



**PROSTHETICS  
PURCHASING - STOCK ISSUES  
USER MANUAL**

**Patch RMPR\*3\*61**

Version 3.0

March 2005

Department of Veterans Affairs  
**VISTA** Health System Design and Development (HSD&D)

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# Stock Issues User Manual

## Patch RMPR\*3\*61 Overview

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**Introduction** The Prosthetics Patch RMPR\*3\*61 includes enhancements to the **Stock Issues (SI) Menu** (accessed from the **Purchasing (PU) Menu**). This option now has the barcode scanning functionality.

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**Barcode scanning** A benefit of using a barcode scanner is that it takes much less time to scan vs. manually entering data at multiple prompts. Also there is less room for error. The barcode label automatically provides the following information when scanned:

- Barcode number sequence
  - HCPCS Code
  - Item Cost
  - Date entered
  - IFCAP Item name
  - PIP Item description
  - Vendor
  - Location
  - Site
- 

**Note to Users** 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 **Stock Issues User Manual** and the following documents before installation:

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

Additionally, end users should review the manuals and Lessons Learned. 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.

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# Issuing Stock

## Administering a Stock Issue (IS)

### Introduction

A common Prosthetic purchasing action is the **Issue from Stock (IS)** option. You can access this option from the **Stock Issues (SI)** Menu. The prompts you see when creating an Issue From Stock are recorded on the patient's 10-2319 record like other purchasing transactions.

**Note:** When stock is issued, the action affects the PIP by reducing the Inventory quantity on hand.

### Steps

To access the **Stock Issues Menu**, follow these steps:

Step	Action
1	From the <b>Prosthetic Official's Menu</b> , type <b>PU</b> for the <b>Purchasing Menu</b> and press <b>&lt;Enter&gt;</b> .
2	Type <b>SI</b> for the <b>Stock Issues Menu</b> and press <b>&lt;Enter&gt;</b> .

### Stock Issues (SI) Menu

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

Select Purchasing Option: SI <Enter> Stock Issues

IS      Issue From Stock
ED      Edit/Delete Issue From Stock
PS      List Open Stock Issues
EL      Enter Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK
LI      Edit Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK

Select Stock Issues Option:
```

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## Administering a Stock Issue (IS), Continued

**Site** The **site** prompt only appears if your Prosthetics Service covers multiple stations. Enter the site or a question mark to bring up a list of sites to select one.

**Steps (continued)** To issue from stock, follow these steps:

Step	Action
3	From the <b>Stock Issues (SI) Menu</b> , select the <b>Issue From Stock (IS)</b> option by typing <b>IS</b> and pressing <b>&lt;Enter&gt;</b> .
4	Select the <b>site</b> (if more than one Site can be selected).
5	Select a Prosthetic patient.
6	To either view the 2319 or continue, press <b>&lt;Enter&gt;</b> to continue.

### Issue from Stock (IS) option

```
Select Purchasing Option: SI <Enter> Stock Issues

IS      Issue From Stock
ED      Edit/Delete Issue From Stock
PS      List Open Stock Issues
EL      Enter Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK
LI      Edit Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK

Select Stock Issues Option: IS <Enter> Issue From Stock

SITE: Hines Development System// <Enter>                499

Select PROSTHETIC PATIENT: PROSpatient,one <Enter> PROSpatient,one    10-
4-17    000009999    YES    SC VETERAN

Enrollment Priority: GROUP 3    Category: IN PROCESS    End Date:

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

    MILWAUKEE, WI

*Comments on file

Current Disability Codes are:
AO/DIS    OTHERS ELIG    NSC    PL-104-262 (ELIG. REFORM
        PPROSpatient,one
Enter 10-2319 screen to VIEW (1-8), '^' to EXIT, or 'return' to continue:
<Enter>

