

Prosthetics Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Ensure that the latest copy of the Prosthetics software is installed and patched up to date.			
2. PRE-Creation Set Up			
A. Perform Site Parameter Set Up <ul style="list-style-type: none"> 1) Add Site demographic information 2) Add all prosthetics purchasing agents B. Review SSN range functionality and add if necessary			
C. Common Number Series Set Up (PAT number) <ul style="list-style-type: none"> 1) Obtain from Budget/Fiscal the appropriate PAT number series for Prosthetics 2) Input that number into the site parameters 			
D. Orthotics Lab Use <ul style="list-style-type: none"> 1) Determine the use of Orthotics Lab 2) Input that info into site parameters if appropriate 			
E. Purchasing Device <ul style="list-style-type: none"> 1) Determine the device on which the bulk of purchase orders will print 2) Add to the site parameters 			
F. Review the need for / Create Prosthetics Skeleton Letters.			
3. Review / confirm the existence and the accessibility of the 4 standard Prosthetics Consults within the GMRC package. Test the functionality by creating and signing off on a consult. Once complete 668 should be populated with the data and be seen on the PROSTHETICS PURCHASING GRID within the GUI package by prosthetics users listed in the prosthetics site parameters			
4. Grant LAYGO access to Prosthetic ADPAC via the option grant Users' Access to a Set of Files to file 661.			
5. Input Prosthetics Items into the prosthetics package after the inventory			

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items have been populated in IFCAP.			
6. As Patients are added to the new station any prosthetics patients should be added to the prosthetics package.			
7. Prosthetics HCPCS Update			
8. NPPD and PIP data extractions			
9. Establish Home Oxygen site parameters A. Coordinate with fiscal the Home Oxygen Fund Control Points. Marking main FCP as PSAS? Y B. Add Home Oxygen Patients to Prosthetics careful to coordinate assigned FCPs to the correct items within the prescriptions.			
C. Migrate or Create Home Oxygen consults prior to the generation of the first Home Oxygen Bill. Not doing so will result in unlinked suspense records for home oxygen items.			
10. Determine the functional use of the Prosthetics Inventory Package (PIP) A. If to be used create the locations and the items associated after the HCPCS Update has occurred. B. Obtain and set up the necessary barcode functionality both printing and scanning (Zebra printing and Symbol scanner)			
11. Be sure that your Prosthetics Clinic Entries in your site parameters are a match to the Hospital Location File. A. Mark the PCE Hospital Location entry in the site parameters with a non count clinic where workload will be recorded via PCE to Prosthetics B. Assign each prosthetics clerk an active person class within the new person file to prevent PCE errors upon start up date.			
12. Prosthetics Executable			
A. Either push the latest .exe to all the users desktops or load the .exe on a server and push icons to users to access B. Test Connection before go live day.			