt, press <**Enter**>
3	To view or print the report, type **132** at the `Right Margin: 80//` prompt to extend the margins for the report to display and/or print.
4	Then press <**Enter**>.

Item Detail Report Options

```
Select one of the following:

          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD line
          S         Select individual HCPCS

Choose HCPCS selection option: A//  <Enter>   ALL HCPCS
DEVICE: HOME//  <Enter> TELNET    Right Margin: 80// 132  <Enter>


Processing report.......
```

Continued on next page

Item Detail Report – Choosing "All HCPCS", Continued

All HCPCS

Below is the **Prosthetic Inventory Item Detail Report** using the **All HCPCS** option. Also, you can run a report for a one-day range to see beginning inventory balances.

```
PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:00:04                  Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

100 B MANUAL CUSTOM [WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
K0004-1   HIGH STRENGTH L               |   0         0.00 |    0  |    0.00  |            2 |     >30|                758.78
K0004-2   WHEELCHAIR 9000               |  10         3.00 |   10  |    0.33  |            3 |      9|              1,098.03
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                               |  10     3,294.09 |   10  |    0.33  |            5 |        |              1,856.81

100 C STANDARD [WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
K0001-2   WHEELCHAIR INVA               |   5       576.25 |    5  |    0.17  |            3 |      18|                387.30
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                               |   5       576.25 |    5  |    0.17  |            3 |        |                387.30

100 D ACCESSORIES [WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
DL175-2   GLOVES-WHEELCHA               |   8        56.00 |    8  |    0.27  |           13 |      49|                 91.00
DL175-3   GLOVES-WHEELCHA               |   8        56.00 |    8  |    0.27  |           28 |     105|                196.00
DL177-1   COVER-MATTRESS-               |   0         0.00 |    0  |    0.00  |            5 |     >30|                281.85
DL177-2   COVER-ROHO-1R88               |   0         0.00 |    0  |    0.00  |           10 |     >30|                252.00
DL177-3   COVER-ROHO-1R89               |   0         0.00 |    0  |    0.00  |            8 |     >30|                181.44
E0978-1   WHEELCHAIR BELT               |   0         0.00 |    0  |    0.00  |            5 |     >30|                154.25
K0019-1   ARM PAD EACH/CO               |   0         0.00 |    0  |    0.00  |            6 |     >30|                 30.00
K0020-1   FIXED ADJUST AR               |   0         0.00 |    0  |    0.00  |            4 |     >30|                 19.80
K0045-1   FOOTREST COMPLE               |   0         0.00 |    0  |    0.00  |            8 |     >30|                 80.00
K0098-1   DRIVE BELT POWE               |   0         0.00 |    0  |    0.00  |            4 |     >30|                 86.40
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |     24       |        |       0.00
     (New)                               |  16       112.00 |   16  |    0.53  |           91 |        |              1,372.74

100 E CUSHION FOAM [WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
E0963-2   CUSHION-FOAM-16               |   1         7.35 |    1  |    0.03  |            2 |      60|                 14.70
E0963-3   CUSHION-FOAM-18               |   1         8.40 |    1  |    0.03  |            2 |      60|                 16.80
E0964-2   CUSHION-FOAM-18               |   9        82.71 |    9  |    0.30  |            9 |      30|                 82.71
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                               |  11        98.46 |   11  |    0.37  |           13 |        |                114.21

100 F CUSHION SPEC [WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
E0176-2   CUSHION-DONUT-V               |   0         0.00 |    0  |    0.00  |            7 |     >30|                 11.27:
E0176-3   CUSHION-ROHO-1R               |   4       654.69 |    4  |    0.13  |            7 |      53|              1,527.61
E0176-4   CUSHION-ROHO-1R               |   1       216.54 |    1  |    0.03  |            4 |     120|                866.16
E0176-5   CUSHION-ROHO-1R               |   1       216.54 |    1  |    0.03  |            4 |     120|                866.16
E0178-2   CUSHION-JAY 2                 |   3       607.38 |    3  |    0.10  |            6 |      60|              1,214.76
E0178-3   CUSHION-JAY-ACT               |   0         0.00 |    0  |    0.00  |            4 |     >30|                799.56
=========================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                               |   9     1,695.15 |    9  |    0.30  |           32 |        |              5,285.52

     GRAND TOTAL $ VALUE ISSUED (Used) = $    483.75                    GRAND TOTAL $ VALUE ON-HAND (Used) = $    2,276.54
     GRAND TOTAL $ VALUE ISSUED (New)  = $ 26,150.77                    GRAND TOTAL $ VALUE ON-HAND (New)  = $   97,658.36
<End of Report>
```

Item Detail Report – Choosing "All HCPCS for NPPD Group"

Report description

You can select to view or print the **Item Detail Report** using the **All HCPCS for NPPD Group** criteria. This criteria option provides a list of NPPD Groups. You will be able to select a single NPPD Group or multiple NPPD Groups.

Steps

To view or print the **Item Detail Report** for **All HCPCS for NPPD Group**, follow these steps:

Step	Action
1	At the **`Choose HCPCS Selection`** prompt, type **G** for the **All HCPCS for NPPD Group** option, and press <**Enter**>.
2	A list of NPPD Groups displays. Type a number of the NPPD Group you want to select, and press <**Enter**>. **Note:** You can select multiple NPPD Groups, by typing a list or range of numbers (e.g., 1,3,5 or 2-4,8).
3	At the **`Device: Home//`** prompt, press <**Enter**>
4	To view or print the report, type "**;132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

All HCPCS for NPPD Group option

```
Select one of the following:

          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD line
          S         Select individual HCPCS

Choose HCPCS selection option: A// G   <Enter> ALL HCPCS for NPPD group

 1. WHEELCHAIRS AND ACCESSORIES
 2. ARTIFICIAL LEGS
 3. ARTIFICIAL ARMS AND TERMINAL DEVICES
 4. BRACES AND ORTHOTICS
 5. SHOES/ORTHOTICS
 6. NEUROSENSORY AIDS
 7. RESTORATIONS
 8. OXYGEN AND RESPIRATORY
 9. MEDICAL EQUIPMENT
10. ALL OTHER SUPPLIES AND EQUIPMENT
11. HOME DIALYSIS PROGRAM
12. ADAPTIVE EQUIPMENT
13. HISA
14. SURGICAL IMPLANTS
15. MISC
Select NPPD Group :  (1-15): 4  <Enter>

DEVICE: HOME// ;132; <Enter>  TELNET VIRTUAL Processing report.......
```

Continued on next page

Item Detail Report – Choosing "All HCPCS for NPPD Group", Continued

Report sample Below is the Prosthetic **Inventory Item Detail Report** with the **All HCPCS for NPPD Group** criteria selected.

```
PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:03:24                  Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

400 A BRACE ANKLE [BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L1902-1   AFO ANKLE GAUNT              |   5        17.80 |    5  |    0.17  |             2 |      12|                 7.12
L1902-2   BRACE ANKLE LAC              |   0         0.00 |    0  |    0.00  |             3 |     >30|                42.00
L1902-3   BRACE ANKLE LAC              |   0         0.00 |    0  |    0.00  |             2 |     >30|                28.00
L1902-4   BRACE ANKLE LAC              |   0         0.00 |    0  |    0.00  |            12 |     >30|               168.00
L1902-5   BRACE ANKLE LAC              |   0         0.00 |    0  |    0.00  |             4 |     >30|                56.00
L1930-1   AFO PLASTIC/COM              |   0         0.00 |    0  |    0.00  |             1 |     >30|                19.87
L1930-2   BRACE AFO LEFT               |   2        39.92 |    2  |    0.07  |             2 |      30|                39.92
L1930-3   BRACE AFO PLAST              |   0         0.00 |    0  |    0.00  |             4 |     >30|                79.48
L1930-4   BRACE AFO PLAST              |   0         0.00 |    0  |    0.00  |             6 |     >30|               119.22
L1930-5   BRACE AFO PLAST              |   0         0.00 |    0  |    0.00  |             5 |     >30|                99.35
L1930-6   BRACE AFO PLAST              |   1        19.87 |    1  |    0.03  |             4 |     120|                79.48
L1930-7   BRACE AFO PLAST              |   0         0.00 |    0  |    0.00  |             6 |     >30|               119.22
L1930-8   BRACE AFO PLAST              |   0         0.00 |    0  |    0.00  |             6 |     >30|               119.22
L4392-2   SOLE-WALKING                |   1         4.50 |    1  |    0.03  |             8 |     240|                36.00
L4392-3   LINER-REPLACEME              |   0         0.00 |    0  |    0.00  |             6 |     >30|                94.50
L4392-4   LINER-REPLACEME              |   0         0.00 |    0  |    0.00  |             6 |     >30|                94.50
L4396-2   BRACE-MULTIPODU              |   0         0.00 |    0  |    0.00  |            40 |     >30|             1,800.00
L4396-3   BRACE-MULTIPODU              |   3       135.00 |    3  |    0.10  |            10 |     100|               450.00
===============================================================================================================================
     (Used)                 0     0.00|                  |   0  |    0.00  |      0        |        |       0.00
     (New)                            |  12       217.09 |  12  |    0.40  |          127 |        |             3,451.88

400 D BRACE AL/OTH [BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L0120-1   COLLAR-CERVICAL              |   0         0.00 |    0  |    0.00  |            11 |     >30|                48.40
L0120-5   COLLAR-CERVICAL              |   3         8.55 |    3  |    0.10  |             9 |      90|                25.65
L0120-6   COLLAR-CERVICAL              |   1         3.70 |    1  |    0.03  |             3 |      90|                11.10
L0120-7   COLLAR-CERVICAL              |   0         0.00 |    0  |    0.00  |            12 |     >30|                44.40
L0120-8   COLLAR-CERVICAL              |   0         0.00 |    0  |    0.00  |            10 |     >30|                28.50
L2270-1   VARUS/VALGUS ST              |   0         0.00 |    0  |    0.00  |             3 |     >30|                43.92
L3670-2   SLING ARM BLUE               |   0         0.00 |    0  |    0.00  |             6 |     >30|                28.02
L3700-1   ELBOW ORTHOSES               |   4        39.80 |    4  |    0.13  |             8 |      60|                79.60
L3907-2   BRACE WRIST SPI              |   0         0.00 |    0  |    0.00  |            10 |     >30|               157.50
L3907-3   BRACE WRIST SPI              |   1        15.75 |    1  |    0.03  |             9 |     270|               141.75
L3908-2   BRACE-WRIST-LAR              |   7        27.09 |    7  |    0.23  |            19 |      81|                73.53
L3908-3   BRACE-WRIST-LAR              |   5        19.35 |    5  |    0.17  |             5 |      30|                19.35
L3908-4   BRACE-WRIST-MED              |   2         7.74 |    2  |    0.07  |            13 |     195|                50.31
L3908-5   BRACE-WRIST-MED              |   1         3.87 |    1  |    0.03  |            23 |     690|                89.01
L3908-6   BRACE-WRIST-SMA              |   0         0.00 |    0  |    0.00  |             4 |     >30|                15.48
L3908-7   BRACE-WRIST-SMA              |   1         3.87 |    1  |    0.03  |             5 |     150|                19.35
L3908-8   BRACE-WRIST-XLA              |   7        30.96 |    7  |    0.23  |             7 |      30|                27.09
L3908-9   BRACE-WRIST-XLA              |   7        50.31 |    7  |    0.23  |            16 |      69|               123.84
L3908-10  BRACE-WRIST-RIG              |   1         3.87 |    1  |    0.03  |            11 |     330|                42.57
L4350-1   PNEUMATIC ANKLE              |   2        49.00 |    2  |    0.07  |             1 |      15|                24.50
L4360-2   CAMWALKER-LARGE              |   7       315.00 |    7  |    0.23  |             2 |       9|                90.00
L4360-3   CAMWALKER-MEDIU              |   8       640.00 |    8  |    0.27  |             9 |      34|               405.00
L4360-4   CAMWALKER-SHORT              |   0         0.00 |    0  |    0.00  |            10 |     >30|               450.00
L4360-6   CAMWALKER-SHORT              |   0         0.00 |    0  |    0.00  |            12 |     >30|               540.00
L4360-7   CAMWALKER-SMALL              |   0         0.00 |    0  |    0.00  |            11 |     >30|               495.00
L4360-10  CAMWALKER-SHORT              |   0         0.00 |    0  |    0.00  |            12 |     >30|               540.00
===============================================================================================================================
     (Used)                 0     0.00|                  |   0  |    0.00  |      0        |        |       0.00
     (New)                            |  57     1,218.86 |  57  |    1.90  |          242 |        |             3,613.87
```