Entering a Stock Item!!!
```

**Prosthetic Patient** Enter the name of the patient in the usual manner, i.e., last name, <comma>, first initial of first name, or first initial of last name plus last 4 numbers of the patient's social security number, or the full social security number without hyphens.

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## Administering a Stock Issue (IS), Continued

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### Type of Transaction

Is it a first time issue, a repair of a previous issue, a spare, or are you replacing a previous issue? Choose one of the following at the **Type of Transactions** prompt:

- INITIAL - I
  - REPAIR - X
  - SPARE - S
  - REPLACE - R
- 

### Steps

To continue to issue from stock, follow these steps:

---

Step	Action
7	Select a <b>Type of Transaction</b> .
8	Select a <b>Patient Category</b> . If you select <b>NSC/OP</b> , then you will need to select a <b>Special Category</b> . (See next page.)

---

### Sample screen

```
Select one of the following:

      I      INITIAL ISSUE
      X      REPAIR
      R      REPLACE
      S      SPARE

TYPE OF TRANSACTION: I <Enter>INITIAL ISSUE

PATIENT CATEGORY: ?? <Enter>

Choose from:
1      SC/OP
2      SC/IP
3      NSC/IP
4      NSC/OP

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

---

### Patient Category

Enter the patient's service connection and inpatient or outpatient status at the time the stock was issued. Choose one of the following **Patient Categories**:

- SC/OP
  - SC/IP
  - NSC/IP
  - NSC/OP
- 

*Continued on next page*

## Administering a Stock Issue (IS), Continued

### Special Category

If the patient is a *NSC/OP* patient, then the **Special Category** prompt appears. See sample screen below for the four options available with this prompt.

### Steps

To continue to issue from stock, follow these steps:

Step	Action
9	If the patient was an <b>NSC/OP</b> , then you must also select a <b>Special Category</b> .
10	<b>Scan in the barcode label for the item.</b> (You can also manually enter the alpha/numeric sequence under the barcode on the label and press <b>&lt;Enter&gt;</b> if necessary.)
11	If a <b>CPT Modifier</b> is associated with the item, this prompt will appear. Select <b>Left</b> , <b>Right</b> or <b>Both</b> and press <b>&lt;Enter&gt;</b> .
12	The HCPCS, IFCAP Item and PIP Item description displays automatically.

### Sample screen

```

SPECIAL CATEGORY: ?? <Enter>

If the patient is NSC/OP, then this field must also be set.
Choose from:
1      SPECIAL LEGISLATION
2      A&A
3      PHC
4      ELIGIBILITY REFORM

SPECIAL CATEGORY: 1 <Enter> SPECIAL LEGISLATION

Scan in item bar code: ??

If you have access to a barcode scanner, use it to scan the item barcode now.
Don't press the [Enter] key as the scanner should do this automatically.
If the scanner cannot read the barcode, type in the character sequence
immediately below the barcode.

Scan in item barcode: V2025-3020507120544    <Enter>

HCPCS: E0142 WALKER RIGID WHEELED WITH SE
IFCAP Item: WALKER
PIP Item desc.: WALKER
  
```

### Scan in item barcode

Scan in the item that you issued with the barcode reader at the <sup>1</sup>**Scan in item barcode** prompt. You can also manually enter the character sequence immediately below the barcode.

*Continued on next page*

<sup>1</sup> New prompt with Patch RMPR\*3\*61.

## Administering a Stock Issue (IS), Continued

**QTY** This is the quantity issued.

**Steps** To continue to issue from stock, follow these steps:

Step	Action
13	Enter the <b>Quantity</b> of the item being issued.
14	Enter the <b>Date of Service</b> that the item was issued to the patient.
15	Enter the <b>Serial Number</b> (optional) or bypass this prompt.
16	Enter the <b>Lot Number</b> (optional) or bypass this prompt.

