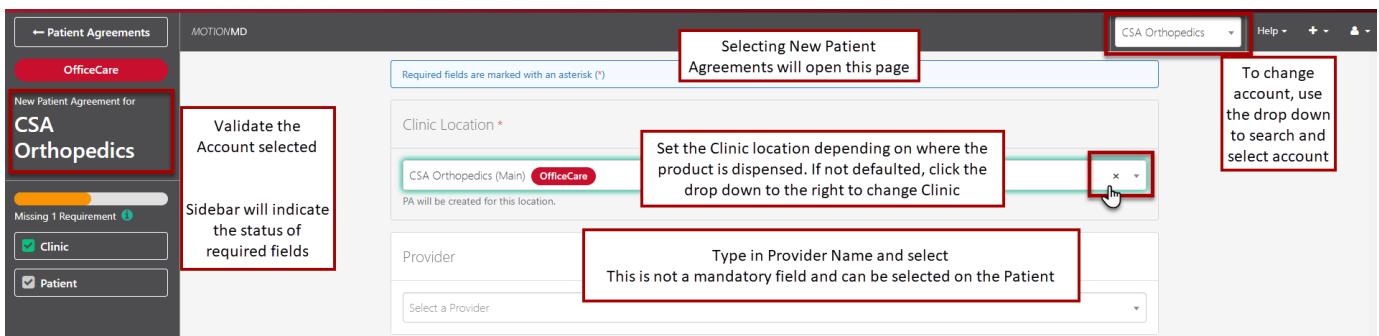


NEW PA GUIDE – PA CREATOR ROLE



To start a New Patient Agreement from the main dashboard select:
 + drop down in upper right nav bar and click
 + Patient Agreement
 OR
 Click New Patient Agreement button



Required fields are marked with an asterisk (*)

Selecting New Patient Agreements will open this page

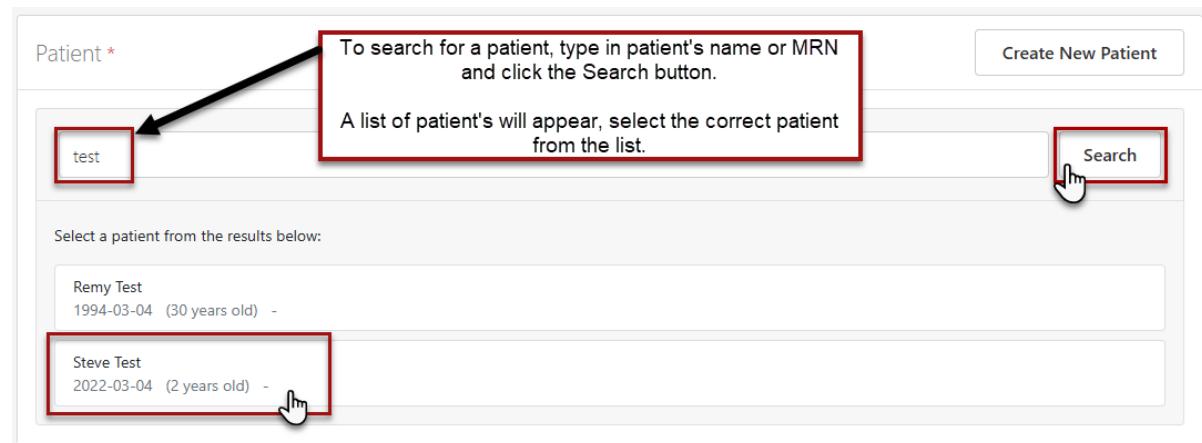
Clinic Location *

Set the Clinic location depending on where the product is dispensed. If not defaulted, click the drop down to the right to change Clinic

Provider

Type in Provider Name and select
This is not a mandatory field and can be selected on the Patient

To change account, use the drop down to search and select account



Patient *

test

To search for a patient, type in patient's name or MRN and click the Search button.