(Screen print sample continued on next page…)

Continued on next page

Item Detail Report – Choosing "All HCPCS for NPPD Group", Continued

Report sample (continued)

Below is the continued **Prosthetic Inventory Item Detail Report** with the **All HCPCS for NPPD Group** criteria selected.

```
400 E ELAS HOSE, EA [BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
L8100-1   ELAS SUPRT STOC              |   0         0.00 |    0  |    0.00  |            22 |     >30|                304.32
L8100-2   STOCKING VENOSA              |   2        19.38 |    2  |    0.07  |               |       0|
L8100-6   FAST FIT 114 20              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-7   FAST FIT 114 21              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-8   FAST FIT 114 21              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-9   FAST FIT 114 21              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-10  FAST FIT 114 22              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-11  FAST FIT 114 22              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-12  FAST FIT 114 23              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-13  FAST FIT 114 23              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-14  FAST FIT 114 23              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-15  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-16  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-17  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-18  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-19  FAST FIT 114 25              |   2        49.76 |    2  |    0.07  |             4 |      60|                 99.52
L8100-20  FAST FIT 114 26              |   2        49.76 |    2  |    0.07  |             5 |      75|                124.40
L8100-21  ULTIMATE STOCKI              |   0         0.00 |    0  |    0.00  |             2 |     >30|                 35.00
L8100-22  ULTIMATE STOCKI              |   0         0.00 |    0  |    0.00  |             6 |     >30|                105.00
L8100-23  ULTIMATE STOCKI              |   0         0.00 |    0  |    0.00  |             6 |     >30|                105.00
L8100-24  STOCKING-VENOSA              |   4        38.76 |    4  |    0.13  |            20 |     150|                193.80
L8100-25  STOCKING-VENOSA              |  31       300.39 |   31  |    1.03  |             6 |       6|                 58.14
L8100-26  STOCKING-VENOSA              |  26       251.94 |   26  |    0.87  |            11 |      13|                106.59
L8100-30  STOCKING-CAROLO              |   1         6.80 |    1  |    0.03  |            23 |     690|                156.40
L8100-31  STOCKING-CAROLO              |   2        13.60 |    2  |    0.07  |            22 |     330|                149.60
L8100-32  STOCKING-CAROLO              |   0         0.00 |    0  |    0.00  |            24 |     >30|                163.20
L8100-33  ULTIMATE JOBST               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-34  ULTIMATE JOBST               |   0        00.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-35  ULTIMATE JOBST               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-36  ULTIMATE THIGH               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-37  ULTIMATE THIGH               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8110-1   ELASTIC SUPP ST              |   0         0.00 |    0  |    0.00  |             2 |     >30|                 18.00
L8110-8   STOCKING-VENOSA              |   0         0.00 |    0  |    0.00  |            24 |     >30|                232.56
L8110-9   STOCKING-VENOSA              |   0         0.00 |    0  |    0.00  |            22 |     >30|                213.18
L8110-10  STOCKING-VENOSA              |   2        19.38 |    2  |    0.07  |            20 |     300|                193.80
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                              |  72       749.77 |   72  |    2.40  |          347  |        |               5,446.65

400 F BRACES, KNEE [BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
L1800-2   BRACE KNEE SPIR              |   0         0.00 |    0  |    0.00  |             4 |     >30|                  60.40
Enter RETURN to continue or '^' to exit:


-------------------------------------------------------------------------------------------
PROSTHETIC INVENTORY ITEM DETAIL REPORT           Run Date: DEC 15,2000@08:04:41       Page: 17 (A few pages were skipped here.)
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
L8310-13  GUARD RUPTURE R              |   0         0.00 |    0  |    0.00  |             4 |     >30|                 82.40
L8330-1   SCROTAL SUPPORT              |   0         0.00 |    0  |    0.00  |            11 |     >30|                 58.74
L8330-2   SCROTAL SUPPORT              |   0         0.00 |    0  |    0.00  |            10 |     >30|                 53.40
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                              |   1         8.25 |    1  |    0.03  |          479  |        |               8,932.79

       GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $        0.00
       GRAND TOTAL $ VALUE ISSUED (New)  = $  2,349.02                    GRAND TOTAL $ VALUE ON-HAND (New)  = $   23,012.04
<End of Report>
```

Item Detail Report – Choosing "All HCPCS for NPPD Line"

Report description

You can select to view or print the **Item Detail Report** using the **All HCPCS for NPPD Line** criteria.

If you select the **All HCPCS for NPPD Line** criteria, a list of NPPD Groups displays. Then the NPPD Lines within the NPPD Group display unless multiple NPPD Groups were selected. You will be able to select one NPPD Line or multiple NPPD Lines for one NPPD Group.

Steps

To view or print the **Item Detail Report** using the **All HCPCS for an NPPD Line** criteria, follow these steps:

Step	Action
1	At the **Choose HCPCS Selection** prompt, type **L** for the **All HCPCS for NPPD Line** option, and press <**Enter**>.
2	A list of NPPD Groups displays. Type a number(s) of the NPPD Group you want to select, and press <**Enter**>. **Note:** For multiple NPPD Groups, you can enter a list or range of numbers (e.g., 1,3,5 or 2-4,8).

NPPD Groups

```
Select one of the following:

        A         ALL HCPCS
        G         ALL HCPCS for NPPD group
        L         ALL HCPCS for NPPD line
        S         Select individual HCPCS

Choose HCPCS selection option: A// L    <Enter> ALL HCPCS for NPPD line

 1. WHEELCHAIRS AND ACCESSORIES
 2. ARTIFICIAL LEGS
 3. ARTIFICIAL ARMS AND TERMINAL DEVICES
 4. BRACES AND ORTHOTICS
 5. SHOES/ORTHOTICS
 6. NEUROSENSORY AIDS
 7. RESTORATIONS
 8. OXYGEN AND RESPIRATORY
 9. MEDICAL EQUIPMENT
10. ALL OTHER SUPPLIES AND EQUIPMENT
11. HOME DIALYSIS PROGRAM
12. ADAPTIVE EQUIPMENT
13. HISA
14. SURGICAL IMPLANTS
15. MISC
Select NPPD Group :  (1-15): 4  <Enter>
NPPD Lines for Group: 400 - BRACES AND ORTHOTICS
```

Continued on next page

Item Detail Report – Choosing "All HCPCS for NPPD Line", Continued

Selecting Multiple NPPD Groups

If <u>one</u> NPPD Group is selected, you will be able to select multiple NPPD Lines.

If you select <u>multiple</u> NPPD Groups, you will **NOT** be able to select an NPPD Line. You will automatically be taken to the `Device` prompt.