### Sample screen

```

QTY: 1 <Enter>
DATE OF SERVICE: FEB 05, 2003// ?? <Enter>

This is the date when an item is issued to the patient.
Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
  T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two-digit year
assumes no more than 20 years in the future, or 80 years in the past.
You may omit the precise day, as: JAN, 2002

DATE OF SERVICE: FEB 05, 2003// T-1 <Enter> (FEB 04, 2003)

SERIAL NBR: 12345 <Enter>

LOT NUMBER: <Enter>
  
```

**Date of Service** The <sup>1</sup>**Date of Service** prompt defaults to the current date and is the date that the item was given or delivered to the patient. (See sample screen above for examples of valid date entries.)

**Note:** If you issued stock last week, and you are entering the SI on a future date, you can change the date to the actual issue date.

### Serial and Lot Numbers (Optional)

The **Serial Number** and the **Lot Number** can help track patients who have received items that have been recalled by either the manufacturer or the FDA.

- The **Serial Number** (1 - 20 characters) is for the issued or repaired appliance.
- The **Lot Number** (1 - 20 characters) stores the manufacturer's lot number of the item being furnished to the patient.

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<sup>1</sup> New prompt with Patch RMPR\*3\*61.



## Administering a Stock Issue (IS), Continued

**Remarks** Enter any additional information in the **Remarks** free-text field with a maximum of 61 characters. This should be detailed information about the item or the closeout, which appears on the 2319. This prompt can be bypassed.

**Steps** To continue to issue from stock, follow these steps:

Step	Action
17	Enter <b>Remarks</b> here (optional), and the Summary displays.
18	You can now <b>Post, Edit</b> or <b>Delete</b> the Stock Issue.

### Summary screen

```

REMARKS: {This appears on the 2319 only.} <Enter>
=====
***STOCK ISSUE***

PATIENT NAME: PROSpatient,one                SSN: 000009999
TYPE OF TRANSACTION: INITIAL ISSUE    SOURCE: COMMERCIAL
PATIENT CATEGORY: NSC/OP                SPECIAL CATEGORY: SPECIAL LEGISLATION
ITEM: WALKER                            VENDOR: HINES VA SUPPLY DEPOT
PSAS HCPCS: E0142 WALKER RIGID WHEELED WITH SE

HCPCS/ITEM: 1 E0142-1    C ODJ'S STICK
QUANTITY: 1            UNIT COST: 35.00    TOTAL COST: 35.00
SERIAL NUMBER:                            LOT NUMBER:
REMARKS: {Appears on the 2319.}
DATE OF SERVICE: JUL 08, 2002            Inventory Location: JLOC
=====
Would you like to POST/EDIT/DELETE this entry: (P/E/D): P//<Enter> OST
Posted to 2319...
    
```

**Post/Edit/Delete Prompt** At this last prompt, you may post the entry (which completes it), delete it (if it is the wrong patient), or edit/review other records pending for this patient. Accept the default answer of **Post** by pressing **<Enter>** to post to the patient's 10-2319.

**Trans Type** You are returned to the **Transaction Type** prompt to perform another stock issue for the same patient.

## Edit/Delete Issue from Stock (ED)

### Function description

Use the **Edit/Delete Issue from Stock (ED)** option to edit the patient's VAF 10-2319 after it has already been posted. You can do the following: edit if you issued the wrong item, correct Issue From Stock errors (edit all fields), and delete the record (if you selected the wrong patient).

**Note:** If items are returned to inventory, this option is used, and the issued item can be deleted which returns the item to the PIP.

### ED2 & QED2

Patch 61 has made changes in the **Edit 2319 (ED2)** option from the **Purchasing (PU) Menu** and **Quick Edit 2319 Record (QED2)** option from the **NPPD Tools (ND) Menu**. No prompts have been altered in these options. The only change with Patch 61 is that if the **Form Type** is a "Stock Issue," then the **ED2** and **QED2** options cannot be edited as these transactions cannot be selected that were entered through the **Stock Issues (SI) Menu** option.

