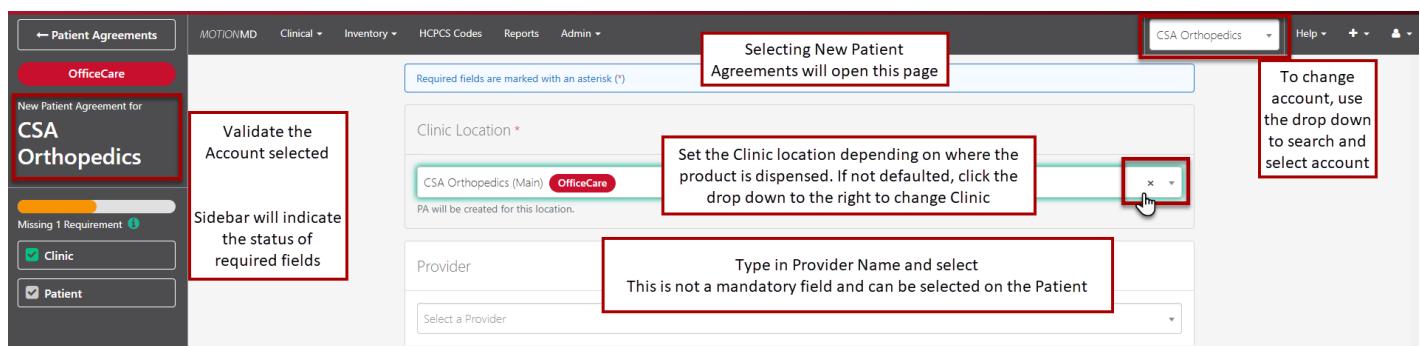


NEW PA GUIDE



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

Validate the Account selected

Sidebar will indicate the status of required fields

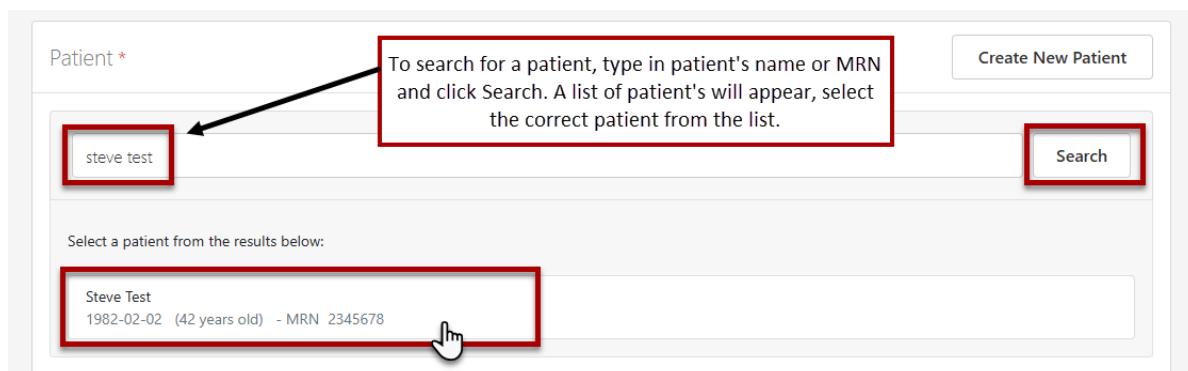
Clinic Location *

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

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

Provider

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



Patient *

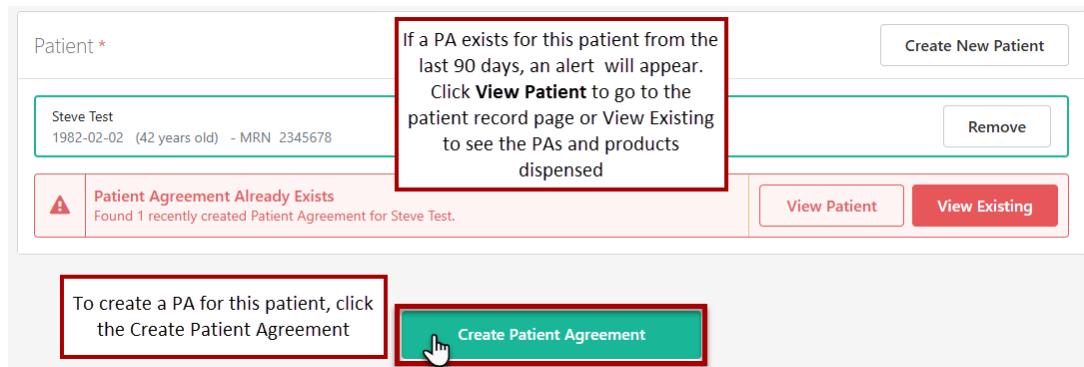
steve test

To search for a patient, type in patient's name or MRN and click Search. A list of patient's will appear, select the correct patient from the list.

