# ENTERING NEW PATIENTS IN DENTAL REMMANAGER

## 1. ADD NEW PATIENT

- Click **"Patient Info"**
- Enter info (*DOB is military yyyy-mm-dd)
- Click **"Search for Patient."**
- If there are no patients found, then click **"Add New Patient"**



## 2. CONTACT INFORMATION
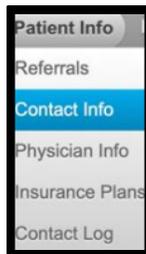


- Hover over Patient Info
- Select Contact Info
- Enter details
- Click **"Save"**

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**NOTES**
- Clinic Partner should auto-populate to your practice
- Billing Provider should be SleepImp, UNLESS it is a CASH PAY or Medicare patient, then change billing provider to your practice

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# 3. INSURANCE INFORMATION
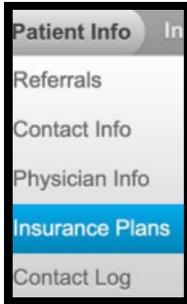


- Hover over **"Patient Info"**
- Select **"Insurance Plans"**
- Enter details
- Click **"Save"**

- Use **"Sidebar"** to upload insurance card (back & front)
- **"Choose File"** and find your scan
- **"Select"** Category of Insurance
- Click **"Upload File"**

## NOTES
- If the patient has an additional insurance, repeat these steps in the "Insurance 2" tab, this time selecting Insurance Type as "Secondary".
- If CASH PAY patient, then choose CASH PAY in the Insurance Plan drop down.

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# 4A. OPEN A REFERRAL

## IF PATIENT NEEDS A HST (HOME SLEEP TEST) – SKIP TO 4B IF ALREADY TESTED
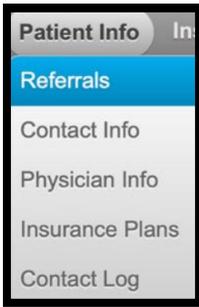


- Hover over **"Patient Info"**
- Select **"Referrals"**
- Select **"HST"**
- Click **"Save and Exit"**
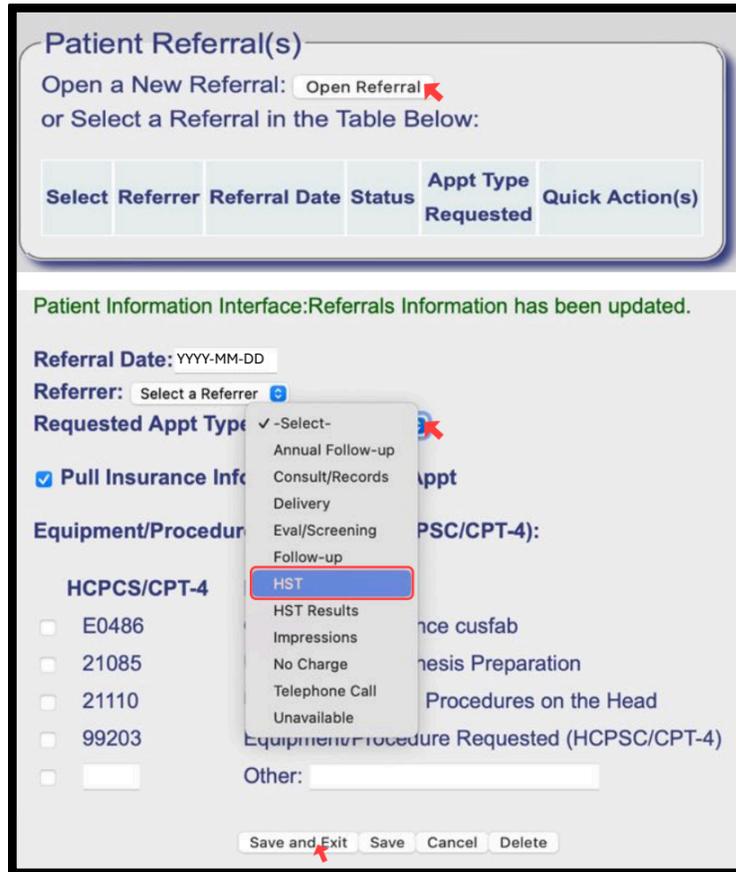


- Verify a Status **"Open"**
- For Appt Type **"HST"**

**NOTE**
- Once the HST is completed By Millennium, Sleep Impressions will complete 4B for you.

www.apzme.com
www.sleepgs.com
www.millenniumsleeplab.com
www.sleepimpressions.com

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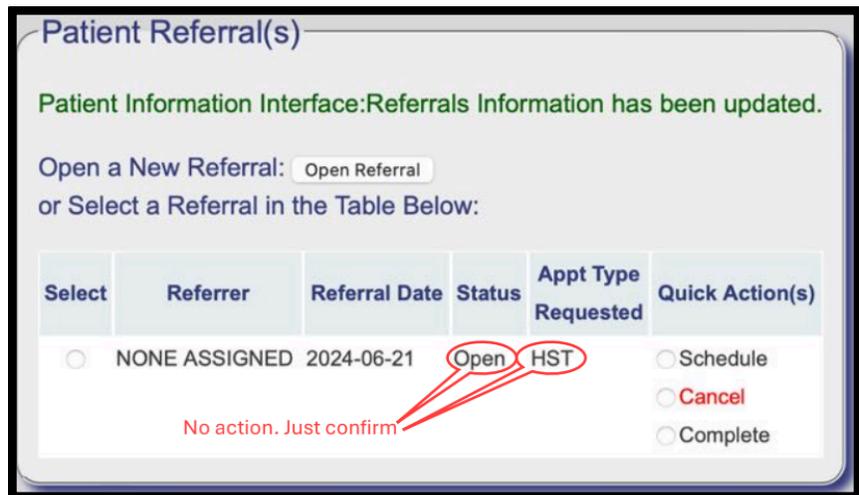
# 4B. OPEN A REFERRAL