Editing of Stock Issues should only be done through **Edit/Delete Stock Issue (ED)** option, which in effect updates the PIP. Using this option will update PIP when a stock issue is deleted or if the Quantity or HCPCS code is being changed.

### Steps

To edit a stock issue (or delete a stock issue), follow these steps:

Step	Action
1	At the <b>Select Stock Issues Option</b> prompt, type <b>ED</b> for the <b>Edit/Delete Issue From Stock</b> option.
2	Select the <b>Site</b> (if more than one Site can be selected).
3	Select a Prosthetic Patient.

### Stock Issues Menu

```
Select Purchasing Option: SI <Enter> Stock Issues

IS      Issue From Stock
ED      Edit/Delete Issue From Stock
PS      List Open Stock Issues
EL      Enter Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK
LI      Edit Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK

Select Stock Issues Option: ED <Enter> Edit/Delete Issue From Stock
SITE: Hines Development System// <Enter> 499
Select PATIENT: PROSpatient,one <Enter> PROSpatient,one 1-1-30 000890765
Enter <RETURN> to continue. HINES, IL
  1 PROSpatient,one 5-31-2000 EYEGLASSES $ 5.00
  2 PROSpatient,one 7-17-2000 ACCESSORY $ 1.06
  3 PROSpatient,one 1-29-2001 OXYGEN DEVICE $ 400.00

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-3: 3 <Enter> 1-29-2001 OXYGEN DEVICE $ 400.00
```

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## Edit/Delete Issue from Stock (ED), Continued

**Site** The **site** prompt only appears if your Prosthetics Service covers multiple stations.

**Prosthetic Patient** Enter the name of the Prosthetic patient. For instance, enter the last name, <comma>, first initial of first name. You can also enter the first initial of last name plus the last 4 numbers of the patient's social security number, or the full social security number without hyphens.

**Summary review** A summary of the stock issue appears so you may verify that this is the record you want. You may choose at this time to either delete the transaction or edit it.

**Steps** To continue to edit a stock issue (or delete a stock issue), follow these steps:

Step	Action
4	The summary displays so you may verify that this is the record you want. You can edit or delete the stock issue. Type "E" to edit it and press <Enter>. (You can delete the record by typing "D.")
5	Edit the <b>Type of Transaction</b> or press <Enter> to accept the current selection.

**Summary screen**

```

=====
                        ***STOCK ISSUE***

PATIENT NAME: PROSpatient,one                SSN: 000890765

TYPE OF TRANSACTION: INITIAL ISSUE    SOURCE: COMMERCIAL

PATIENT CATEGORY: NSC/OP                SPECIAL CATEGORY: SPECIAL
LEGISLATION

ITEM: CANE                                VENDOR: CROWN DRUG COMPANY

PSAS HCPCS: E0100    CANE ADJUST/FIXED WITH TIP

CPT MODIFIER: NU

HCPCS/ITEM: E0100-1    CANE - EXTRA LONG

QUANTITY: 3            UNIT COST: 25.00    TOTAL COST: 75.00

SERIAL NUMBER: 123456                LOT NUMBER:
REMARKS:
DATE OF SERVICE: APR 01, 2003        Inventory Location: HO 1
=====
Would you like to EDIT/DELETE this Transaction: (E/D): E// <Enter> EDIT
=====
TYPE OF TRANSACTION: INITIAL ISSUE//    <Enter> INITIAL ISSUE
    
```

*Continued on next page*

## Edit/Delete Issue from Stock (ED), Continued

### Type of Transaction

There are four options in the **Type of Transaction** prompt. Is it a first time issue, a repair of a previous issue, a spare, or are you replacing a previous issue? Change one of the following types of transactions to update the stock issue:

- INITIAL - I
- REPAIR - X
- SPARE - S
- REPLACE - R

### Patient Category

Enter the patient's service connection and inpatient or outpatient status at the time the stock was issued. Change one of these **Patient Category** options to update the record:

- SC/OP
- SC/IP
- NSC/IP
- NSC/OP

### Special Category

If the patient is a **NSC/OP** patient, then this prompt appears. Update one of the following if necessary: Special Legislation, A&A, PHC, or Eligibility Reform.

