

**InstiComm**))



## InstiComm's Training For iPhone/iPad

### PEL Modifications



02\_Post-Send\_iPhoneDocTraining-V2011.04



**Tap the 'InstiComm' icon to start.**

**Enter your InstiComm phone password and tap 'Login'.**

## Encounter Data

Touch Tabs to Move Between Encounter Screens

**Date and Time** fields are filled in automatically with current data, however they may be changed. NOTE: Date cannot be changed to a future date.

**Room Number** is filled in automatically from the most recent encounter in the system. It may be deleted or changed on each encounter.

**Location** is filled in automatically from the most recent encounter in the system. It may be changed, but cannot be left blank.

**Practice-Specified (Wildcard) Data Fields** will be filled in automatically with office-designated data for this patient (if applicable), or from the most recent encounter, whichever is more current. Each field's features may be customized on the IC Manager (Sticky or Not Sticky, i.e. stays with Patient info or is only Encounter-specific), Required, Read-Only, One Item Only, No FreeForm, etc). See 'Selecting and Adding Items...'

**Follow or Do Not Follow:** Choose FOLLOW indicating that this patient will remain under this practices' care and on the Census, or in the case of discharge, transfer or expiration, choose DO NOT FOLLOW, and the patient will be dropped from the Census list after this encounter is transmitted, but remain in system as an inactive patient. This is selected for all facility request encounters, that do not have PEL Rental equipment.

## Encounter Data

Touch Tabs to Move Between Encounter Screens

**Date and Time** fields are filled in automatically with current data, however they may be changed. NOTE: Date cannot be changed to a future date.

**Room Number** is filled in automatically from the most recent encounter in the system. It may be deleted or changed on each encounter.

**Location** is filled in automatically from the most recent encounter in the system. It may be changed, but cannot be left blank. **Required -**

**Refer Facility - Required -** Use official name of facility - not initials. For CENTRAD setups this field will show Centrad then the actual facility name and then the referring facility

**Payment Source - Required -** field choices are private, medicare and medicaid, managed care, and TEMPORARY UNKNOWN.

**Follow or Do Not Follow:** Choose FOLLOW indicating that this patient will remain under this practices' care and on the Census, or in the case of discharge, transfer or expiration, choose DO NOT FOLLOW, and the patient will be dropped from the Census list after this encounter is transmitted, but remain in system as an inactive patient.

**PCP - Required -** primary care physician, multiple physicians may be entered. Enter Last name, First Name

**Discharge Location -** choose from Expired, Home, Hospital, Other Ltc/Assisted Living Center, DC from program

## Encounter Data

**Touch Tabs to Move Between  
Encounter Screens**

**Hospital Admit Reason** - choose from RT, non - RT, Pneumonia, CHF, for discharges to the hospital from the facility

**Referral Date – Required** – is the date of order for respiratory services by facility and if needed must be renewed each 30 days.

**Admit Date – Required** – date of admission to facility

**Discharge date** – is the date of discharge from the facility. This is required for each discharge from facility

**Discharge Reason** – field choices are Unknown, RT, Non-RT, DC Program, Expired. Required for each discharge

**Resident Type – Required** – Pulmonary Rehab, PNE Low, PNE High, COPD Low, COPD High, CHF Low, CHF High, Respiratory Complex,– Only one entry for this field.

**Visit frequency Days – Required** – field choice is –Bi\_Weekly, Weekly, Monthly, Facility Request

**Next Visit Date** – enter in the next expected delivery date, this is a date selection wheel.

## Encounter Data

**Touch Tabs to Move Between  
Encounter Screens**

**Heart Rate** – will need to be filled in when doing walks and assessments requiring vital signs. For the walk test this will be the resting HR

**Respiratory Rate** - will need to be filled in when doing walks and assessments requiring vital signs. For the walk test this will be the resting RR

**Sao2** - will need to be filled in when doing walks and assessments requiring vital signs. For the walk test this will be the resting Sao2

