

## DME and Oxygen: A Two-Step Process Documentation and Ordering

**Step 1: Provide details of your face to face encounter with the patient in your documentation.** Details that support the medical necessity of your order should be included.

**Step 2: Use ePrescribe to create a prescription order.**

CMS requires specific details, such as NPI# and signature, on orders for certain DME items as well as oxygen. These details are available on prescriptions but not CPOE orders.

An ePrescribe prescription is accessible two ways. It can be accessed on the Discharge Medication Reconciliation window using the “Add” button. Also, from the general orders tab, you can access ePrescribe when the order type is “Discharge Meds as Rx” in upper corner of order search window.

Search for the DME item by using *Misc Rx Supply* or name of specific DME item.

\*List at end shows some DME items that can be searched for by name. We are working on expanding this list and will release updates as built.

The screenshot shows a search interface with a search bar containing 'misc'. Below the search bar are several filters: 'Contains' (dropdown), 'Advanced Options' (dropdown), 'Type' (dropdown set to 'Discharge Meds as Rx'), 'Folder:' (with icons for home, star, folder, and document), 'Search within:' (dropdown set to 'All'), and 'At location:' (dropdown set to 'SMM'). Below the search bar, a list of search results is displayed, each with a red diamond icon: 'Misc Prescription', 'Misc Rx Supply', and 'Misc Supplement'.

**When choosing “Misc Rx Supply” complete the necessary required fields.**

*Dose field* - choose “see instructions.”

*Product Name field* - Describe DME item.

*Special Instructions field* - Include supporting diagnosis and other instructions.

*Dispense field* - Dispense one or more as needed.

Be sure to *print the prescription* so case management can send to appropriate DME provider.

The screenshot shows the ePrescribe form for a 'Misc Rx Supply' order. The form is titled 'Orders for Signature' and has a 'Details for Misc Rx Supply' dropdown. The 'Send To' field is set to 'HP LaserJet P4010\_P4510 Series PCL 6 (from BA146661) in session 1'. The form is divided into several sections: 'Dose', 'Route of Administration', 'Frequency', 'Duration', '\*Dispense' (set to 0), and '\*Refill'. Below these are fields for '\*Product Name', '\*Special Instructions', 'PRN', 'Requested Refill Date', 'Indication', 'Dispense As Written' (radio buttons for Yes/No), 'Samples', 'Requested Start Date/Time' (set to 02/10/2014 1154 CST), 'Type Of Therapy' (radio buttons for Acute/Maintenance), 'Print DEA Number' (radio buttons for Yes/No), and 'eRx Product Type'. At the bottom, there are buttons for '3 Missing Required Details', 'Dx Table', 'Orders For Cosignature', and 'Sign'. The footer of the form displays 'M3296 | SPIATTEND | 10 February 2014 | 11:56:56 CST'.

**When choosing a pre-built DME order, complete the necessary required fields.**

*Dose field* - defaulted to "see instructions."

*Special Instructions field* - Include supporting diagnosis and other instructions.

*Dispense field* - Dispense one or more as needed.

Be sure to *print the prescription* so case management can send to appropriate DME provider.

Orders Medication List Document In Plan

Orders for Signature

Details for **Durable Medical Equipment (Rx) (CPAP)** Send To: Select Routing

Details Order Comments Diagnosis

Dose Route of Administration Frequency Duration **\*Dispense** Refill

See Instructions See Instructions See Instructions See Instructions 0

Indication: PRN:

**\*Special Instructions:**

Requested Refill Date: Requested Start Date/Time: 02/10/2014 1357 CST

Samples: Type Of Therapy:  Acute  Maintenance

eRx Note to RPh: Dispense As Written:  Yes  No

Samples Given:  Yes  No

Stop Date/Time: Print DEA Number:  Yes  No

Drug Form: eRx Product Type:

5 Missing Required Details Dix Table Orders For Cosignature Sign

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**Following is a list of DME orders that can be found with direct search by item name:**

Aerochamber

CPAP

Compression Stockings

Spacer

TED stockings

Thermacare heating pad(s)

Shower Chair

Soft Cervical Collar

Wheelchair

Wheeled Walker

(For ease of ordering, we can always add to this direct search list. Email your requests for additions to [swilkers@columbia-stmarys.org](mailto:swilkers@columbia-stmarys.org))