### Steps

To continue to edit a stock issue (or delete a stock issue), follow these steps:

Step	Action
6	Edit the <b>Patient Category</b> (if necessary).
7	Edit the <b>Special Category</b> (if necessary).
8	At the <b>Scan in item barcode</b> prompt, you can press <Enter> to keep the current label information. For a new label, point and click the scanner on the barcode label.
9	Edit the old/new <b>CPT Modifier</b> field (if necessary).

### Screen sample

```

PATIENT CATEGORY: NSC/OP// <Enter> NSC/OP
SPECIAL CATEGORY: SPECIAL LEGISLATION// <Enter> SPECIAL LEGISLATION
Scan in item barcode: A4254-3011023135714 <Enter>
OLD CPT MODIFIER: NU <Enter>
NEW CPT MODIFIER: <Enter>
    
```

*Continued on next page*



## Edit/Delete Issue from Stock (ED), Continued

**Qty** This is the quantity issued.

**Date of Service** The <sup>1</sup>**Date of Service** is the date the item was issued to a patient. This prompt can be edited if necessary.

**Steps** To continue to edit a stock issue (or delete a stock issue), follow these steps:

Step	Action
13	Press <Enter> to accept the current <b>Quantity</b> or edit the amount.
14	Press <Enter> to accept the current <b>Date of Service</b> or edit the date (if necessary).
15	Press <Enter> to accept the current <b>Serial Number</b> or edit it.
16	Press <Enter> to accept the current <b>Lot Number</b> or edit it.
17	Edit any <b>Remarks</b> (if necessary).

**Screen sample**

```

QUANTITY: 3// 2 <Enter>
DATE OF SERVICE: APR 01, 2003// <Enter> (APR 01, 2003)
SERIAL NBR: 123456// <Enter> 123456
LOT NUMBER: <Enter>
REMARKS: Entered a different quantity <Enter>
    
```

**Serial Nbr** This is the **Serial Number** (1 - 20 characters) of the stock item. This prompt can be bypassed.

**Lot Number** The **Lot Number** (1-20 characters) stores the manufacturer's lot number of the item being furnished to the patient.

**Remarks** Enter any additional information here. This should be detailed information about the Item or the closeout. This field has a maximum of 61 characters.

*Continued on next page*

<sup>1</sup> The Date of Service is a new prompt with Patch RMPR\*3\*61.

## Edit/Delete Issue from Stock (ED), Continued

**Post/Edit/Delete Prompt** At this point, you may post the entry, delete the entry, or edit it again if you missed a prompt that you need to edit.

**Steps** To continue to edit a stock issue (or delete a stock issue), follow these steps:

Step	Action
18	<p>You can now <b>Post, Edit</b> or <b>Delete</b> the Stock Issue. At the <b>would you like to Post/Edit/Delete this entry: (P/E/D): P//</b> prompt, press <b>&lt;Enter&gt;</b> to accept the default of <b>Post</b> to complete the edits that you have made to the 2319.</p> <p><b>Note:</b> To delete the record at this point, type <b>D</b> and press <b>&lt;Enter&gt;</b> or type <b>E</b> to edit the record again if necessary.</p>

**Summary screen with Edit/Delete Prompt**

```

=====
***STOCK ISSUE***

PATIENT NAME: PROSpatient,one                SSN: 000123456
TYPE OF TRANSACTION: INITIAL ISSUE          SOURCE: Commercial
PATIENT CATEGORY: NSC/OP                    SPECIAL CATEGORY: SPECIAL
LEGISLATION

ITEM: CANE                                  VENDOR: CROWN DRUG COMPANY
PSAS HCPCS: E0100    CANE ADJUST/FIXED WITH TIP
CPT MODIFIER: NU
HCPCS/ITEM: E0100-1    CANE EXTRA LONG
QUANTITY: 2          UNIT COST: 25.00    TOTAL COST: 50.00

SERIAL NUMBER: 123456          LOT NUMBER:
REMARKS: Entered a different quantity
DATE OF SERVICE: APR 01, 2003    Inventory Location: HO 1
=====
Would you like to POST/EDIT/DELETE this entry: (P/E/D): P// <Enter> POST
Posting....
    
```