Steps (continued)

To view or print the **Item Detail Report** using the **All HCPCS for NPPD Line** criteria, follow these steps:

Step	Action
3	A list of NPPD Lines displays. Type one or multiple NPPD Lines, and press <**Enter**>. To enter multiple NPPD Lines, you must type a list or range of numbers (e.g., 1,3,5 or 2-4,8).
4	At the **`Device: Home//`** prompt, press <**Enter**>
5	To view or print the report, type "**;132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

NPPD Lines

```
 1. 400 A BRACE ANKLE
 2. 400 B BRACE LEG AK
 3. 400 C BRACE, SPINAL
 4. 400 D BRACE AL/OTH
 5. 400 E ELAS HOSE, EA
 6. 400 F BRACES, KNEE
 7. 400 G CORSET/BELT
Select NPPD line(s) within the above group:  (1-7): 5  <Enter>

DEVICE: HOME// ;132; <Enter> TELNET VIRTUAL


Processing report.......
```

Continued on next page

Item Detail Report – Choosing “All HCPCS for NPPD Line”, Continued

Report sample Below is an **Item Detail Report** using the *All HCPCS for NPPD Line* criteria.

```
PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:06:40                  Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

400 E ELAS HOSE, EA [BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L8100-1   ELAS SUPRT STOC              |   0         0.00 |    0  |    0.00  |            22 |     >30|                304.32
L8100-2   STOCKING VENOSA              |   2        19.38 |    2  |    0.07  |               |       0|
L8100-6   FAST FIT 114 20              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-7   FAST FIT 114 21              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-8   FAST FIT 114 21              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-9   FAST FIT 114 21              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-10  FAST FIT 114 22              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-11  FAST FIT 114 22              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-12  FAST FIT 114 23              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
Enter RETURN to continue or '^' to exit:

PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:06:40                  Page: 2
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L8100-13  FAST FIT 114 23              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-14  FAST FIT 114 23              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-15  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-16  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-17  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-18  FAST FIT 114 24              |   0         0.00 |    0  |    0.00  |             6 |     >30|                149.28
L8100-19  FAST FIT 114 25              |   2        49.76 |    2  |    0.07  |             4 |      60|                 99.52
L8100-20  FAST FIT 114 26              |   2        49.76 |    2  |    0.07  |             5 |      75|                124.40
L8100-21  ULTIMATE STOCKI              |   0         0.00 |    0  |    0.00  |             2 |     >30|                 35.00
L8100-22  ULTIMATE STOCKI              |   0         0.00 |    0  |    0.00  |             6 |     >30|                105.00
L8100-23  ULTIMATE STOCKI              |   0         0.00 |    0  |    0.00  |             6 |     >30|                105.00
Enter RETURN to continue or '^' to exit:

PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:06:40                  Page: 3
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L8100-24  STOCKING-VENOSA              |   4        38.76 |    4  |    0.13  |            20 |     150|                193.80
L8100-25  STOCKING-VENOSA              |  31       300.39 |   31  |    1.03  |             6 |       6|                 58.14
L8100-26  STOCKING-VENOSA              |  26       251.94 |   26  |    0.87  |            11 |      13|                106.59
L8100-30  STOCKING-CAROLO              |   1         6.80 |    1  |    0.03  |            23 |     690|                156.40
L8100-31  STOCKING-CAROLO              |   2        13.60 |    2  |    0.07  |            22 |     330|                149.60
L8100-32  STOCKING-CAROLO              |   0         0.00 |    0  |    0.00  |            24 |     >30|                163.20
L8100-33  ULTIMATE JOBST               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-34  ULTIMATE JOBST               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-35  ULTIMATE JOBST               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-36  ULTIMATE THIGH               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
L8100-37  ULTIMATE THIGH               |   0         0.00 |    0  |    0.00  |            10 |     >30|                249.50
Enter RETURN to continue or '^' to exit:

PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:06:40                  Page: 4
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L8110-1   ELASTIC SUPP ST              |   0         0.00 |    0  |    0.00  |             2 |     >30|                 18.00
L8110-8   STOCKING-VENOSA              |   0         0.00 |    0  |    0.00  |            24 |     >30|                232.56
L8110-9   STOCKING-VENOSA              |   0         0.00 |    0  |    0.00  |            22 |     >30|                213.18
L8110-10  STOCKING-VENOSA              |   2        19.38 |    2  |    0.07  |            20 |     300|                193.80
===============================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |       0       |        |       0.00
     (New)                             |  72       749.77 |   72  |    2.40  |           347 |        |               5,446.65

          GRAND TOTAL $ VALUE ISSUED (Used) = $    0.00                  GRAND TOTAL $ VALUE ON-HAND (Used) = $        0.00
          GRAND TOTAL $ VALUE ISSUED (New)  = $  749.77                  GRAND TOTAL $ VALUE ON-HAND (New)  = $    5,446.65
<End of Report>
```

Item Detail Report – Choosing "Select Individual HCPCS"

Report description

You can select to view or print the **Item Detail Report** using the **Select Individual HCPCS** criteria. This report provides the following cost information:

- Grand totals for Dollar Value Issued for both USED and NEW items
- Dollar value on hand for both USED and NEW items.

Steps

To view or print the **Item Detail Report** by selecting an individual HCPCS, follow these steps:

Step	Action
1	At the **Choose HCPCS Selection option** prompt, type **S** for the **Select Individual HCPCS** option, and press <**Enter**>.
2	At the **Select HCPCS 1:** prompt, enter the HCPCS if you know it or enter two question marks to display a list of HCPCS and select one if you do not know the exact HCPCS.
3	More HCPCS prompts will display until you press <**Enter**> to bypass it.
4	At the **Device: Home//** prompt, press <**Enter**>.
5	To view or print the report, type **";132;"** at the **Right Margin: 80//** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

Select Individual HCPCS

```
         A        ALL HCPCS
         G        ALL HCPCS for NPPD group
         L        ALL HCPCS for NPPD  line
         S      Select individual HCPCS

Choose HCPCS selection option: A// S <Enter>  Select individual HCPCS

Select HCPCS 1: L0120    <Enter>  CERV FLEXIBLE NON-ADJUSTABLE

Select HCPCS 2: <Enter>

DEVICE: HOME// ;132; <Enter>  TELNET VIRTUAL

Processing report.......
```

Continued on next page

Item Detail Report – Choosing “Select Individual HCPCS”, Continued

Individual HCPCS

Remember to change the report width size from the default standard of 80 to 132 at the **`Right Margin: 80//`** prompt. (Contact your IRM if you need instructions on how to make this change.)

```
PROSTHETIC INVENTORY ITEM DETAIL REPORT          Run Date: DEC 14,2000@10:08:38                    Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

400 D BRACE AL/OTH [BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     PSAS/ITEM    V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L0120-1   COLLAR-CERVICAL               |   0         0.00 |    0  |    0.00  |            11 |     >30|                 48.40
L0120-5   COLLAR-CERVICAL               |   3         8.55 |    3  |    0.10  |             9 |      90|                 25.65
L0120-6   COLLAR-CERVICAL               |   1         3.70 |    1  |    0.03  |             3 |      90|                 11.10
L0120-7   COLLAR-CERVICAL               |   0         0.00 |    0  |    0.00  |            12 |     >30|                 44.40
L0120-8   COLLAR-CERVICAL               |   0         0.00 |    0  |    0.00  |            10 |     >30|                 28.50
===============================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |   4       12.25 |    4  |    0.13  |           45  |        |                158.05

        GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $        0.00
        GRAND TOTAL $ VALUE ISSUED (New)  = $     12.25                    GRAND TOTAL $ VALUE ON-HAND (New)  = $      158.05

<End of Report>
```

HCPCS Summary Report (SH)

Overview

Report description

The **HCPCS Summary Report** provides a quick overview of the total dollars on hand in Inventory. This report displays the stock on hand for a specified date range, and it is sorted by HCPCS. The HCPCS options for you to select when viewing or printing a report includes the following:

- All HCPCS (default setting)
- All HCPCS for an NPPD Group
- All HCPCS for an NPPD Line (or related HCPCS)
- Select Individual HCPCS (more than one HCPCS can be selected).

Steps

To select the **HCPCS Summary Report**, follow these steps:

Step	Action
1	Type **SH** for the **HCPCS Summary Report** option from the **Inventory Report** Menu, and press <**Enter**>.
2	At the **Site** prompt, press <**Enter**> to select the default site entry.
3	At the **Beginning Date** prompt, type the beginning date of the date range, and press <**Enter**>.
4	At the **Ending Date** prompt, type the end date, and press <**Enter**>.
5	The options for the **HCPCS Summary Report** displays.

Inventory Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   PC     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report
Select Inventory Reports Option: SH <Enter> Stock On Hand HCPCS
SITE: Hines Development System//        <Enter>          499
Beginning Date: 9/1/00  (SEP 01, 2000) <Enter>
Ending Date: 9/30/00  (SEP 30, 2000) <Enter>

     Select one of the following:
          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD line
          S         Select individual HCPCS
```

HCPCS Summary Report – Choosing "All HCPCS"

Report right margins

The **All HCPCS** option on the **HCPCS Summary Report** must be printed using an extended right margin format of 132-width size instead of the standard 80-width default size. (See your IRM department for detailed instructions.)

Steps

To select the **All HCPCS** option of the **HCPCS Summary Report**, follow these steps:

Step	Action
1	At the **`Choose HCPCS Selection option`** prompt, type **A** for the **All HCPCS** option, and press <**Enter**>.
2	At the **`Device: Home//`** prompt, press <**Enter**>.
3	To print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

HCPCS Summary Report Options

```
Select one of the following:

          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD line
          S         Select individual HCPCS

Choose HCPCS selection option: A//  <Enter>  ALL HCPCS

DEVICE: HOME//  ;132; <Enter>  TELNET VIRTUAL

Processing report.....
```

Continued on next page

HCPCS Summary Report – Choosing "All HCPCS", Continued

Description field

Notice that this **HCPCS Summary Report** provides a **DESCRIPTION** field in the second column instead of a **PSAS/Item** field as in the **Item Detail Report**.