Search

Select a patient from the results below:

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



Patient *

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

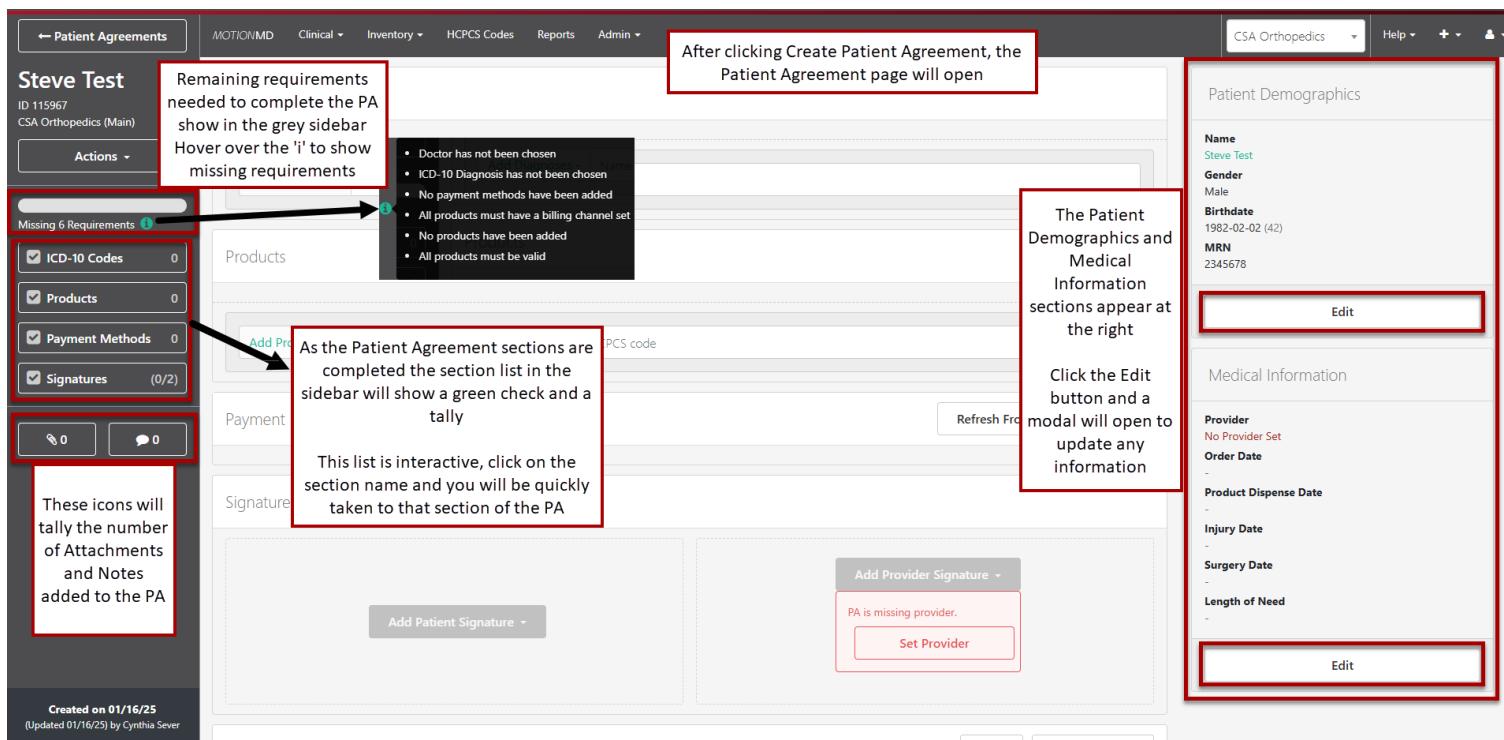
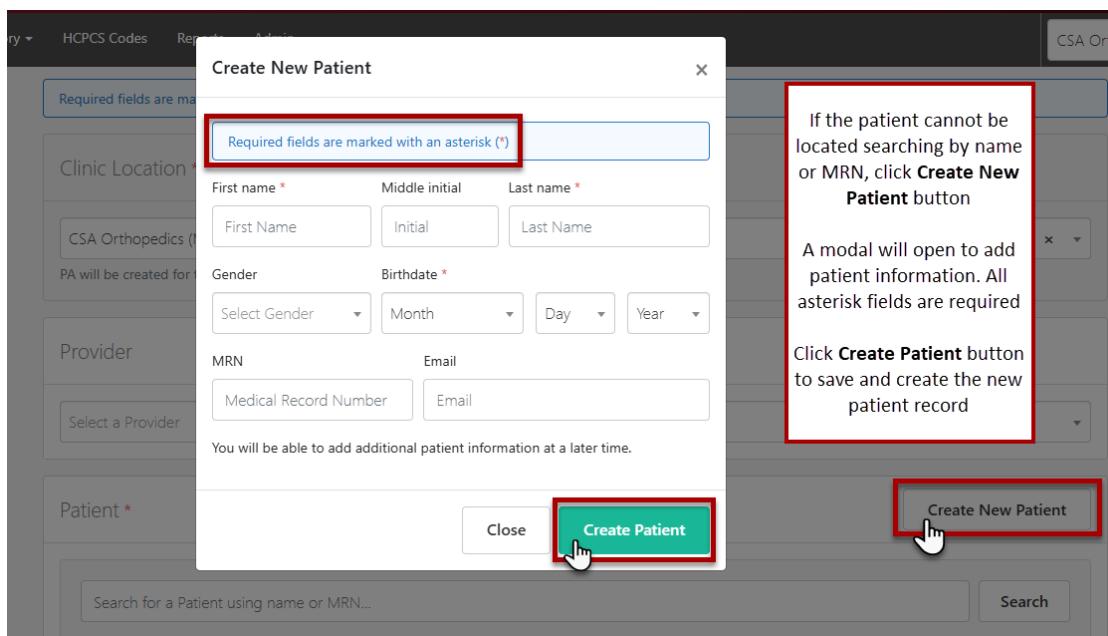
If a PA exists for this patient from the last 90 days, an alert will appear.
Click **View Patient** to go to the patient record page or **View Existing** to see the PAs and products dispensed