# List Open Stock Issues (PS)

**Function description**

The **List Open Stock Issues (PS)** option prints Stock Issues that do not have a date in the *Delivery Date* column of the 2319.

Recommendation: Run this report periodically (minimum quarterly) to make sure that Delivery Dates are entered for all Stock Issues. The Delivery Date indicates that the Stock Issue has been posted.

**Steps**

To display a list of open Stock Issues, follow these steps:

Step	Action
1	Select the <b>List Open Stock Issues</b> option by typing <b>PS</b> and press <b>&lt;Enter.&gt;</b>
2	At the <b>Starting Date</b> prompt, enter the beginning date of the date range you want to view the list of open stock issues. To enter a year date range, you can type <b>T-365</b> and press <b>&lt;Enter.&gt;</b>
3	At the <b>Ending Date</b> prompt, to enter the end date of a one year range, type <b>T</b> for <b>Today</b> , and press <b>&lt;Enter.&gt;</b>
4	At the <b>Device</b> prompt, press <b>&lt;Enter&gt;</b> twice and the report displays.

**Sample screen**

```

IS      Issue From Stock
ED      Edit/Delete Issue From Stock
PS    List Open Stock Issues
EL      Enter Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK
LI      Edit Lab Issue from Stock
        **> Out of order:  USE STANDARD ISSUE FROM STOCK

Select Stock Issues Option: PS <Enter> List Open Stock Issues
SITE: Hines Development System// <Enter> 499

Starting Date: T-365 <Enter> (DEC 30, 2002)
Ending Date: T <Enter> (DEC 30, 2003)
DEVICE: HOME// <Enter> TELNET Right Margin: 80// <Enter>

FROM: DEC 30, 2002-DEC 30, 2003 OPEN STOCK ISSUES PAGE 1

PATIENT NAME SSN REQUEST DATE VENDOR ITEM ITEM COST
PROSpatient,one 0765 JAN 14, 2003 ABBOTT LABORA WHEELCHAIR - MANUA 300.00
PROSpatient,two 0061 JAN 16, 2003 ABB BEEF-ROUND/TOP/INS 50.00

END OF REPORT
    
```



## Appendix A

### Glossary

Term	Description
<b>HCPCS</b>	Healthcare Financing Administration Common Procedure Coding System. A code that represents an item or service.
<b>Location</b>	A specific area that contains Prosthetic stock.
<b>Patient Category</b>	The patient's service connection and patient status: <ul style="list-style-type: none"> <li>• SC/OP</li> <li>• SC/IP</li> <li>• NSC/IP</li> <li>• NSC/OP</li> </ul>
<b>PSAS Item</b>	An item that can be issued to a patient. There may be multiple PSAS Items associated with one HCPCS: <ul style="list-style-type: none"> <li>1 - Sling, arm extra large</li> <li>2 - Sling, arm medium</li> <li>3 - Sling, arm small</li> </ul>
<b>Re-order Level</b>	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.
<b>Source</b>	The distribution for the stock, either VA or Commercial.
<b>Type of Transaction</b>	A first time issue, a repair of a previous issue, a spare, or a replacement of a stock item: <ul style="list-style-type: none"> <li>• Initial = I</li> <li>• Repair = X</li> <li>• Spare = S</li> <li>• Replace = R</li> </ul>
<b>Unit of Issue</b>	How the Item is issued, e.g., box, each, bottle, etc.
<b>Vendor</b>	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
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.
```

---