```
PROSTHETIC INVENTORY HCPCS SUMMARY REPORT        Run Date: DEC 14,2000@10:10:16                  Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

100 B MANUAL CUSTOM [ WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
K0004     HIGH STREN(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
K0004     HIGH STREN(New)               |  10     3,294.09 |   10  |    0.33  |            5 |      15|               1,856.81
=========================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |  10     3,294.09 |   10  |    0.33  |            5 |        |               1,856.81

100 C STANDARD [ WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
K0001     STANDARD W(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
K0001     STANDARD W(New)               |   5       576.25 |    5  |    0.17  |            3 |      18|                 387.30
=========================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |   5       576.25 |    5  |    0.17  |            3 |        |                 387.30

100 D ACCESSORIES [ WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
DL175     GLOVES, WH(Used)    0     0.00|                  |    0  |    0.00  |     24        |     >30|       0.00
DL175     GLOVES, WH(New)               |  16       112.00 |   16  |    0.53  |           41 |      77|                 287.00
Enter RETURN to continue or '^' to exit:

PROSTHETIC INVENTORY HCPCS SUMMARY REPORT        Run Date: DEC 14,2000@10:10:16                  Page: 3
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
DL177     COVERS(Used)        0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
DL177     COVERS(New)                   |   0         0.00 |    0  |    0.00  |           23 |     >30|                 715.29
E0978     WHEELCHAIR(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
E0978     WHEELCHAIR(New)               |   0         0.00 |    0  |    0.00  |            5 |     >30|                 154.25
K0019     ARM PAD EA(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
K0019     ARM PAD EA(New)               |   0         0.00 |    0  |    0.00  |            6 |     >30|                  30.00
K0020     FIXED ADJU(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
K0020     FIXED ADJU(New)               |   0         0.00 |    0  |    0.00  |            4 |     >30|                  19.80
K0045     FOOTREST C(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
K0045     FOOTREST C(New)               |   0         0.00 |    0  |    0.00  |            8 |     >30|                  80.00
K0098     DRIVE BELT(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
K0098     DRIVE BELT(New)               |   0         0.00 |    0  |    0.00  |            4 |     >30|                  86.40
-------------------------------------------------------------------------------------------------------------------------
=========================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |     24        |        |       0.00
     (New)                         |  16       112.00 |   16  |    0.53  |           91 |        |               1,372.74

100 E CUSHION FOAM [ WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
E0963     WHEELCHAIR(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
E0963     WHEELCHAIR(New)               |   2        15.75 |    2  |    0.07  |            4 |      60|                  31.50
E0964     WHEELCHAIR(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
E0964     WHEELCHAIR(New)               |   9        82.71 |    9  |    0.30  |            9 |      30|                  82.71
=========================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |  11        98.46 |   11  |    0.37  |           13 |        |                 114.21
```

(Report screen sample continued on next page)

Continued on next page

HCPCS Summary Report – Choosing "All HCPCS", Continued

Sample Screen (continued)

The **HCPCS Summary Report** using the "All HCPCS" option continues as follows:

```
100 F CUSHION SPEC [ WHEELCHAIRS AND ACCESSORIES ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                        Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
E0176     AIR PRESSR(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
E0176     AIR PRESSR(New)               |   6     1,087.77 |    6  |    0.20  |           23 |     115|               3,487.74
E0178     GEL PRESSR(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
E0178     GEL PRESSR(New)               |   3       607.38 |    3  |    0.10  |           10 |     100|               2,014.32
===============================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |   9     1,695.15 |    9  |    0.30  |           33 |        |               5,502.06

400 A BRACE ANKLE [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                        Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L1902     AFO ANKLE (Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L1902     AFO ANKLE (New)               |   5        17.80 |    5  |    0.17  |           23 |     138|                 301.12
L1930     AFO PLASTI(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L1930     AFO PLASTI(New)               |   3        59.79 |    3  |    0.10  |           34 |     340|                 675.76
L4392     REPLACE AN(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L4392     REPLACE AN(New)               |   1         4.50 |    1  |    0.03  |           20 |     600|                 225.00
L4396     ANKLE CONT(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L4396     ANKLE CONT(New)               |   3       135.00 |    3  |    0.10  |           50 |     500|               2,250.00
===============================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |  12       217.09 |   12  |    0.40  |          127 |        |               3,451.88

400 D BRACE AL/OTH [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS     DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                        Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
E1810     ADJUST KNE(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
E1810     ADJUST KNE(New)               |   0         0.00 |    0  |    0.00  |            1 |     >30|                   0.00
Enter RETURN to continue or '^' to exit:

-------------------------------------------------------------------------------------------------------------------------------
    GRAND TOTAL $ VALUE ISSUED (Used) = $    483.75                    GRAND TOTAL $ VALUE ON-HAND (Used) = $    2,276.54
    GRAND TOTAL $ VALUE ISSUED (New)  = $ 26,150.77                    GRAND TOTAL $ VALUE ON-HAND (New)  = $   97,626.06
```

HCPCS Summary Report – Choosing "All HCPCS for NPPD Group"

Report description

The **All HCPCS for NPPD Group** option on the **HCPCS Summary Report** displays all the HCPCS usage for an NPPD Group. This report must be printed using an extended right margin format of 132-width size instead of the standard 80-width default size.

Steps

To view or print the **HCPCS Summary Report** for using the **All HCPCS for NPPD Group** option, follow these steps:

Step	Action
1	At the **`Choose HCPCS Selection`** prompt, type **G** for the **All HCPCS for NPPD Group** option, and press <**Enter**>.
2	A list of NPPD Groups displays. Type a number of the NPPD Group you want to select, and press <**Enter**>. **Note:** You can select multiple groups, by typing a list or range (e.g., 1,3,5 or 2-4,8).
3	At the **`Device: Home//`** prompt, press <**Enter**>
4	To display or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

All HCPCS for NPPD Group

```
Select one of the following:

          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD line
          S         Select individual HCPCS

Choose HCPCS selection option: A// G  <Enter>  ALL HCPCS for NPPD group

 1. WHEELCHAIRS AND ACCESSORIES
 2. ARTIFICIAL LEGS
 3. ARTIFICIAL ARMS AND TERMINAL DEVICES
 4. BRACES AND ORTHOTICS
 5. SHOES/ORTHOTICS
 6. NEUROSENSORY AIDS
 7. RESTORATIONS
 8. OXYGEN AND RESPIRATORY
 9. MEDICAL EQUIPMENT
10. ALL OTHER SUPPLIES AND EQUIPMENT
11. HOME DIALYSIS PROGRAM
12. ADAPTIVE EQUIPMENT
13. HISA
14. SURGICAL IMPLANTS
15. MISC
Select NPPD Group :  (1-15): 4  <Enter>
DEVICE: HOME// ;132;    <Enter>    TELNET VIRTUAL

Processing report.......
```

Continued on next page

HCPCS Summary Report – Choosing "All HCPCS for NPPD Group", Continued

Description field

Again, notice that this **HCPCS Summary Report** provides a **DESCRIPTION** field in the second column instead of a **PSAS/Item** field as in the **Item Detail Report**.

```
PROSTHETIC INVENTORY HCPCS SUMMARY REPORT         Run Date: DEC 14,2000@10:15:30                  Page: 1
STATION: Milwaukee VAMC          NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

400 A BRACE ANKLE [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
L1902    AFO ANKLE (Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L1902    AFO ANKLE (New)              |   5        17.80 |    5  |    0.17  |           23 |    138 |                301.12
L1930    AFO PLASTI(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L1930    AFO PLASTI(New)              |   3        59.79 |    3  |    0.10  |           34 |    340 |                675.76
L4392    REPLACE AN(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L4392    REPLACE AN(New)              |   1         4.50 |    1  |    0.03  |           20 |    600 |                225.00
L4396    ANKLE CONT(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L4396    ANKLE CONT(New)              |   3       135.00 |    3  |    0.10  |           50 |    500 |              2,250.00
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                        |  12       217.09 |   12  |    0.40  |          127 |        |              3,451.88

400 D BRACE AL/OTH [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
E1810    ADJUST KNE(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
E1810    ADJUST KNE(New)              |   0         0.00 |    0  |    0.00  |            1 |    >30 |                  0.00
L0120    CERV FLEXI(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L0120    CERV FLEXI(New)              |   4        12.25 |    4  |    0.13  |           45 |    338 |                158.05
L2270    VARUS/VALG(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L2270    VARUS/VALG(New)              |   0         0.00 |    0  |    0.00  |            3 |    >30 |                 43.92
L3670    ACROMIO/CL(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L3670    ACROMIO/CL(New)              |   0         0.00 |    0  |    0.00  |            6 |    >30 |                 28.02
L3700    ELBOW ORTH(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L3700    ELBOW ORTH(New)              |   4        39.80 |    4  |    0.13  |            8 |     60 |                 79.60
L3907    WHFO WRST (Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L3907    WHFO WRST (New)              |   1        15.75 |    1  |    0.03  |           19 |    570 |                299.25
L3908    WRIST COCK(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L3908    WRIST COCK(New)              |  31       147.06 |   31  |    1.03  |          103 |    100 |                460.53
L4350    PNEUMATIC (Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L4350    PNEUMATIC (New)              |   2        49.00 |    2  |    0.07  |            1 |     15 |                 24.50
L4360    PNEUMATIC (Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L4360    PNEUMATIC (New)              |  15       955.00 |   15  |    0.50  |           56 |    112 |              2,520.00
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                        |  57     1,218.86 |   57  |    1.90  |          242 |        |              3,613.87