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

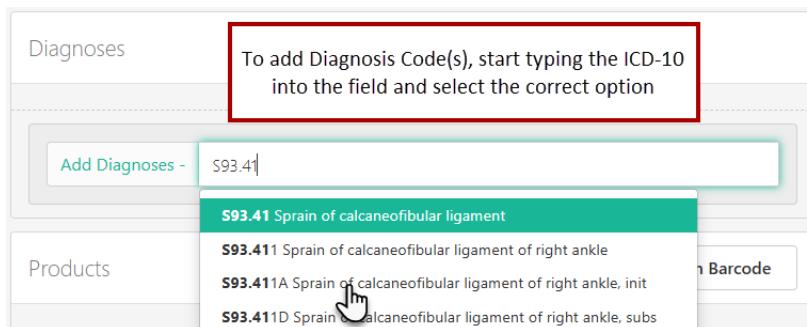
To create a PA for this patient, click the Create Patient Agreement

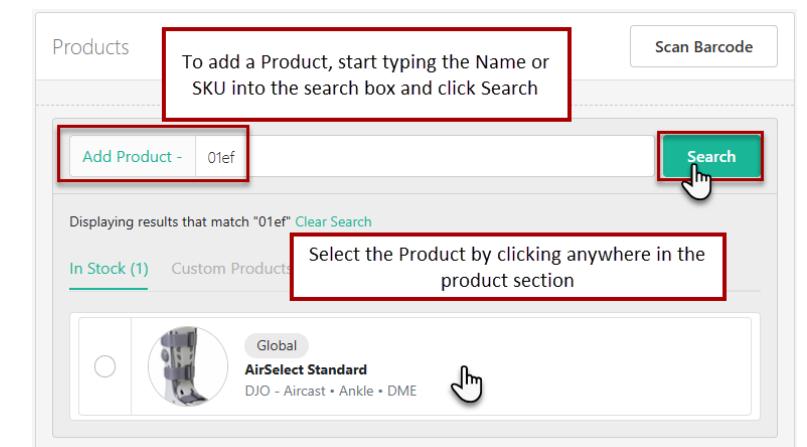
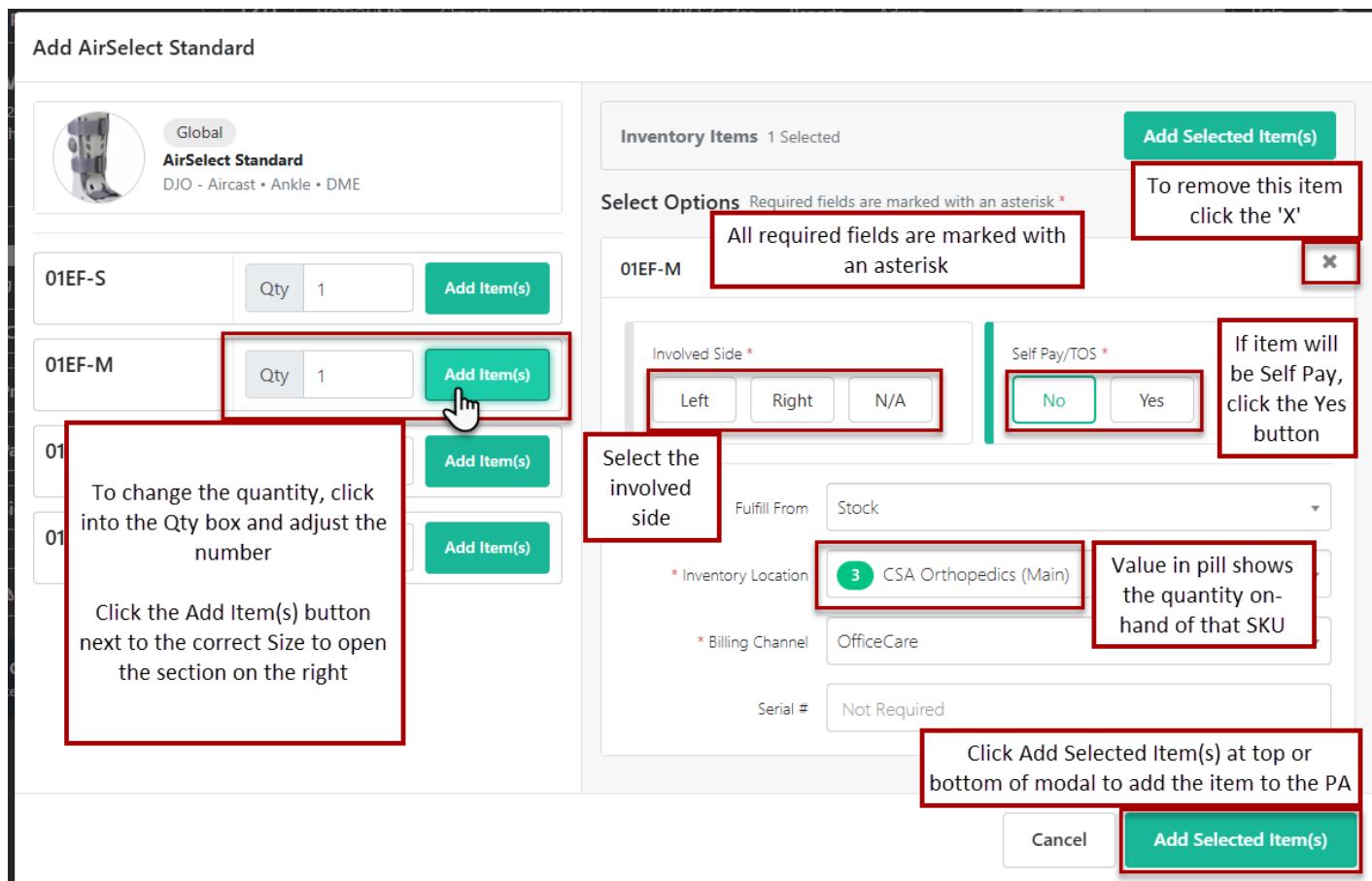
Create Patient Agreement

NEW PA GUIDE



NEW PA GUIDE



NEW PA GUIDE

Payment Methods

Add Payment Method

Primary
Aetna (000000000001) **Import**

Secondary
Cigna (333333) **Import**

Integrated accounts can import the payor information onto the PA by clicking the Import button(s)

