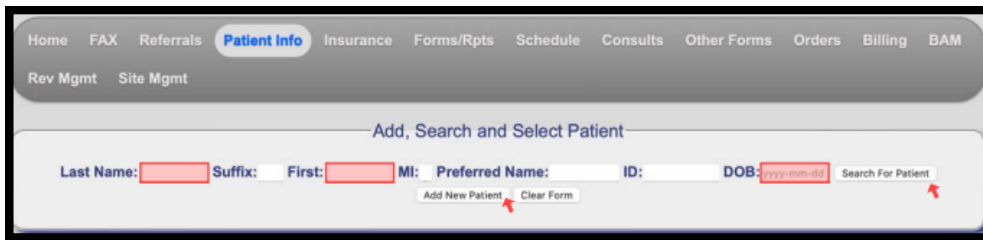


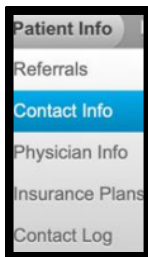
ENTERING NEW PATIENTS IN DENTAL REMMANAGER

1. ADD NEW PATIENT

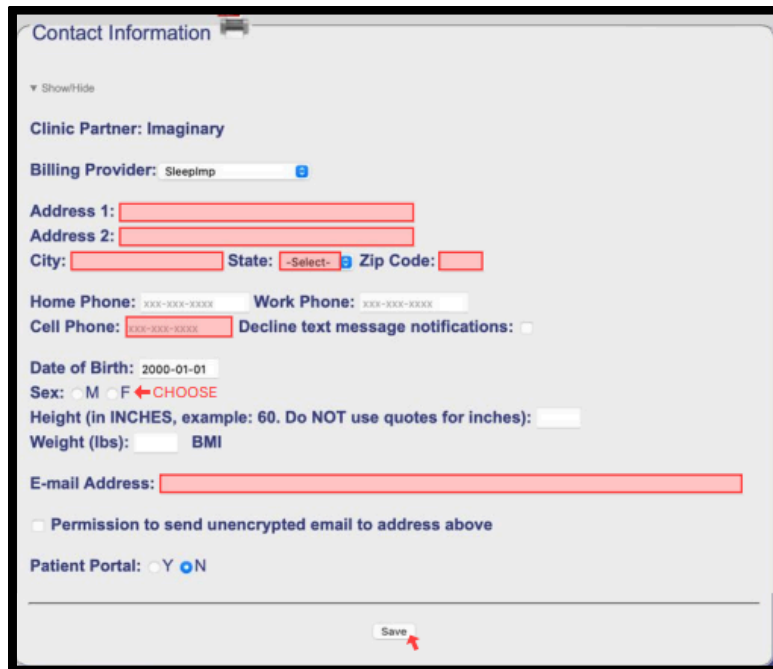
- Click **"Patient Info"**
- Enter info (*DOB is military yyyy-mm-dd)
- Click **"Search for Patient."**
- If there are no patients found, then click **"Add New Patient"**



2. CONTACT INFORMATION



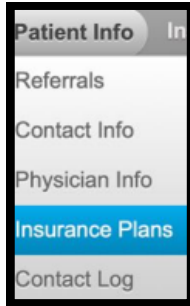
- Hover over Patient Info
- Select Contact Info
- Enter details
- Click **"Save"**



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

3. INSURANCE INFORMATION



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

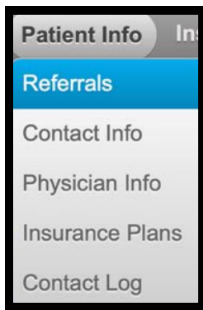
- Use **"Sidebar"** to upload insurance card (back & front)
- **"Choose File"** and find your scan
- **"Select"** Category of Insurance
- Click **"Upload File"**

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.

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"**

A screenshot of the 'Patient Referral(s)' form. The 'Referral Date' is set to 'YYYY-MM-DD'. The 'Referrer' is 'Select a Referrer'. The 'Requested Appt Type' dropdown menu is open, showing options: '-Select-', 'Annual Follow-up', 'Consult/Records', 'Delivery', 'Eval/Screening', 'Follow-up', **HST** (highlighted), 'HST Results', 'Impressions', 'No Charge', 'Telephone Call', and 'Unavailable'. The 'Equipment/Procedure' section has checkboxes for 'E0486', '21085', '21110', '99203', and 'Other:'. The 'Save and Exit' button is highlighted with a red arrow.

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

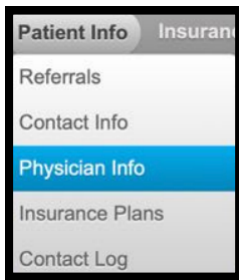
NOTE

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

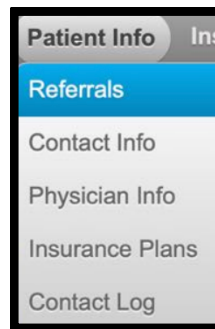
A screenshot of the 'Patient Referral(s)' form showing a table of referrals. The first row has 'NONE ASSIGNED' as the Referrer, '2024-06-21' as the Referral Date, 'Open' as the Status, and 'HST' as the Appt Type. The 'Quick Action(s)' column shows 'Schedule', 'Cancel', and 'Complete'. A red arrow points to the 'Open' status, and another red arrow points to the 'HST' appt type. Below the table, it says 'No action. Just confirm'.

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**

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.

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