400 E ELAS HOSE, EA [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
L8100    ELAS SUPRT(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L8100    ELAS SUPRT(New)              |  70       730.39 |   70  |    2.33  |          279 |    120 |              4,789.11
L8110    ELASTIC SU(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L8110    ELASTIC SU(New)              |   2        19.38 |    2  |    0.07  |           68 |   >999 |                657.54
=========================================================================================================================
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                        |  72       749.77 |   72  |    2.40  |          347 |        |              5,446.65

400 F BRACES, KNEE [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
L1800    KNEE ORTHO(Used)    0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
L1800    KNEE ORTHO(New)              |   0         0.00 |    0  |    0.00  |           27 |    >30 |                414.60
-------------------------------------------------------------------------------------------------------------------------
     (Used)                  0     0.00|                  |    0  |    0.00  |      0       |        |       0.00
     (New)                        |   1         8.25 |    1  |    0.03  |          479 |        |              8,932.79

       GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $       0.00
       GRAND TOTAL $ VALUE ISSUED (New)  = $  2,349.02                    GRAND TOTAL $ VALUE ON-HAND (New)  = $   23,012.04
```

HCPCS Summary Report – Choosing "All HCPCS for NPPD Line"

Report description

You can select to view or print the **HCPCS Summary Report** using the **All HCPCS for NPPD Line** criteria.

If you select the **All HCPCS for NPPD Line** criteria, you will first select an NPPD Group, and then select a Line(s) within the Group unless multiple NPPD Groups were selected. You will be able to select one NPPD Line or multiple NPPD Lines for one NPPD Group.

Steps

To view or print the **HCPCS Summary Report** for **All HCPCS for an NPPD Line**, follow these steps:

Step	Action
1	At the **Choose HCPCS Selection** prompt, type **L** for the **All HCPCS for NPPD Line** option, and press <**Enter**>.
2	A list of NPPD Groups displays. Type a number(s) of the NPPD Group you want to select, and press <**Enter**>. **Note:** For multiple NPPD Groups, you can enter a list or range of numbers (e.g., 1,3,5 or 2-4,8).

All HCPCS for NPPD Line

```
Select one of the following:

          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD line
          S         Select individual HCPCS

Choose HCPCS selection option: A// L  <Enter>  ALL HCPCS for NPPD  line

 1. WHEELCHAIRS AND ACCESSORIES
 2. ARTIFICIAL LEGS
 3. ARTIFICIAL ARMS AND TERMINAL DEVICES
 4. BRACES AND ORTHOTICS
 5. SHOES/ORTHOTICS
 6. NEUROSENSORY AIDS
 7. RESTORATIONS
 8. OXYGEN AND RESPIRATORY
 9. MEDICAL EQUIPMENT
10. ALL OTHER SUPPLIES AND EQUIPMENT
11. HOME DIALYSIS PROGRAM
12. ADAPTIVE EQUIPMENT
13. HISA
14. SURGICAL IMPLANTS
15. MISC
Select NPPD Group:  (1-15): 4   <Enter>
NPPD Lines for Group: 100 - WHEELCHAIRS AND ACCESSORIES
```

Continued on next page

HCPCS Summary Report – Choosing "All HCPCS for NPPD Line", Continued

Selecting Multiple NPPD Groups

If one NPPD Group is selected, you will be able to select multiple NPPD Lines. If you select multiple NPPD Groups, you will **NOT** be able to select an NPPD Line. You will be automatically taken to the `Device` prompt.

Steps (continued)

To view or print the **HCPCS Summary Report** using the **All HCPCS for NPPD Line** option, follow these steps:

Step	Action
3	A list of NPPD Lines displays. Type one or multiple NPPD Lines, and press <**Enter**>. **Note:** To enter multiple NPPD Lines, you must type a list or range of numbers (e.g., 1,3,5 or 2-4,8).
4	At the **`Device: Home//`** prompt, press <**Enter**>
5	To view or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

NPPD Lines

```
 1. 400 A BRACE ANKLE
 2. 400 B BRACE LEG AK
 3. 400 C BRACE, SPINAL
 4. 400 D BRACE AL/OTH
 5. 400 E ELAS HOSE, EA
 6. 400 F BRACES, KNEE
 7. 400 G CORSET/BELT
Select NPPD line(s) within the above group:  (1-7): 5  <Enter>

DEVICE: HOME// ;132; <Enter>  TELNET VIRTUAL

Processing report.......
```

Continued on next page

HCPCS Summary Report – Choosing "All HCPCS for NPPD Line", Continued

Report sample Below is a sample Prosthetic Inventory HCPCS Summary Report.

```
PROSTHETIC INVENTORY HCPCS SUMMARY REPORT         Run Date: DEC 14,2000@10:16:59                    Page: 1
STATION: Milwaukee VAMC          NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

400 E ELAS HOSE, EA [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L8100     ELAS SUPRT(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L8100     ELAS SUPRT(New)               |  70       730.39 |   70  |    2.33  |          279 |     120|               4,789.11
L8110     ELASTIC SU(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L8110     ELASTIC SU(New)               |   2        19.38 |    2  |    0.07  |           68 |    >999|                 657.54
===============================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |  72       749.77 |   72  |    2.40  |          347 |        |               5,446.65

        GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $        0.00
        GRAND TOTAL $ VALUE ISSUED (New)  = $    749.77                    GRAND TOTAL $ VALUE ON-HAND (New)  = $    5,446.65
<End of Report>

--------------------------------------------------------------------------------
```

HCPCS Summary Report – Choosing "Select Individual HCPCS"

Report description

You can choose the **Select Individual HCPCS** criteria option to produce the **HCPCS Summary Report**. You can select one or multiple HCPCS to be displayed on this report.

Steps

To view or print the **HCPCS Summary Report** by selecting an Individual HCPCS, follow these steps:

Step	Action
1	Type **SH** for the **HCPCS Summary Report** option from the **Inventory Reports** Menu, and press <**Enter**>.
2	At the **`Site`** prompt, press <**Enter**> to select the default site entry.
3	At the **`Beginning Date`** prompt, type the beginning date of the date range, and press <**Enter**>.
4	At the **`Ending Date`** prompt, type the end date, and press <**Enter**>.
5	The four criteria options to view or print the **HCPCS Summary Report** displays.

Stock On Hand HCPCS Option

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   PC     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report

Select Inventory Reports Option: SH   <Enter> HCPCS Summary Report
SITE: Hines Development System//   <Enter>              499
Beginning Date: 9/1/00   <Enter>              (SEP 01, 2000)
Ending Date: 9/30/00 <Enter>              (SEP 30, 2000)

     Select one of the following:

          A         ALL HCPCS
          G         ALL HCPCS for NPPD group
          L         ALL HCPCS for NPPD  line
          S         Select individual HCPCS
```

Continued on next page

HCPCS Summary Report – Choosing "Select Individual HCPCS", Continued

Individual HCPCS

The **HCPCS Summary Report** works exactly like the **Item Detail Report** with the only exception that the display will report usage by HCPCS instead of an Item.

Step	Action
1	At the **`Choose HCPCS Selection option`** prompt, type **S** for the **Select Individual HCPCS** criteria option, and press <**Enter**>.
2	At the **`Select HCPCS 1:`** prompt, enter two question marks to display a list of HCPCS and select one if you do not know the exact HCPCS.
3	More HCPCS prompts will display until you press <**Enter**> to bypass it.
4	At the **`Device: Home//`** prompt, press <**Enter**>.
5	To view or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

HCPCS Selection List

```
Choose HCPCS selection option: A//  S <Enter>  Select Individual HCPCS
Select HCPCS 1: ?? <Enter>

   Choose from:
   A4254      BATTERY FOR GLUCOSE MONITOR
   A4259      LANCETS PER BOX
   A4402      LUBRICANT PER OUNCE
   A4404      OSTOMY RING EACH
   A4565      SLINGS
   DL175      GLOVES, WHEELCHAIR
   E0100      CANE ADJUST/FIXED WITH TIP
   E0142      WALKER RIGID WHEELED WITH SE
   E0143      WALKER FOLDING WHEELED W/O S
   E1399      DURABLE MEDICAL EQUIPMENT MI
   K0001      STANDARD WHEELCHAIR
   L0120      CERV FLEXIBLE NON-ADJUSTABLE
   L5000      SHO INSERT W ARCH TOE FILLER
   L5020      TIBIAL TUBERCLE HGT W/ TOE F
   L5050      ANK SYMES MOLD SCKT SACH FT
   L5060      SYMES MET FR LEATH SOCKET AR
   L7499      UPPER EXTREMITY PROSTH, NOS  ** inactive HCPCS **
   L7499      UPPER EXTREMITY PROSTH, NOS
   UNKNOWN    UNKNOWN HCPCS

Select HCPCS 1: L0120   <Enter>  CERV FLEXIBLE NON-ADJUSTABLE
Select HCPCS 2: <Enter>
DEVICE: HOME// ;132;   <Enter>   TELNET VIRTUAL

Processing report.......
```

Continued on next page

HCPCS Summary Report – Choosing "Select Individual HCPCS", Continued

Report Sample Below is the **Prosthetics Inventory HCPCS Summary Report** using the **Select Individual HCPCS** criteria. Usage is reported by HCPCS code on this report. Note the first column: HCPCS.

```
PROSTHETIC INVENTORY HCPCS SUMMARY REPORT        Run Date: DEC 14,2000@10:18:07                  Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

400 D BRACE AL/OTH [ BRACES AND ORTHOTICS ]
-------------------------------------------------------------------------------------------------------------------------------
HCPCS    DESCRIPTION   V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
L0120     CERV FLEXI(Used)    0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
L0120     CERV FLEXI(New)               |   4        12.25 |    4  |    0.13  |            45 |    338 |                158.05
===============================================================================================================================
     (Used)                   0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                         |   4        12.25 |    4  |    0.13  |            45 |        |                158.05

       GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $        0.00
       GRAND TOTAL $ VALUE ISSUED (New)  = $     12.25                    GRAND TOTAL $ VALUE ON-HAND (New)  = $      158.05


<End of Report>
```

NPPD Group/Line Report (SG)

Overview

Introduction

The **NPPD Group/Line Report** option will display the same information as the **Item Detail Report** and the **HCPCS Summary Report** options but at the NPPD Line level. It displays the stock on hand for a date range and sorted by NPPD Group and NPPD Line.