Non-integrated accounts are able to manually add payment methods by clicking the Add button

Add

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

Acceptance of Terms

PATIENT ACKNOWLEDGEMENTS AND AUTHORIZATIONS: By signing below, I authorize DJO, LLC, Surgi-Care, Inc., Ortho Pros Express subsidiaries of Enovis Corporation (collectively known as "Enovis"), or the Contract Supplier (for Medicare beneficiaries only), to submit benefits payable by my insurer for such product(s) and services to Enovis or to the Contract Suppliers. It is my responsibility to notify coverages I have, as well as the order in which my insurer(s) should be billed. I authorize Enovis, or the Contract Supplier, to release the claim. I understand there is no guarantee of payment by my insurer. If my insurer fails to pay Enovis or the Contract Supplier in full, it is solely my responsibility to contact my insurer if I have any questions about my financial obligations for the product(s) and services provided. I acknowledge that Enovis, its representatives, or the Contract Supplier is an ESTIMATE only. If litigation is instituted, including reasonable attorney's fees, incurred by Enovis or the Contract Supplier, I also hereby grant permission to Enovis, its contractor, message, mobile phone, or phone to discuss my outstanding balance or to obtain additional information needed to submit a claim, after 8:00 a.m. and before 9:00 p.m. (my local time), unless I indicate another time span in which to be contacted. If I wish Enovis, its contractor, communications with me via email, text message, mobile phone, or phone about my outstanding balance/debt, I understand I must contact Lake Vista Drive, Suite 200, Lewisville, TX 75067.

I also acknowledge and understand that Enovis or the Contract Supplier are the provider of the product(s) prescribed by my physician. I acknowledge that Enovis or the Contract Supplier will provide me with the proper care, use, handling, safety, storage, and disposal of the product(s) that I have received. I understand I must contact my physician if I have been provided with access to and understand the Patient Bill of Rights and Responsibilities, the CMS Medicare Supplier Standard, given the patient manual, product warranty, package insert, return and exchange information about my product(s), as well as instructions.

In the Acceptance of Terms modal, if the person signing the PA is not the patient, have them choose their Relationship to the patient and type their name into the Guarantor name field

If the patient is signing, have them select Self and their name will auto-populate as Guarantor

Patient can select the method of delivery of their copy of the PA

Patient will click I Accept these terms button to open signature canvas

Patient Name: Steve Test

Language

English Español

Relationship to Patient (Required)

Choose Relationship

Guarantor name (Required)

Guarantor name

Send a copy of the Agreement? (Required)

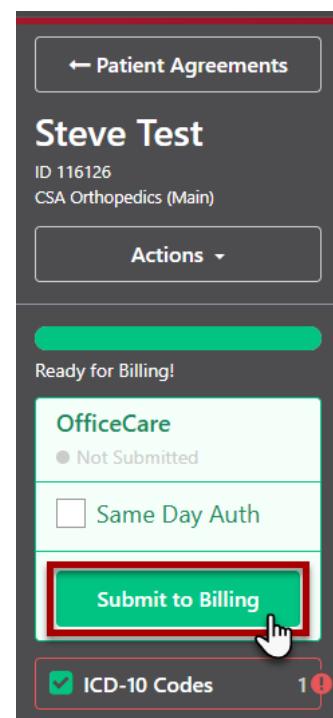
Yes, email it. No, print it. No, thanks.

Cancel **I accept these terms**

If provider is signing within the PA page, have them click Add Provider Signature button and select Provider Signature to open the signature canvas to sign