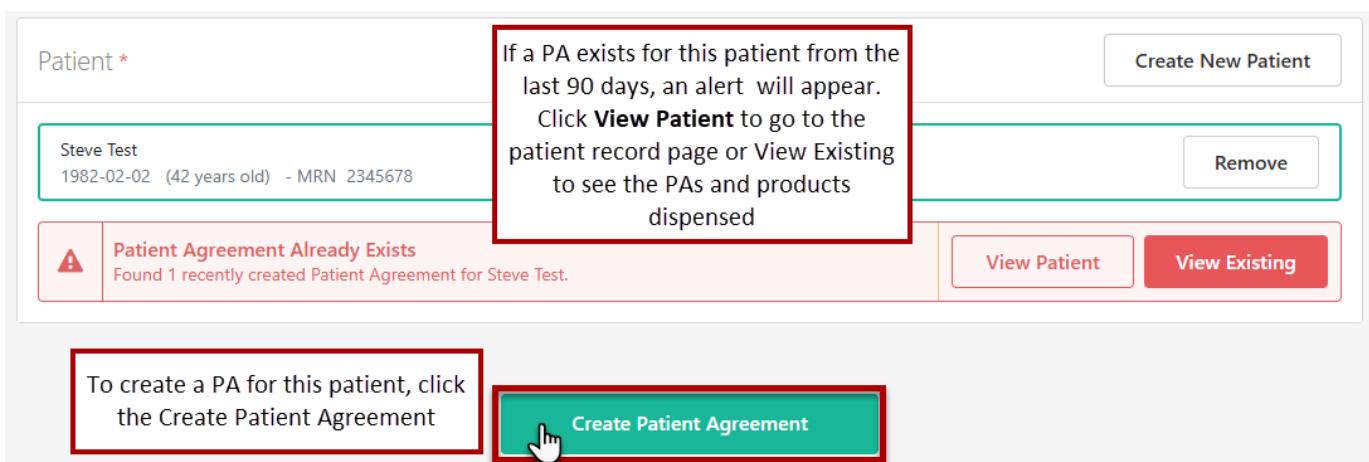
A list of patient's will appear, select the correct patient from the list.

Search

Select a patient from the results below:

Remy Test
1994-03-04 (30 years old) -

Steve Test
2022-03-04 (2 years old) -



Patient *

Steve Test
1982-02-02 (42 years old) - MRN 2345678

Patient Agreement Already Exists
Found 1 recently created Patient Agreement for Steve Test.

If a PA exists for this patient from the last 90 days, an alert will appear. Click **View Patient** to go to the patient record page or **View Existing** to see the PAs and products dispensed

Create New Patient

Remove

View Patient

View Existing

To create a PA for this patient, click the Create Patient Agreement

Create Patient Agreement

NEW PA GUIDE – PA CREATOR ROLE

Create New Patient

Required fields are marked with an asterisk (*)

First name * Middle initial Last name *

First Name Initial Last Name

Gender Birthdate *

Select Gender Month Day Year

MRN Email

Medical Record Number Email

You will be able to add additional patient information at a later time.

Close Create Patient

Create New Patient

If the patient cannot be located searching by name or MRN, click **Create New Patient** button

A modal will open to add patient information. All asterisk fields are required

Click **Create Patient** button to save and create the new patient record

Remaining requirements needed to complete the PA show in the grey sidebar. Hover over the 'i' to show missing requirements

Missing 5 Requirements

- ICD-10 Codes 0
- Products 0
- Signatures (0/2)

These icons will tally the number of Attachments and Notes added to the PA

As the Patient Agreement sections are completed the section list in the sidebar will show a green check and a tally

This list is interactive, click on the section name and you will be quickly taken to that section of the PA

After clicking Create Patient Agreement, the Patient Agreement page will open

Patient Demographics

Name: Steve Test
Gender: Male
Birthdate: 1982-02-02 (43)
MRN: 2345678
Address: 5919 Sea Otter Place, Carlsbad, CA 92010

