

CREATE A DROP SHIP ORDER

Follow the steps below to create a **Drop Ship Order** to ship to patient's home

Create patient agreement and select a product for **Drop Ship**. In the product section use the drop down and update Fulfill From to **Drop Ship**, select Involved Side and Save Changes:

Reaction Knee Brace - 11-0215-2

Fulfill From: **Drop Ship**

Inventory Location: **Drop Ship**

Billing Channel: OfficeCare

Involved Side: **Left**

Serial #: Not Required

Self Pay/TOS: **No**

Save Changes Cancel

Once updated, **Drop Ship Address Missing** selection will appear to add shipping details:

Products

Reaction Knee Brace (11-0215-3)
 DJO - Donjoy Size: M/L
 Category: OTS Splinting Side: **Left** HCPCS: **L1812, L2795**

Drop Ship

Drop Ship Address Missing
 You have selected a product for Drop Ship fulfillment but you have not added a delivery address.

Add Address **Use Patient Address** **Use Clinic Address**

Not Fulfilled

Change Size Edit Remove

Non-Integrated Account: Select **Add Address** to enter patient's address
 Integrated Account: Select **Use Patient Address** to import patient's Address
 Select **Use Clinic Address** if you want the product shipped to the clinic

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Once address is added a notification that drop ship address created will appear. At this point if there are special shipping instructions use the edit option to add details:

Products

Drop Ship Address created successfully

	<p>Reaction Knee Brace (11-0215-2) DJO - Donjoy Size: XS/S Category: OTS Splinting Side: Right HCPCS: L1812, L2795</p>	<p>Self Pay Price \$0.00 Billed Charge \$0.00</p> <hr/> <p>Billing Channel OfficeCare Self Pay/TOS No</p>
<p>Not Fulfilled</p>	<p>Drop Ship 123 Vista Way, Vista, CA 92081 Edit</p>	
<p>Change Size Edit Remove</p>		

In the special instructions section, specify desired shipping method (Ground, Two Day or Overnight)

Attention: Bob Test

Street address: 1234 Vista Way

Street address 2:

City: Vista

State: CA
2 character state abbreviation

Postal code: 92081

Phone number:

Special instructions

Add special shipping instructions

Save Drop Ship Address
Cancel

After the patient agreement has been created Consignment Status notifications will appear at the top of the patient agreement:

A RED pill notifies users that additional requirements are needed to transmit a Drop Ship Request. Expand the pill to see details and complete necessary components.

Test Patient

ID 107175 • CSA Orthopedics (Main)
 Created on 04/07/20 (Updated 04/07/20) by Kristen DiRocco

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4 Requirements for Billing
+

Consignment Status
+

CREATE A DROP SHIP ORDER

A ORANGE pill notifies users the Drop Ship Request in transmitting

Test Patient

ID 107175 • CSA Orthopedics (Main)
Created on 04/07/20 (Updated 04/07/20) by Kristen DiRocco

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Billing Requirements Complete + **Consignment Status +**

A GREEN pill notifies users the Drop Ship Request was successfully transmitted

Test Patient

ID 107175 • CSA Orthopedics (Main)
Created on 04/07/20 (Updated 04/07/20) by Kristen DiRocco

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Processed By Billing + **Consignment Status +**

NOTE: Drop Ship Requests for Specialty Bracing claims will follow the same process. The drop ship request is successfully processed when the Billing requirements are completed, and the claim is submitted to billing/recieved.

Test Patient

ID 107175 • CSA Orthopedics (Main)
Created on 04/07/20 (Updated 04/07/20) by Kristen DiRocco

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Awaiting Billing -

✔ Awaiting Billing
This patient agreement has been submitted to Billing for processing.

Billing Channel	Products	Current Status
Specialty Bracing	Defiance - (L1846, L2755, L2820, L2830)	Received