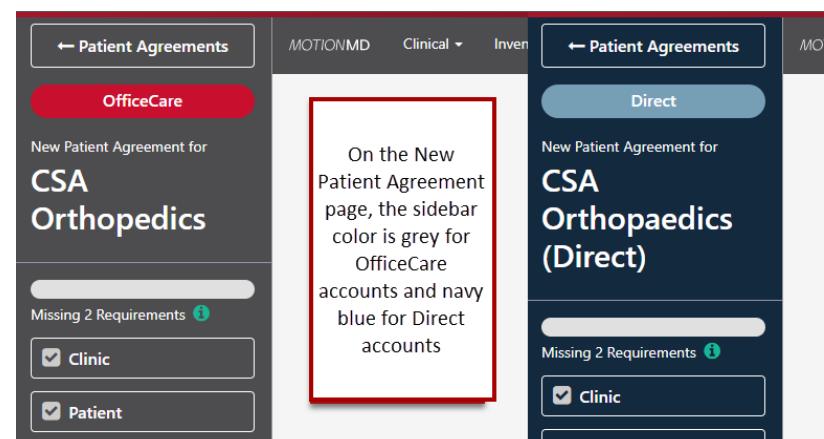
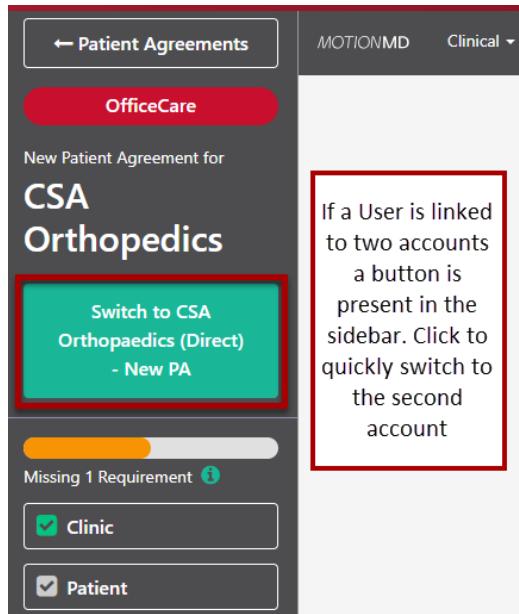
NEW PA GUIDE

Once all Billing Requirements are met on the Patient Agreement, the progress bar will show Green and the Submit to Billing button will appear on the sidebar to select.



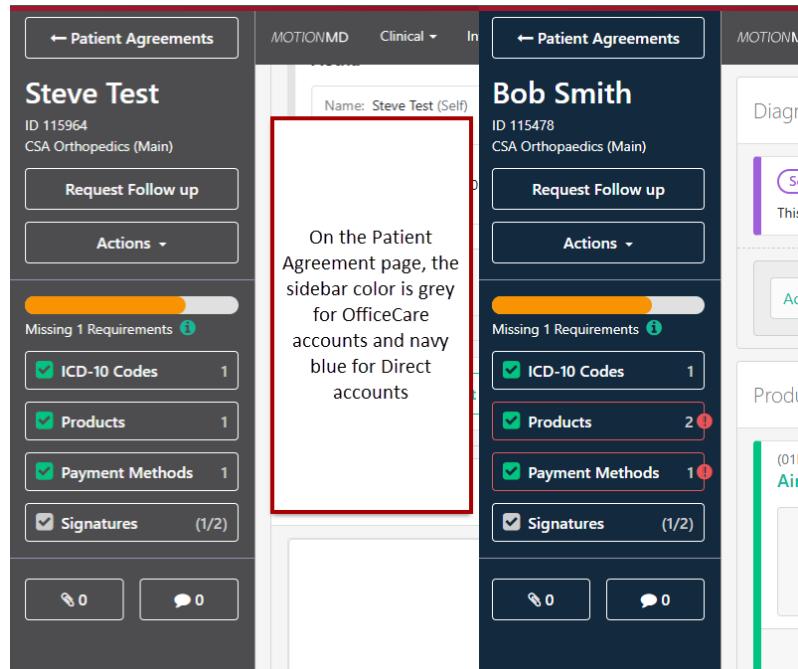
Additional Features:

On the New Patient Agreement page:



NEW PA GUIDE

On the Patient Agreement page:

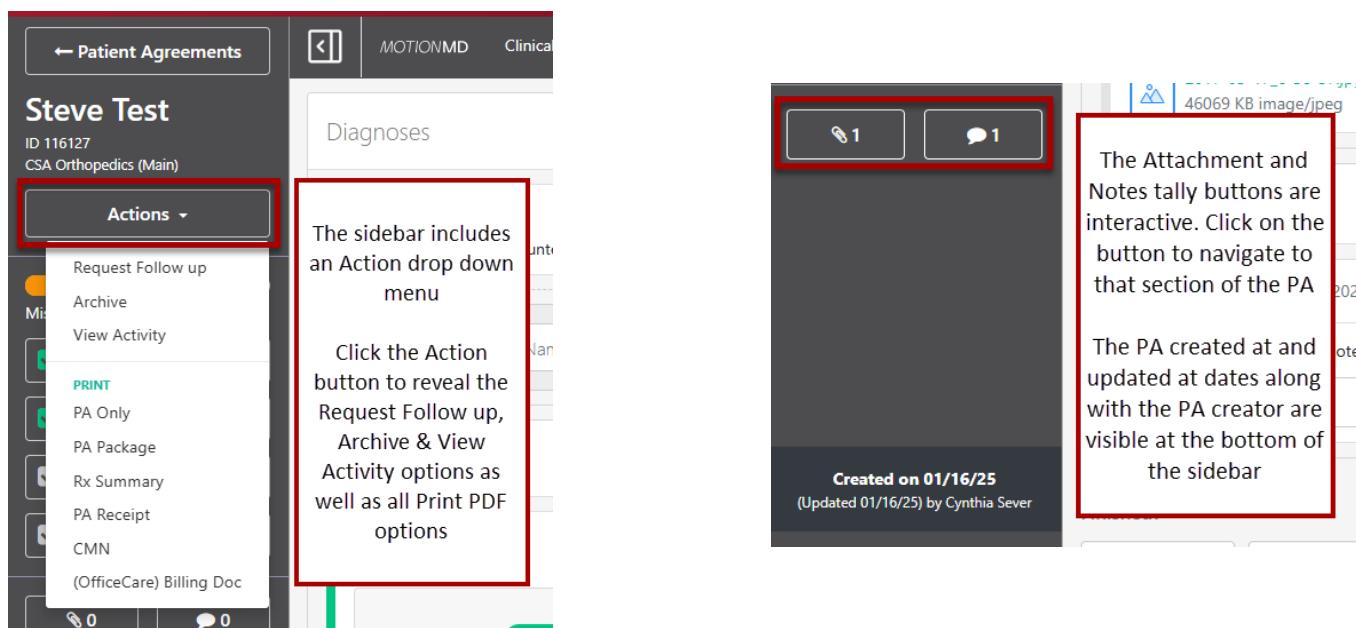


Steve Test
ID 115964
CSA Orthopedics (Main)

Request Follow up
Actions
Missing 1 Requirements
ICD-10 Codes 1
Products 1
Payment Methods 1
Signatures (1/2)
0 0

Bob Smith
ID 115478
CSA Orthopaedics (Main)

Request Follow up
Actions
Missing 1 Requirements
ICD-10 Codes 1
Products 2
Payment Methods 1
Signatures (1/2)
0 1



Steve Test
