

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

When you are ready to document a face-to-face encounter for PMD or respiratory:

- 1 Go to DMEevalumate.com.
- 2 Login (using your Username and Password). The OVERVIEW page will be displayed.
- 3 Select the company that you want to provide the equipment as well as the Patient Assessment (DME equipment type)



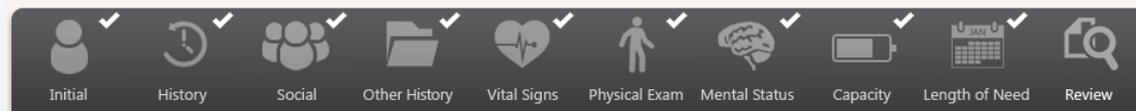
**IMPORTANT NOTE:** During a face-to-face evaluation with an actual patient, you must not use the Training Mode because the PDF of the seven-element order and face-to-face evaluation documentation will be generated with **VOID** stamped on it.

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



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www.dmeevalumate.com  
info@dmeevalumate.com



You will see 10 sections across the top of the web page.

### Important reminders:

Answer all required questions in a section.

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 piece of equipment, a **yellow pop up box** will appear and ask you to reevaluate your answer and whether you wish to continue or exit the program.

During the face-to-face evaluation, if 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.



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**Vital Signs** – Input the patient’s vital signs.

**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:**

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

Upon authentication, DMEevalumate.com will generate a PDF of a 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.

Upon completion, fax the documentation to the DME provider. Send a copy of the PDF generated by DMEevalumate.com, 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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