You will select a site and a date range. You will be able to select one or multiple NPPD Groups. Then an NPPD Line selection must be made **ONLY** if one NPPD Group is selected.

A couple of conditions exist depending on which prompt you choose as follows:

- If you choose one NPPD Group, you will be able to select multiple NPPD Lines.
- If you choose more than one NPPD Group, an NPPD Line cannot be selected.

Steps

To select the **NPPD Group/Line Report**, follow these steps:

Step	Action
1	Type **SG** for the **NPPD Group/Line Report**, and press <**Enter**>.
2	At the **Site** prompt, press <**Enter**> to select the default site entry.
3	At the **Beginning Date** prompt, type the beginning date of the date range, and press <**Enter**>.
4	At the **Ending Date** prompt, type the end date, and press <**Enter**>.
5	The **NPPD Groups** display.

Inventory Reports Menu

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   PC     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report

Select Inventory Reports Option: SG NPPD Group/Line Report
SITE: Hines Development System//       <Enter>           499
Beginning Date: 9/1/00  (SEP 01, 2000) <Enter>
Ending Date: 9/30/00  (SEP 30, 2000) <Enter>
```

NPPD Group/Line Report - Select a Single NPPD Group

Single NPPD Group

You can select a single NPPD Group. When the NPPD Lines display, you will have the option of selecting one or multiple NPPD Lines.

Step	Action
1	After the NPPD Groups display, a **`Select NPPD Group`** prompt displays.
2	Type the number of the NPPD Group you want to select.
3	A list of NPPD Lines displays for the Group you selected. You can select a single or multiple NPPD Lines. **Note:** To enter multiple NPPD Lines, you must type a single number or range of numbers (e.g., 1,3,5 or 2-4,8).
4	At the **`Device: Home//`** prompt, press <**Enter**>.
5	To view or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

NPPD Groups and NPPD Lines Selection screen

```
 1. WHEELCHAIRS AND ACCESSORIES
 2. ARTIFICIAL LEGS
 3. ARTIFICIAL ARMS AND TERMINAL DEVICES
 4. BRACES AND ORTHOTICS
 5. SHOES/ORTHOTICS
 6. NEUROSENSORY AIDS
 7. RESTORATIONS
 8. OXYGEN AND RESPIRATORY
 9. MEDICAL EQUIPMENT
10. ALL OTHER SUPPLIES AND EQUIPMENT
11. HOME DIALYSIS PROGRAM
12. ADAPTIVE EQUIPMENT
13. HISA
14. SURGICAL IMPLANTS
15. MISC
Select NPPD Group:  (1-15): 4  <Enter>
NPPD Lines for Group: 400 - BRACES AND ORTHOTICS  <Enter>

 1. 400 A BRACE ANKLE
 2. 400 B BRACE LEG AK
 3. 400 C BRACE, SPINAL
 4. 400 D BRACE AL/OTH
 5. 400 E ELAS HOSE, EA
 6. 400 F BRACES, KNEE
 7. 400 G CORSET/BELT
Select NPPD line(s) within the above group:  (1-7): 5  <Enter>
DEVICE: HOME// ;132; <Enter>   TELNET VIRTUAL

Processing report.......
```

Continued on next page

NPPD Group/Line Report - Select a Single NPPD Group,
Continued

Report Sample Below is the **NPPD Group/Line Report**. This report was obtained by selecting a single NPPD Group.

```
PROSTHETIC INVENTORY NPPD GROUP/LINE REPORT           Run Date: DEC 14,2000@10:19:38              Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

BRACES AND ORTHOTICS
-------------------------------------------------------------------------------------------------------------------------
NPPD LINE              V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
400 E ELAS HOSE, EA
     (Used)                 0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                            |  72       749.77 |   72  |    2.40  |            347 |     145|               5,446.65
=========================================================================================================================
                            0     0.00|  72       749.77 |   72  |          |      0    347 |        |       0.00    5,446.65

       GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $        0.00
       GRAND TOTAL $ VALUE ISSUED (New)  = $    749.77                    GRAND TOTAL $ VALUE ON-HAND (New)  = $    5,446.65
<End of Report>
```

NPPD Group/Line Report - Select Multiple NPPD Groups

Single NPPD Group

You can select a ***single*** NPPD Group to display on the **NPPD Group/Line Report**. When the NPPD Lines display, you will have the option of selecting one or multiple NPPD Lines.

Step	Action
1	After the NPPD Groups display, a `Select NPPD Group` prompt displays.
2	Type the number of the NPPD Groups you want to select. You can select multiple NPPD Groups. **Note:** To enter multiple NPPD Groups, you must type a list or range of numbers (e.g., 1,3,5 or 2-4,8).
3	A list of NPPD Lines displays. You can select a single NPPD Line or multiple NPPD Lines. **Note:** To enter multiple NPPD Lines, you must type a list or range of numbers (e.g., 1,3,5 or 2-4,8).
4	At the **`Device: Home//`** prompt, press <**Enter**>.
5	To view or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print, and press <**Enter**>.

NPPD Groups and NPPD Lines selection screen

```
 1. WHEELCHAIRS AND ACCESSORIES
 2. ARTIFICIAL LEGS
 3. ARTIFICIAL ARMS AND TERMINAL DEVICES
 4. BRACES AND ORTHOTICS
 5. SHOES/ORTHOTICS
 6. NEUROSENSORY AIDS
 7. RESTORATIONS
 8. OXYGEN AND RESPIRATORY
 9. MEDICAL EQUIPMENT
10. ALL OTHER SUPPLIES AND EQUIPMENT
11. HOME DIALYSIS PROGRAM
12. ADAPTIVE EQUIPMENT
13. HISA
14. SURGICAL IMPLANTS
15. MISC
Select NPPD Group:  (1-15): 4,9   <Enter>
DEVICE: HOME// ;132; <Enter>  TELNET VIRTUAL


Processing report.......
```

Continued on next page

NPPD Group/Line Report - Select Multiple NPPD Groups,
Continued

Report sample Below is the **NPPD Group/Line Report**. This report was obtained by selecting ***multiple*** NPPD Groups (as shown under the two shaded headings).

```
PROSTHETIC INVENTORY NPPD GROUP/LINE REPORT           Run Date: DEC 15,2000@15:21:22              Page: 1
STATION: Milwaukee VAMC         NOV 01, 2000 - NOV 30, 2000  [ 30 calendar days ]

BRACES AND ORTHOTICS
-------------------------------------------------------------------------------------------------------------------------
NPPD LINE              V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
400 A BRACE ANKLE
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |  12       217.09 |   12  |    0.40  |          127 |     318|               3,451.88
400 D BRACE AL/OTH
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |  57     1,218.86 |   57  |    1.90  |          242 |     127|               3,613.87
400 E ELAS HOSE, EA
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |  72       749.77 |   72  |    2.40  |          344 |     143|               5,417.58
400 F BRACES, KNEE
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |  16       155.05 |   16  |    0.53  |          131 |     246|               1,595.92
400 G CORSET/BELT
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |   1         8.25 |    1  |    0.03  |          479 |    >999|               8,932.79
=========================================================================================================================
                             0     0.00| 158     2,349.02 |  158  |          |      0   1323 |        |       0.00   23,012.04

MEDICAL EQUIPMENT
-------------------------------------------------------------------------------------------------------------------------
NPPD LINE              V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                       Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------
900 A WALKING AIDS
     (Used)                  1     0.00|                  |    1  |    0.03  |     62        |    >999|       0.00
     (New)                             | 108     1,923.07 |  108  |    3.60  |          349 |      97|               2,651.81
900 D BED HOSP SPEC
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |   6         0.00 |    6  |    0.20  |            9 |      45|               5,432.54
900 E MATTRESS STAN
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |   6      -460.00 |    6  |    0.20  |            9 |      45|               1,035.00
900 F MATTRESS SPEC
     (Used)                  0     0.00|                  |    0  |    0.00  |      8        |     >30|     360.00
     (New)                             |   2       338.62 |    2  |    0.07  |           15 |     225|                 887.86
900 G BED, ACCESSORIES
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |   6       397.80 |    6  |    0.20  |           35 |     175|               2,327.55
900 I SPEC HOME EQP (SAFETY)
     (Used)                  0     0.00|                  |    0  |    0.00  |     20        |     >30|       0.00
     (New)                             |  89     3,143.96 |   89  |    2.97  |          122 |      41|               3,009.69
900 J TENS UNIT
     (Used)                  0     0.00|                  |    0  |    0.00  |      0        |        |       0.00
     (New)                             |   8     1,000.00 |    8  |    0.27  |            4 |      15|                 500.00
900 K MED EQP AL/OTH
     (Used)                  0     0.00|                  |    0  |    0.00  |     42        |     >30|       0.00
     (New)                             | 242     5,296.04 |  242  |    8.07  |          382 |      47|               5,731.05
=========================================================================================================================
                             1     0.00| 467    11,639.49 |  468  |          |    132    925 |        |     360.00   21,575.50