ID 116127
CSA Orthopedics (Main)

Actions
Request Follow up
Archive
View Activity
PRINT
PA Only
PA Package
Rx Summary
PA Receipt
CMN
(OfficeCare) Billing Doc
0 0

Diagnoses

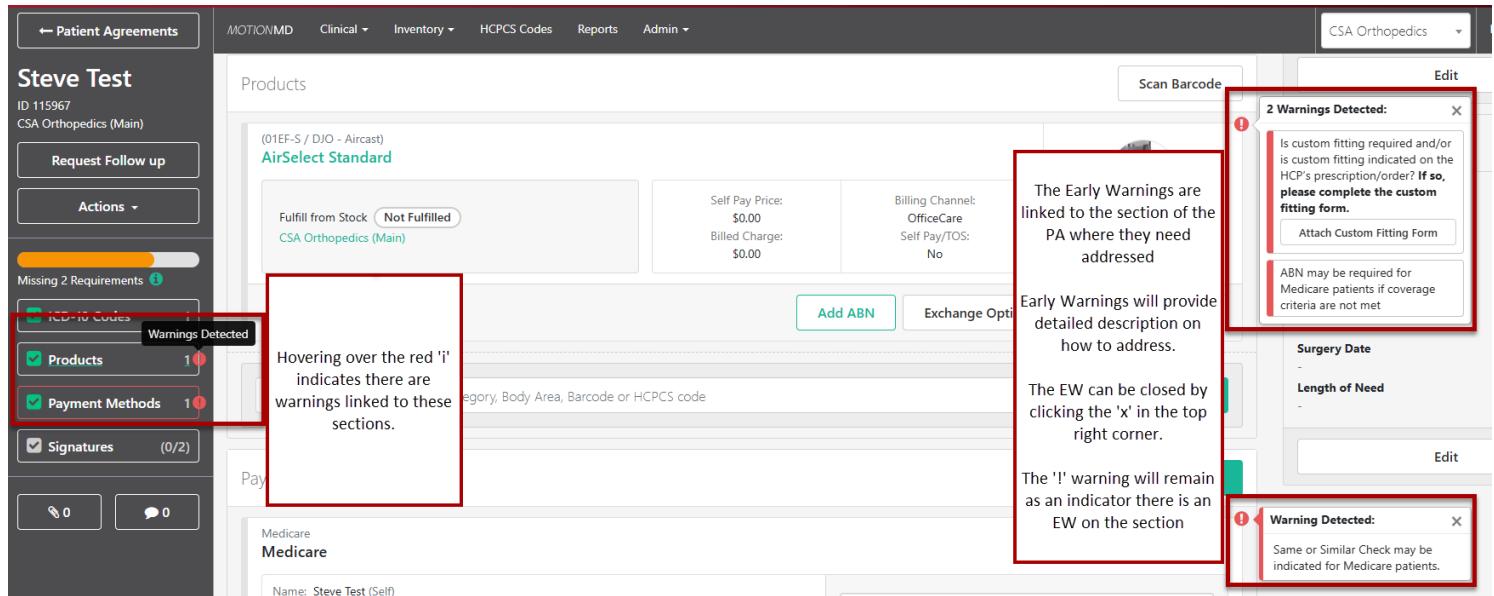
The sidebar includes an Action drop down menu
Click the Action button to reveal the Request Follow up, Archive & View Activity options as well as all Print PDF options

