

HOW TO ORDER CPAP/BIPAP

● Chart Notes

- Please provide the chart notes of when the patient was referred to the sleep study (Pre-Sleep Study notes).
 - Please note that the chart notes *expire after 6 months!*
 - Chart notes need to discuss why the patient needed the sleep study (snoring, insomnia due to night coughing, etc.)
- Additionally, we need recent chart notes dated *after* the sleep study that state the necessity of PAP therapy based on the sleep study results.

● Sleep Study

- The Sleep Study will expire after 1 year if the patient does not receive PAP therapy equipment or does not meet compliance, and is a restart.

● RX/Demographics (including insurance information)

- The prescription must have:
 - Qualifying DX (typically OSA)
 - Length that the therapy is needed = 99 months
 - Pressures: Ranging pressures, such as 4 cm 20 *max*, will allow the machine to auto-titrate for the patient.
 - List of supplies: Marking all supplies that you recommend will allow us to give the patient whatever is needed to provide comfort during PAP therapy.
 - Narratives of Supplies: This is to be included with ALL supplies being ordered. A Narrative will be how much the patient is granted per month. For example: 1 headgear per 6 months.
- Demographics
 - Please send a copy of the insurance card(s) and include DOB, address, patient's full name, and any phone numbers to reach the patient.