**Blood Pressure** - will be resting BP

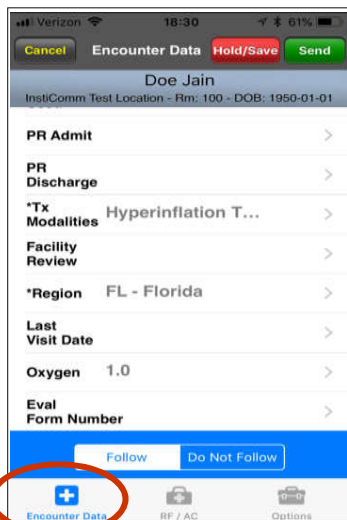
**Supplies Used**– list all supplies used for this encounter, these will display only for this encounter. This field is for all disposables, aerosol setups, pap supplies and masks, incentive spirometers, acapella/flutter, tubings etc

**Equipment Used** – List all rental equipment used, this will stay for each encounter until removed. For PEL rental equipment list the item identification then the date setup ie;

**PR Admit Date** – resident admit date to the Pulmonary Rehab program. Required for all residents with pulmonary rehab billing codes.

**PR Discharge Date** – This is require for all discharges from PR program.

## Encounter Data



**Touch Tabs to Move Between Encounter Screens**

**Tx Modalities – Required** – list the therapy and medications here to export the outcomes report. Choose – Bedside Education – disease Specific, Hyperinflation Therapy/IS/DB/Coughing, Nebs/MDI/DPI, None, O2 Weaning and Titration, PAP Therapy, Secretion Mobilization/Acapella/Flutt, Vest Therapy

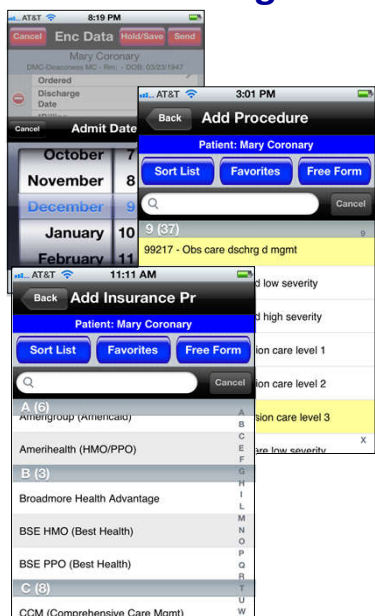
**Facility Review** - Name of facility personnel who have reviewed high Pneumonia and CHF scores/probability – All high scores/probability will need this entry

**Region** - select from list, IN – Illinois North, IS – Illinois South, FL- Florida, PA – Pennsylvania, TX – Texas, MO – Missouri, KS – Kansas, OK – Oklahoma. Centrad. This is identification for operating region.

**Last Visit Date**– option to enter in last date visited, this will allow ease to review and filter

**Oxygen** – report oxygen in use at this encounter. Prescribed oxygen should be entered in the prescription area – Selection List

## Selecting and Adding Items to Fields



**Location, Risk Factors, Activity Codes and Wildcard data lists are pre-populated and edited on the IC Manager. They are downloaded to your mobile device upon installation and then updated from time to time. 'List' and 'Picker Wheel' screens have similar characteristics throughout the program.**

### Selecting an Item:

**Tap one of the list items** and it will be inserted into the data field, or;

**Tap Sort List** to change list order from ascending to descending or from alpha to numeric and vice versa;

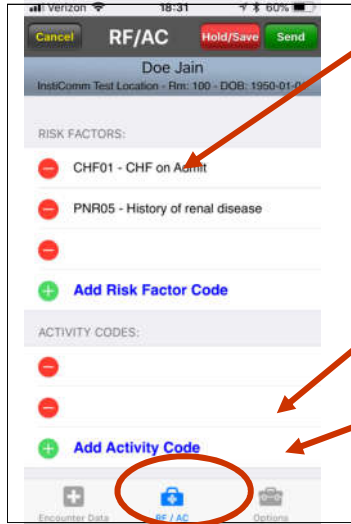
**Tap Favorites** and select from your most frequently used items. ('Favorites' is a listing of those items chosen most often and most recently by you, the Attending Provider, on this mobile device.)

**Search for an Item** by scrolling the list or using the **Spotlight** search bar or the **Side Index**.

**Use Free Form (if configured to allow)** to define an item if there is no list provided or if the item you wish is not provided on the pre-populated list.