### USE IF PATIENT ALREADY HAD A SLEEP TEST
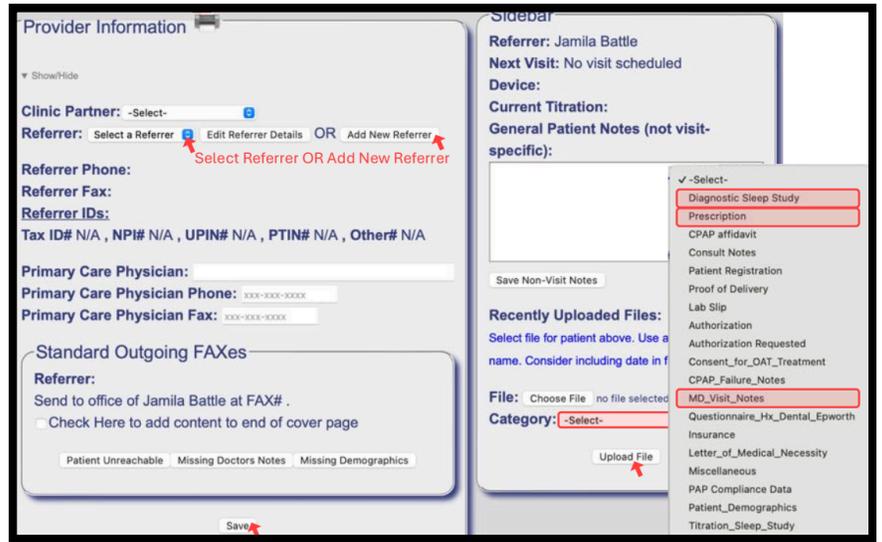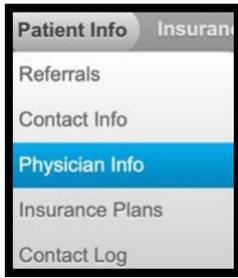


- Hover over **"Patient Info"**
- Select **"Physician Info"**
- Select **"Referrer"** (MD who signed OAT Prescription)
- Upload in Sidebar
  - Sleep Test
  - MD Visit Notes
  - OAT Prescription
  - *If patient doesn't have these documents, request from their physician
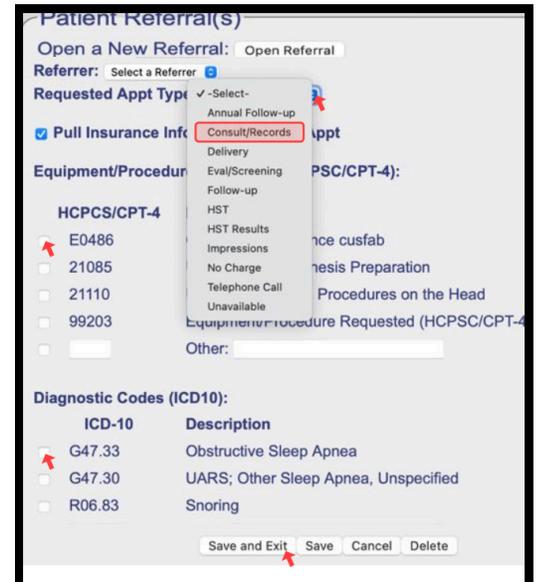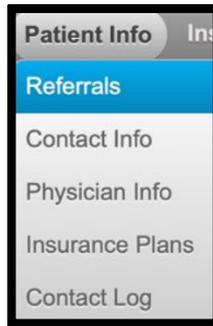
- Open **"Referrals"**
- Select RequestAppt Type **"Consult/Records"**
- Click **"E0486 & G47.33"**
- Click **"Save and Exit"**
- Click **"Request VOB/AUTH"**
- *DO NOT CLICK UNLESS YOU UPLOADED ALL DOCUMENTS*

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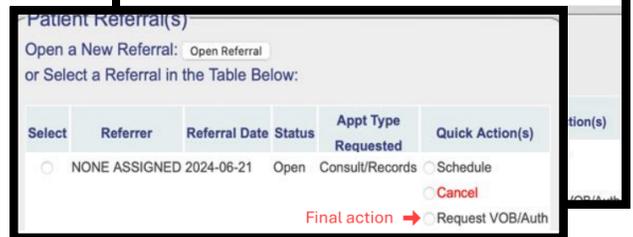
**NOTE**
- If CASH PAY, do NOT Request VOB/AUTH - your office will collect directly.
- Sleep Impressions will complete VOB, review benefits with the patient, and update status to "Ready to Schedule"

# SCHEDULING A PATIENT IN REMMANAGER

**Monitor Referrals tab for testing and VOB status, watch for "Ready to Schedule"**

## 1. SCHEDULE

- Click on the **"dot"** to open the patient.
- Go to **"Schedule Tab"**
- Click on a day in the calendar
- Select the Referral with appt type you are scheduling
- Enter Start and End Times
- Click **"Commit."**
- The patient will automatically be sent an email with the date and time of the scheduled appointment
- *If no Referral with appt type shows. You must open a referral.
  - See **"Enter Patient"** in REMmanager document.

## 2. ENABLE PATIENT PORTAL

- Hover over "Patient Info"
- Select **"Contact Info"**
- Enter or confirm email address
- Check **"permission"** to email
- Click "**Y**" for Patient Portal
- Click Save button below
- Patient will receive email from **"Patient Portal"** with link and password.