Created on 01/16/25
(Updated 01/16/25) by Cynthia Sever

The Attachment and Notes tally buttons are interactive. Click on the button to navigate to that section of the PA
The PA created at and updated at dates along with the PA creator are visible at the bottom of the sidebar

NEW PA GUIDE

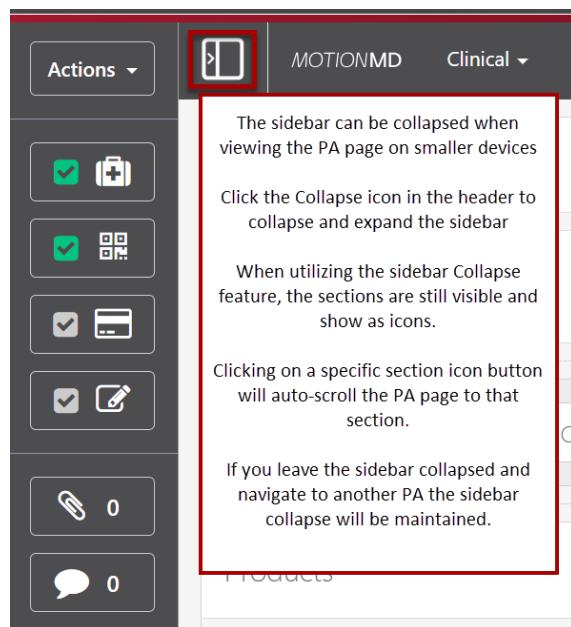
On the Patient Agreement Page (continued):



The screenshot shows the Patient Agreement (PA) page for a patient named Steve Test. The sidebar on the left lists sections: Products (1 warning), Payment Methods (1 warning), and Signatures (0/2). A red box highlights the 'Products' section with a tooltip: 'Hovering over the red 'i' indicates there are warnings linked to these sections.' A red box also highlights the '2 Warnings Detected' message in the top right corner of the main content area. A detailed callout box for the '2 Warnings Detected' message contains the following text:

- The Early Warnings are linked to the section of the PA where they need addressed
- Early Warnings will provide detailed description on how to address.
- The EW can be closed by clicking the 'x' in the top right corner.
- The '!' warning will remain as an indicator there is an EW on the section

Other visible sections in the main content area include 'Products' (AirSelect Standard), 'Billing Channel: OfficeCare', and 'Self Pay/TOS: No'.



The screenshot shows the Patient Agreement (PA) page with the sidebar collapsed. A red box highlights the 'Actions' button in the header. A detailed callout box for the collapsed sidebar feature contains the following text:

- The sidebar can be collapsed when viewing the PA page on smaller devices
- Click the Collapse icon in the header to collapse and expand the sidebar
- When utilizing the sidebar Collapse feature, the sections are still visible and show as icons.
- Clicking on a specific section icon button will auto-scroll the PA page to that section.
- If you leave the sidebar collapsed and navigate to another PA the sidebar collapse will be maintained.