**Picker Wheels and Calendars** will automatically be used for some types of data. Choose a selection and **tap Done**.

## Risk Factor ( ICD 10 List or custom list / Activity Code ( cpt code list or custom )



**Touch Tabs to Move Between Encounter Screens**

**Risk Factors and Activity Code** are added from this screen.

- Multiple items for each category may be added for each encounter. If additional items (more than 3) are listed, the **blue accessory button** will be present. Tap it to review the entire list.
- 'Primary' and 'Secondary' icons may be added, changed or deleted by tapping the field. HCC codes will display with an 'H'.

**Risk Factor are filled in automatically** from the last encounter, if there is one.

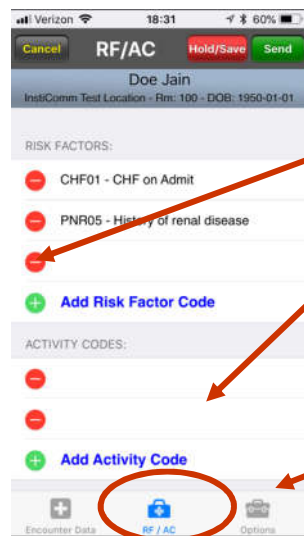
**Activity Code fields will be blank** and must be added for each encounter.

**CPT Modifier Codes – PEL Billing Codes**

- may be added to the displayed code by tapping the field and choosing a modifier code from the picker tool.

**Procedure-matched Templates** A yellow tinted code item is connected to a customized template form. ('Templates' is an optional system feature). Tapping the field will open the form. See 'Templates'

## Risk Factor / Activity Code 2



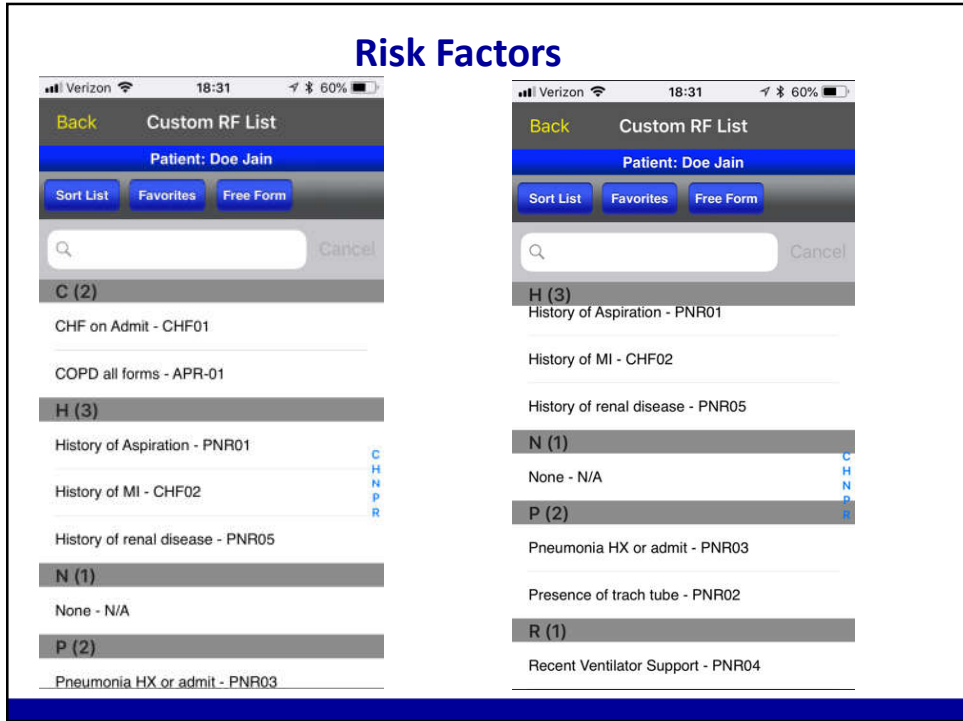
**Touch Tabs to Move Between Encounter Screens**

**Add and Delete Items** by tapping the **Plus** or **Minus** buttons. Tapping the blank field will also allow an ADD. See 'Selecting and Adding Items ....'