Medical Information

Provider: Sarah Bone
NPI: 1942232160
Order Date: -
Product Dispense Date: -
Injury Date: -
Surgery Date: -
Length of Need: -

Diagnoses

To add Diagnosis Code(s), start typing the ICD-10 into the field and select the correct option

Add Diagnoses - S93.41

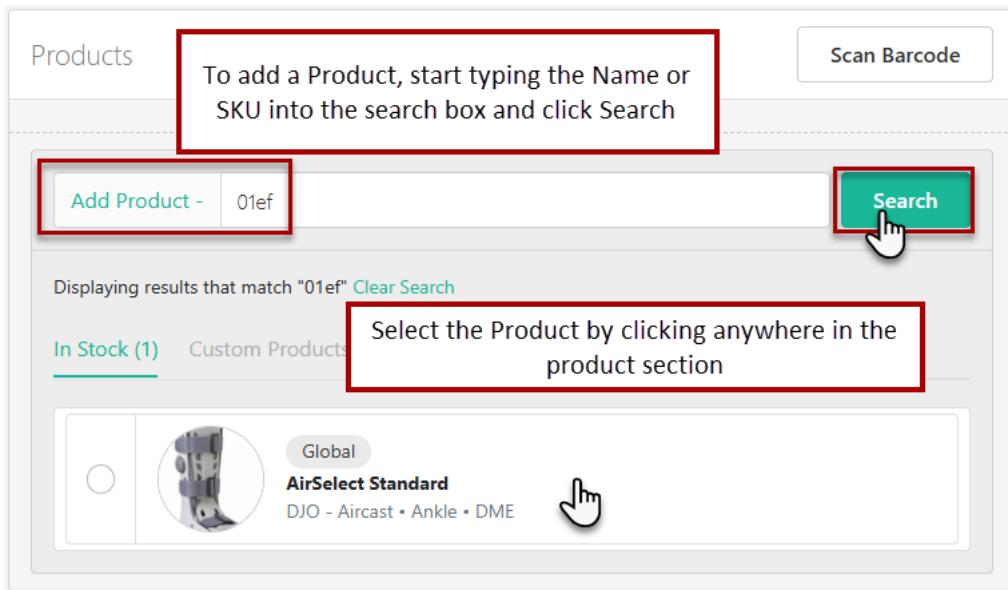
S93.41 Sprain of calcaneofibular ligament

S93.411 Sprain of calcaneofibular ligament of right ankle

S93.411A Sprain of calcaneofibular ligament of right ankle, init

S93.411D Sprain of calcaneofibular ligament of right ankle, subs

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Add AirSelect Standard

All required fields are marked with an asterisk

Global	AirSelect Standard	Inventory Items 1 Selected	Add Selected Item(s)
DJO - Aircast • Ankle • DME		Select Options Required fields are marked with an asterisk *	To remove this item click the 'X'
01EF-S	Qty 1	Add Item(s)	
01EF-M	Qty 1	Add Item(s)	Select the involved side
01		Add Item(s)	Left Right N/A
01		Add Item(s)	Self Pay/TOS *
		Fulfill From Stock	No Yes
		* Inventory Location 3 CSA Orthopedics (Main)	Value in pill shows the quantity on-hand of that SKU
		* Billing Channel OfficeCare	
		Serial # Not Required	Click Add Selected Item(s) at top or bottom of modal to add the item to the PA
		Cancel	Add Selected Item(s)

To change the quantity, click into the Qty box and adjust the number

Click the Add Item(s) button next to the correct Size to open the section on the right

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Signatures (0/2)

To capture the patient's signature, click the Add Patient Signature button and select **Patient Signature**

Add Patient Signature ▾

Patient Signature 

Attach AOB

Signature [Reset Signature](#) [Cancel](#) [Save Signature](#)

After the Patient accepts terms, this box will appear to capture Patient's signature.

If needed, the patient may use reset signature to clear signature if a mistake is made.

Once Signature is captured, select Save Signature

X _____
Test C. Patient(Self)

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