       GRAND TOTAL $ VALUE ISSUED (Used) = $      0.00                    GRAND TOTAL $ VALUE ON-HAND (Used) = $      360.00
       GRAND TOTAL $ VALUE ISSUED (New)  = $ 13,988.51                    GRAND TOTAL $ VALUE ON-HAND (New)  = $   44,587.54
<End of Report>
```

NPPD Group Summary Report (SS)

Overview

Report description

The **NPPD Group Summary Report** is based on the NPPD Group selected. It is the summary of the entire Prosthetics inventory for a certain date range sorted by NPPD Group.

Steps

To select the **NPPD Group Summary Report**, follow these steps:

Step	Action
1	Type **SS** for the **NPPD Group Summary Report** option from the **Inventory Reports** Menu, and press <**Enter**>.
2	At the **`Site`** prompt, press <**Enter**> to select the default site entry.
3	At the **`Beginning Date`** prompt, type the beginning date of the date range, and press <**Enter**>.
4	At the **`Ending Date`** prompt, type the end date, and press <**Enter**>.
5	At the **`Device: HOME//`** prompt, press <**Enter**>.
6	To view or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print.
7	Press <**Enter**>.

NPPD Group Summary Report

```
   SI     Item Detail Report
   SH     HCPCS Summary Report
   SG     NPPD Group/Line Report
   SS     NPPD Group Summary Report
   PI     Print Current HCPCS Balance by HCPCS
   PL     Print Current Item Balance by Location
   PO     Print Order/Receive Item
   PS     Print Transaction History
   IU     Print Item Usage By Location
   WS     Print Stock Work Sheet
   BC     Reprint Barcode Label
   PC     Print Items Not Issued Within 30-Day
   OD     Print Stock On Hand Over Date Range
   AL     Print All Barcode in a Location
   IP     Print PIP/IFCAP Item Report

Select Inventory Reports Option: SS   <Enter> NPPD Group Summary Report
SITE: Hines Development System//      <Enter>              499
Beginning Date: 9/1  (SEP 01, 2000) <Enter>
Ending Date: 9/30  (SEP 30, 2000) <Enter>
DEVICE: HOME//   TELNET VIRTUAL

You need at least 132 columns for this report.
Please use a device capable of this requirement.

DEVICE: HOME// ;132; <Enter>   TELNET VIRTUAL

Processing report.......
```

Viewing the NPPD Group Summary Report

NPPD Group Report

Below is the **Prosthetic Inventory NPPD Group Summary Report** that displays an entire summary of NPPD Groups for the selected date range.

```
PROSTHETIC INVENTORY NPPD GROUP SUMMARY REPORT            Run Date: NOV 2,2000@14:16:17                    Page: 1
STATION: Hines Development Sy   SEP 01, 2000 - SEP 30, 2000  [ 30 calendar days ]

ENTIRE SUMMARY
-------------------------------------------------------------------------------------------------------------------------------
NPPD GROUP              V.A.(Used)  Total| COM. (New)  Total| Total |Days Ave  |  Stock On-Hand| Days   |Total $ Value On-Hand
                        Issue     $ Value| Issue     $ Value| Issue |Usage Rate|  Used    New  | On-Hand|   Used        New
-------------------------------------------------------------------------------------------------------------------------------
100 WHEELCHAIRS AND ACCESSORIES
     (Used)           0     0.00|                |    0  |    0.00  |     24        |     >30|       0.00
     (New)                    |  51     5,775.95 |   51  |    1.70  |          145 |      85|              9,233.12
-------------------------------------------------------------------------------------------------------------------------------
400 BRACES AND ORTHOTICS
     (Used)           0     0.00|                |    0  |    0.00  |      0        |        |       0.00
     (New)                    | 158     2,349.02 |  158  |    5.27  |         1327 |     252|             23,041.11
-------------------------------------------------------------------------------------------------------------------------------
500 SHOES/ORTHOTICS
     (Used)           6     0.00|                |    6  |    0.20  |    163        |     815|     949.04
     (New)                    |  35       751.44 |   35  |    1.17  |          211 |     181|              4,429.94
600 NEUROSENSORY AIDS
     (Used)           0     0.00|                |    0  |    0.00  |      0        |        |       0.00
     (New)                    |  54       473.58 |   54  |    1.80  |          180 |     100|              1,764.57
-------------------------------------------------------------------------------------------------------------------------------
800 OXYGEN AND RESPIRATORY
     (Used)           0     0.00|                |    0  |    0.00  |      0        |        |       0.00
     (New)                    | 103     1,853.57 |  103  |    3.43  |           70 |      20|             11,173.04
-------------------------------------------------------------------------------------------------------------------------------
900 MEDICAL EQUIPMENT
     (Used)           1     0.00|                |    1  |    0.03  |    132        |    >999|     360.00
     (New)                    | 467    11,639.49 |  467  |   15.57  |          930 |      60|             21,644.27
910 ALL OTHER SUPPLIES AND EQUIPMENT
     (Used)           0     0.00|                |    0  |    0.00  |      0        |        |       0.00
     (New)                    |   8        49.52 |    8  |    0.27  |           25 |      94|                359.56
-------------------------------------------------------------------------------------------------------------------------------
999 MISC
     (Used)           1   483.75|                |    1  |    0.03  |     54        |    >999|     967.50
     (New)                    | 109     3,258.20 |  109  |    3.63  |         1568 |     432|             26,714.93

===============================================================================================================================

GRAND TOTAL $ VALUE ISSUED (Used) = $    483.75                  GRAND TOTAL $ VALUE ON-HAND (Used) = $    2,276.54
GRAND TOTAL $ VALUE ISSUED (New)  = $ 26,150.77                  GRAND TOTAL $ VALUE ON-HAND (New)  = $   98,360.54


<End of Report>
```

Other Useful Inventory Reports

Overview

Introduction

There are other useful Inventory Reports including the following:

- Print Transaction History (PS)
- Print Current Item Balance by Location (PL)
- Print Current HCPCS Balance by HCPCS (PI)

Print Transaction History (PS)

This option is used to **Print Transaction History (PS)** covering a selected time period. It prints a record of stock movement or transaction history (number issued, ordered, received) for all or selected HCPCS and items that are in Prosthetics Inventory over a specified date range.

The report includes patients receiving the items, notes on updates to the HCPCS Items, returns, cancellations, deactivations, etc., plus dollar amounts for HCPCS/Items issued.

Print Current Item Balance by Location (PL)

The **Print Current Item Balance by Location (PL)** option is used to print the balances for available items by location. This report is also helpful when conducting a physical count and provides the Unit Cost as well as the quantity of an Item in each Location.

Print Current HCPCS Balance by HCPCS (PI)

The **Print Current HCPCS Balance by HCPCS (PI)** option prints a report of the number of items available in each location for selected HCPCS. It includes other information about the items, including source (VA or Commercial), vendor, and unit of issue, re-order level and average cost. You may select individual HCPCS or all HCPCS.

Print Transaction History (PS)

Report description

This option is used to **Print Transaction History (PS)** covering a selected time period. It prints a record of stock movement or transaction history (number issued, ordered, received) for all or selected HCPCS and items that are in Prosthetics Inventory over a specified date range.

The report includes patients receiving the items, notes on updates to the HCPCS items, returns, cancellations, deactivations, etc., plus dollar amounts for HCPCS/items issued.

Steps

To select the **NPPD Group Summary Report**, follow these steps:

Step	Action
1	Type **PS** for the **Print Transaction History** option from the **Inventory Reports** Menu, and press <**Enter**>.
2	At the **`Site`** prompt, press <**Enter**> to select the default site entry.
3	At the **`Beginning Date`** prompt, type the beginning date of the date range, and press <**Enter**>.
4	At the **`Ending Date`** prompt, type the end date, and press <**Enter**>.
5	At the **`Device: HOME//`** prompt, press <**Enter**>.
6	To view or print the report, type **";132;"** at the **`Right Margin: 80//`** prompt to extend the margins for the report to display and/or print.
7	Press <**Enter**>.

Site

The **`Site`** prompt only appears if your Prosthetics Service covers multiple stations. This is a non-editable field (for display purposes only). Entering a question mark <?> will bring up a list of sites for which you will need to define the Locations. Select a site or enter the number(s) for your station.

Sample Report criteria

```
Select Inventory Reports Option: PS <Enter> Print Transaction History

SITE: Hines Development System//  <Enter>

Select HCPCS 1: A4402-3  <Enter>

Select HCPCS 2: <Enter>

Beginning Date: T-30//  <Enter>  (NOV 16, 2003)

Ending Date: TODAY//  <Enter>  (DEC 16, 2003)

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

Processing report.....
```

Continued on next page

Print Transaction History (PS), Continued

HCPCS Enter each HCPCS you want covered in the report. The "Select HCPCS" prompt will continue to appear until you press the **<Enter>** key to bypass the prompt.

Beginning Date This is the earliest date for the report. Enter a specific date for the period of interest or you may accept the default displayed.

Ending Date This is the last day of the reporting period. Enter a specific date for the period of interest or you may accept the default of TODAY.

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

Sample report

