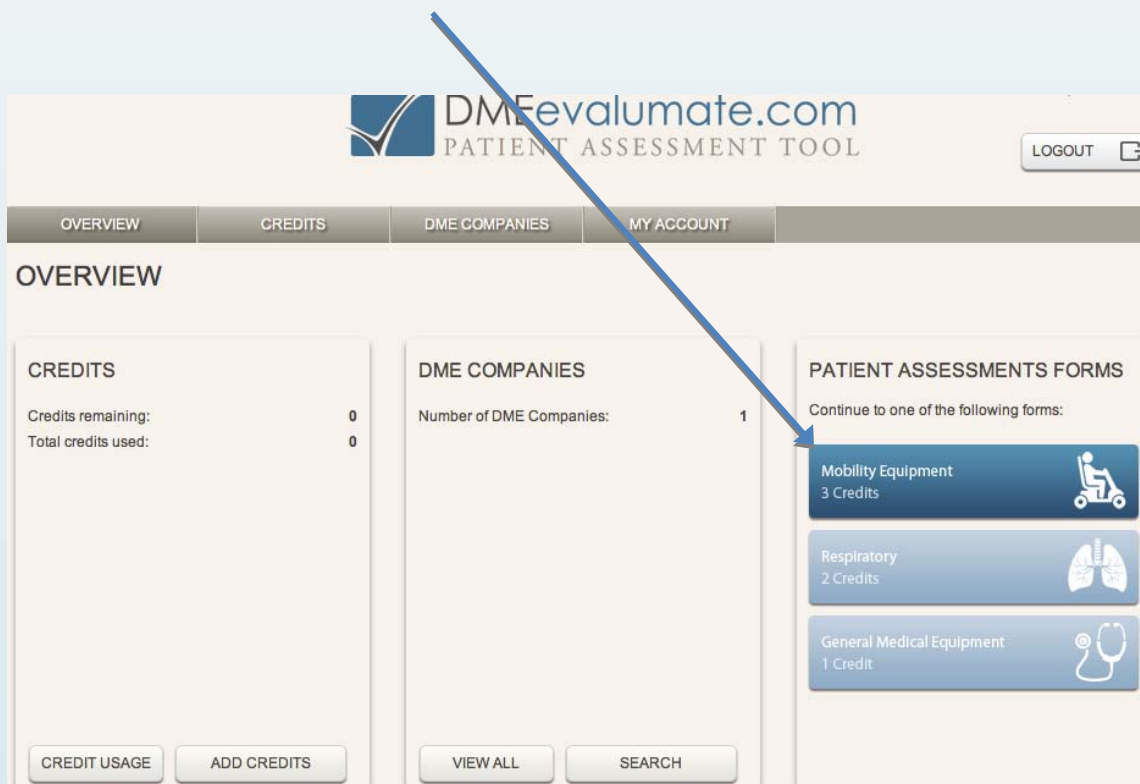


### Performing a face-to-face evaluation.

Note: Since credits are provided by the DME Company, there is NO charge to the physician for using DMEevalumate.com.

When you are ready to perform a face-to-face evaluation for mobility equipment,

- 1 Go to DMEevalumate.com.
- 2 Login (using your Username and Password). The OVERVIEW page will be displayed.
- 3 Select Mobility Equipment.



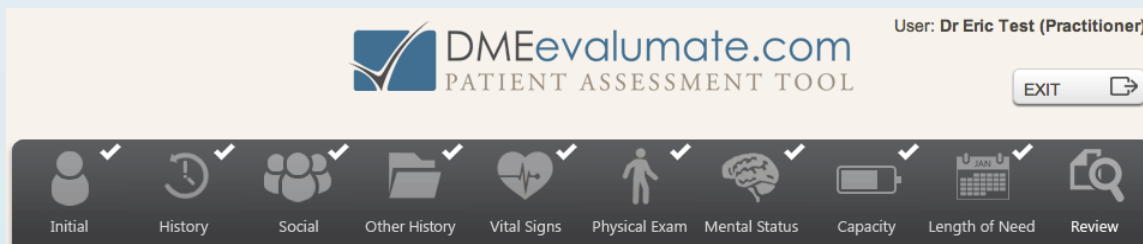
Scan this code with your smartphone to find out more about us!

[www.dmeevalumate.com](http://www.dmeevalumate.com)  
[info@dmeevalumate.com](mailto:info@dmeevalumate.com)

4 Select CHOOSE next to the DME provider you wish to use. (In this case, Eric Test.)



The DMEevalumate.com Patient Assessment Tool page will appear on the screen.



You will see 10 sections across the top of the web page. The first five sections, Initial through Vital Signs, can be completed by a medical assistant. The final five sections of the assessment must be completed by a physician, a physician's assistant or a nurse specialist.

**Important reminders:**



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Select CONTINUE at the bottom of each page, once that section is completed.

The program will not allow you to move on to the next section if a required question has not been answered. A **red error message** will direct you to all unanswered questions when you select Continue.

If a question is answered in a way that causes the patient not to qualify for the specified power mobility device, a **yellow pop up box** will appear and give you an opportunity to change the equipment or change the answer.

If, during the face-to-face evaluation, you wish to return to any section previously covered, you may do so by clicking the appropriate tab.

### **How to complete each Tab:**

**Initial** - Enter the date of the actual face-to-face examination, which must have occurred within the last 45 days.

**History** - Provide the diagnosis. Enter an ICD-9 code and select it or enter a description and select it.

**Social** - Explain what the patient was able to do before the limitation, what they are able to do now, and what they could do with the assistance of a mobility device.

**Other History** - Answer questions to rule out ambulatory aids such as canes and walkers.

**Vital Signs** - This is the last section that can be completed by a medical assistant.

**Physical Exam** - Address the patient's appearance, record muscle strengths and range of motion.

**Mental Status** - Assess the patient's mental ability to learn to operate the equipment safely.

**Capacity** - Describe the patient's physical ability and willingness to operate the equipment.

**Length of Need** - Enter the length of time the patient is expected to use the equipment.

**Review** - Edit any section or add anything you wish after the completion of the evaluation.

### **After the face-to-face evaluation:**



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When you are satisfied with your evaluation, electronically sign and authenticate it.

Upon authentication, DMEevalumate will generate a PDF of a perfect seven-Element Order and face-to-face evaluation documentation. It is important to know that DMEevalumate.com is 100 percent HIPAA compliant and **does not keep a record of any documentation generated**. To retain the generated documentation, the PDF must be saved to your computer, uploaded to your Electronic Medical Records, printed, or all three.

After the evaluation, fax the documentation to the DME provider. Send a copy of the PDF generated by DMEevalumate, documentation from the patient's last two office visits, and patient demographics.

The DME provider is required to perform a home assessment, then create and have you sign a Detailed Product Order. Once this is completed, everything can be sent to Medicare or any other payer.



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