

### **AHLTA Ordering Instruction for DME**

1. Choose the patient (*consider making the order itself a separate appointment and this will allow you to follow the process and follow up with the patient*)
2. AP (*choose the AP tab*)
3. Under AP choose "ORDER CONSULTS"
4. On the AP page, in the box for "NO. OF VISITS" put at least 1
5. Choose "REFER TO"
6. Choose "DURABLE MEDICAL EQUIPMENT"
  - a. Under "REASON FOR CONSULT" paste the verbiage above under Option 1 including the product name and HCPCS code associated with the product requested
  - b. Under "PROVISIONAL DIAGNOSIS" put the applicable diagnosis for the patient
  - c. Select "SUBMIT"
7. Your order is now submitted and can be followed on your ACTIVE CONSULTS LOG

### **CHCS Ordering Instruction for DME**

1. After opening CHCS, at the prompt enter ORE
2. PATIENT NAME: (*enter patient name*)
3. ACTION: (*enter N*)
4. HCP: (*enter Dr. Name*)
5. REQUESTING LOCATION: (*enter location*)
6. Enter origin VERBAL: (*enter*)
7. ORDER TYPE: (*enter CON*)
8. CONSULT PROCEDURE: (*enter DME*)
  - a. Reason for Consult: (*paste the verbiage above under Option 1 including the product name and HCPCS code associated with the product requested*)
  - b. Provisional Diagnosis: (*You must enter a diagnosis here. If you do not, the order will not go through.*)
  - c. Press ENTER all the way out until you see the prompt
  - d. ACTION: (*enter Q*)
  - e. Q: (*enter Y*)
9. The order is now complete