```
*** ISSUE and STOCK CONTROL RECORD - PROSTHETICS STOCK ITEMS *** Page: 1
                              station: SUPPORT ISC
JAN 04, 2003 to JUL 23, 2003
------------------------------------------------------------------------------
                                              QTY      QTY    QTY        DOLLAR
 DATE    PATIENT          SSN  USER          ISSUE    ORDER   REC        VALUE
 ----    -------          ---  ----          -----    -----   ---        ------
HCPCS: A4402-3  Item: LUBRICANT GEL
03/12/03 **Note: RECEIPT       PROSdv,one                      5         25.00
03/12/03 **Note: ORDER         PROSdv,two                  3               0.00
03/12/03 **Note: RECEIPT       PROSdv,three                    2        110.00
03/12/03 **Note: RECEIPT       PROSdv,four                     3        165.00
03/12/03 **Note: RECEIPT       PROSdv,five                     1         55.00
03/12/03 **Note: PATIENT ISSUE PROSdv,six       2                      110.00
03/12/03 **Note: RETURN IN     PROSdv,seven     2                      110.00
03/12/03 **Note: RECONCILE     PROSdv,eight     9                      495.00
03/12/03 **Note: RECONCILE     PROSdv,nine     -2                     -110.00
03/12/03 **Note: RECONCILE     PROSdv,ten       0                       0.00
03/13/03 **Note: RECONCILE     PROSdv,eleven   -1                     -19.29
03/28/03 **Note: TRANSFER      PROSdv,twelve   -2                      -2.86
03/28/03 **Note: TRANSFER      PROSdv,thirteen  2                       2.86
03/28/03 PROSpatient, one 0765 PROSdv,fourteen  1                       1.43
04/21/03 **Note: ORDER         PROSdv,fifteen            5               0.00
04/21/03 **Note: RECEIPT       PROSdv,sixteen                  5        250.00
04/25/03 PROSpatient, two 0765 PROSdv,seventeen 1                       1.42
04/25/03 PROSpatient, thr 0765 PROSdv,eighteen  1                       1.43
05/07/03 PROSpatient, fou 0765 PROSdv,nineteen  1                      50.00
                        *** Dollar Value of Item Issued      =     54.28
                        *** Dollar Value of HCPCS Issued     =     54.28
<End of Report>
```

Print Current Item Balance by Location (PL)

Report description

The [1]**Print Current Item Balance by Location (PL)** option is used to print the balances for available items by location. The format has been revised with Patch RMPR*3*61, and zero balances are now shown on this report.

Site

This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site and press <**Enter**>.

Enter "ALL"

Enter 'ALL' for all Locations or 'RETURN' to select individual Locations: If you enter ALL at this prompt, every location in your Prosthetics Inventory will be covered by the report. Press the <**Enter**> key to select one or more specific locations.

Date Received column

To help the users manage there inventory, this report was modified to print the ***Date Received*** column. Users can reference this report with the information below the barcode to double check if a particular barcode has any inventory on stock.

Device

Press the **<Enter>** key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

Sample report

```
*** PROSTHETICS INVENTORY BALANCE BY LOCATION ***                    PAGE: 1
Run Date: DEC 04, 2002        station: SUPPORT ISC
-------------------------------------------------------------------------------
Location: JLOC
                                                        UNIT
                                                 DATE    OF          UNIT     TOTAL
HCPCS     ITEM                    SRC VENDOR  RECVD  ISSUE QTY   COST     VALUE
-----     ----                    --- ------  -----  ----- ---    ----   ------
A4254-1   BATTERY FOR GLUCOSE MONI C ABBOTT 12/02/02      25    42.16 1,054.03
A4254-3   EYEGLASSES               C ABBOTT 05/07/02      29    45.00 1,305.00
A4301-1   WHEELCHAIR-ADULT/HEMI/BL                         0     0.00     0.00
A4373-1   WHEELCHAIR - ELECTRIC    V ABBOTT 02/05/02      20   200.00 4,000.00
BA185-2   WATCH BRAILLE            C HINES  09/05/01       4    32.38   129.52
BA185-3   WATCH LOW VISION BLACK   C HINES  09/05/01      46     2.82   129.72
E0111-2   CRUTCH FOREARM/VA        V HINES  09/05/01       3     2.00     6.00
-------------------------------------------------------------------------------
Location: JLOC3
                                                        UNIT
                                                 DATE    OF          UNIT     TOTAL
HCPCS     ITEM                    SRC VENDOR  RECVD  ISSUE QTY   COST     VALUE
-----     ----                    --- ------  -----  ----- ---    ----    ------
A4254-1   BATTERY FOR GLUCOSE MONI C ABBOTT 02/11/02      37    23.50   869.50
K0096-1   WHEELCHAIR - ELECTRIC    C ABBOTT 10/25/01      10   800.00 8,000.00
L5000-1   SHO INSERT W ARCH TOE FI C ABBOTT 09/05/01     192     5.00   960.00
L5000-2   SHO INSERT W ARCH TOE/VA V ABBOTT 09/05/01     100     3.00   300.00
```

[1] Report format has been revised with Patch RMPR*3*61.

Print Current HCPCS Balance by HCPCS (PI)

Report description

The [1]**Print Current HCPCS Balance by HCPCS (PI)** option prints a report of the number of items available in each location for selected HCPCS. It includes other information about the items, including source (VA or Commercial), vendor, **unit of issue** (new column with Patch RMPR*3*61), re-order level and average cost. You may select individual HCPCS or all HCPCS.

Note: Items with zero dollar amounts now display on this report with Patch 61.

Site

This prompt only appears if your Prosthetics Service covers multiple stations. Enter the site.

Enter "ALL"

Enter 'ALL' for all HCPCS or 'RETURN' to select individual HCPCS: If you enter ALL at this prompt, every HCPCS Item in your PIP will be covered by the report. Press the <**Enter**> key to select one or more specific HCPCS items.

Device

Press the <**Enter**> key to bring the report to your screen or enter the name of a printer to obtain a hard copy report.

Sample report

```
*** PROSTHETICS INVENTORY BALANCE BY HCPCS ***                          PAGE: 2
Run Date: DEC 12, 2002        station: SUPPORT ISC
-------------------------------------------------------------------------------
                                              RE-  UNIT
                                             ORDER  OF          UNIT      TOTAL
HCPCS     ITEM            SRC LOCATION VENDOR LEVEL ISSUE  QTY  COST      VALUE
-----     ----            --- -------- ------ ----- -----  ---  ----      -----
A4254-1   BATTERY FOR GLUCO C   HO 1    ABB       1 EA     29  45.00  1,305.00
A4254-1   BATTERY FOR GLUCO C  JLOC3              20         1 155.00    155.00
A4254-1   BATTERY FOR GLUCO C  JLOC3    ABBOTT   20        37  23.50    869.50
A4254-1   BATTERY FOR GLUCO C  HELEN    PORTION   0 PR      3   1.00      3.00
A4254-1   BATTERY FOR GLUCO C  J-Room   ABBOTT    0 EA     29  45.00  1,305.00
A4254-1   BATTERY FOR GLUCO C  JLOC     ABBOTT    0        25  42.16  1,054.03
A4254-3   EYEGLASSES         C   HO 1    ABB       4        17  49.83    847.10
A4254-3   EYEGLASSES         C   HO 1    ABB       4        25  55.00  1,375.00
A4254-3   EYEGLASSES         C  JLOC     ABBOTT    0        29  45.00  1,305.00
=======================
                             Totals for A4254 =         195         8,218.63
A4259-1   LANCETS PER BOX/C C  HNC      ABBOTT    0 EA      2  21.50     43.00
A4259-1   LANCETS PER BOX/C C  TRAN     INLANDE   1 BX      2  21.20     42.40
=======================
                             Totals for A4259 =          27           584.50
-------------------------------------------------------------------------------
A4301-1   WHEELCHAIR-ADULT/                                  0   0.00      0.00
=======================
                             Totals for A4301 =           0             0.00
```

[1] Report format has been revised with Patch RMPR*3*61.

Appendix A

Glossary

Term	Description
HCPCS	Healthcare Financing Administration Common Procedure Coding System. A code that represents an item or service.
Location	A specific area that contains Prosthetic stock.
Patient Category	The patient's service connection and patient status: • SC/OP • SC/IP • NSC/IP • NSC/OP
PSAS Item	An item that can be issued to a patient. There may be multiple PSAS Items associated with one HCPCS: 1 - Sling, arm extra large 2 - Sling, arm medium 3 - Sling, arm small
Re-order Level	A level at which time a stock Item should be re-ordered. A mailman message will appear daily indicating the re-order level has been reached.
Source	The distribution for the stock, either VA or Commercial.
Type of Transaction	A first time issue, a repair of a previous issue, a spare, or a replacement of a stock item: • Initial = I • Repair = X • Spare = S • Replace = R
Unit of Issue	How the Item is issued, e.g., box, each, bottle, etc.
Vendor	The company from which the Item is purchased.

Appendix B

Using Prosthetics Help

Question Mark Help

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

? (Single question mark)

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

?? (Double question mark)

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

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

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

SITE: Hines Development System//
```

Menu Options

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

??? (Triple question mark)

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

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

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

'10-55 PSC Form'     Option name: RMPR 10-55     Synonym: 10
     This will create a new FL 10-55 form and post purchasing data to
patient's VAF 10-2319 record and update the Service's VAF 1358 obligation.

'2421 Form'     Option name: RMPR 2421     Synonym: 24
     This option will create a new VAF 10-2421 form, post to the patient's
     VAF 10-2319, and update the VAF 1358 obligation.

'2520 Transaction without printing 10-55'     Option name: RMPR 2520
Synonym: 25
     For VAF 10-2520 PSC transactions that are under $300.00 and do not have
and FL 10-55.  It will then post to the VAF 1358 and patient's VAF 10-2319
record.
```