**Procedure-matched Templates:** A yellow tinted code item is connected to a customized template form used to record auxiliary data. ('Templates' is an optional system feature). Tapping the field will open the form. See 'Templates'

**NOTE:** The templates, codes, descriptions or items that appear in the lists on the ADD screens are customized on the Web-based IC Manager and then uploaded to the Provider's mobile devices.

## Risk Factors



## PEL Billing Codes

The image displays a screenshot of a mobile application interface for 'Custom AC List' for Patient: Doe Jain. The interface includes a search bar and buttons for 'Sort List', 'Favorites', and 'Free Form'. The list of billing codes is as follows:

- 0 (2)**: 00 - No Charge
- 1 (3)**: \*0Audit - Chart Audit
- 10 (3)**: \*10 - Fac Room Setup Other
- 11 (3)**: \*11 - Fac Equipment Pickup
- 16 (3)**: \*16 - Test Spirometry Study
- 2 (1)**: \*20 - Eval Non sub acute
- 3 (4)**: \*30 - Eval General /Complex

**00 – No Charge –**

**10 – Fac Room Setup Other –** Code Start, Code End, Choice(Fac Room PAP Setup, Fac Room Setup Request, Fac Room Setup Trach)

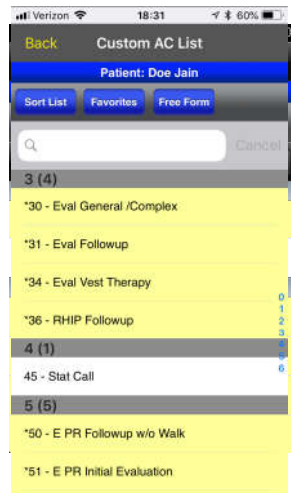
**11 – Fac Equipment Pickup –** Code Start, Code End

**16 – Test Spirometry Study –** Code Start, Code End, COPD Stage(1, 2, 3, 4, Restrictive, Unable), FEV1, FVC, FVC\_FEV1

**20 – Eval Non sub acute –** Code Start, Code End, Choice ( Discharge Training, Family consult, NA, Oxygen Rounds, Pul Rounds, Trach Care, Trach Change, Trach Weaning)

Multiple billing codes may be selected for one encounter. The same billing code cannot be selected for the same encounter. Tapping on a selected billing code will bring up the template with the required fields for information entry.

## PEL Billing Codes



**30 – Eval General/Complex** – Code Start, Code End, Choice (New Admission and Re Admit)

**31 – Eval Followup** – Code Start, Code End, Choice ( Facility Request, General Respiratory, O2 Weaning, Trach Care, Trach Change, Trach Weaning, Vest Therapy)

**34 - Eval Vest Therapy** - Code Start, Code End

**36 – RHIP Followup** - Code Start, Code End, COPD Education, Pneumonia Education, CHF Education

**45 – Stat Call** – Indicates this encounter is a stat call. The encounter will still need a consulting code for services provided

**50 – E PR Followup w/o Walk** – Code Start, Code End,

**51 – E PR Initial Evaluation** - Code Start, Code End

Multiple billing codes may be selected for one encounter. The same billing code cannot be selected for the same encounter. Tapping on a selected billing code will bring up the template with the required fields for information entry.

## PEL Billing Codes



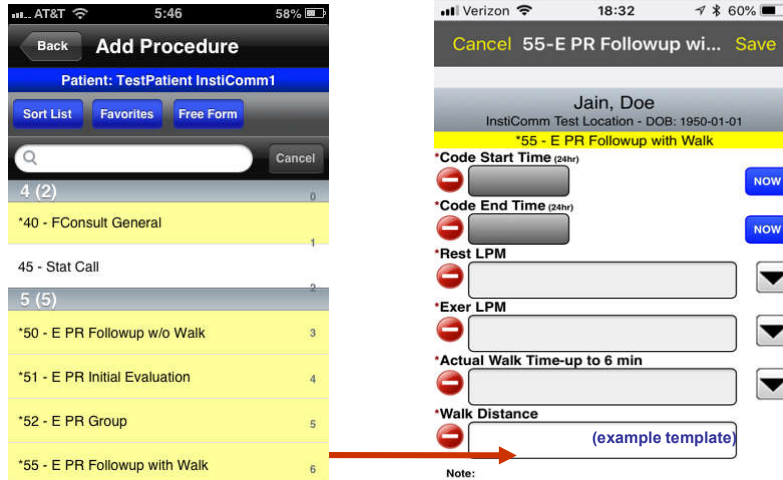
**52 – E PR Group** – Code Start, Code End

**55 – E PR Followup with Walk** – Code Start, Code End, Actual Walk Time (choose time in 15 second intervals ), Exercise heart rate, Resting LPM (choose oxygen liter flow), Exercise LPM (choose oxygen liter flow), Exercise Sao2 (choose Saturation), FFT, Pre and Post RPD(choose score), Pre and Post RPE(choose score), Walk Distance in feet

**56 – Bedside Education** – Code Start, Code End, Choice (Caregiver, CHF, General, Pneumonia, Program, Rehabilitation)

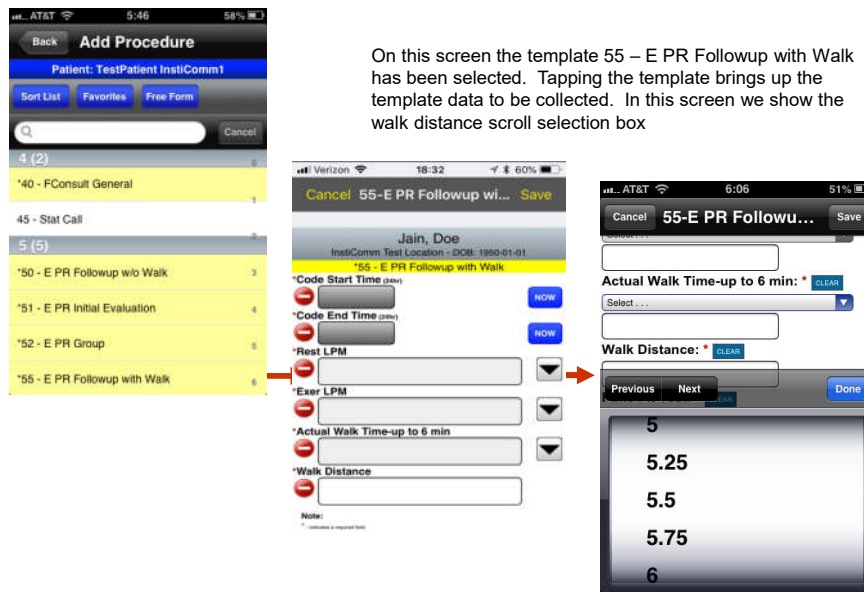
**61 – E RA Rapid Response** - Code Start, Code End

## Templates (Optional Customized Feature)



**Templates** are custom-designed forms for gathering auxiliary data remotely. They may be designed to be invoked from any of the three Encounter screens: Encounter Data, Diagnosis/Procedure or the Options screen. Yellow shading indicates a template form is connected to that field. Tap the yellow shaded field to view Template. The data is selected and added to the template fields from lists or typed in using the on-screen keyboard. Tap **Save** or **Cancel** to return to the Encounter screen.

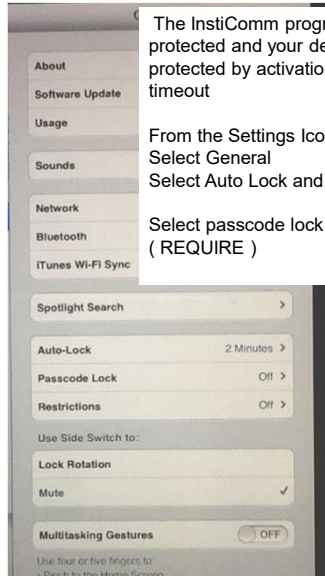
## Templates (Customized Feature)



On this screen the template 55 – E PR Followup with Walk has been selected. Tapping the template brings up the template data to be collected. In this screen we show the walk distance scroll selection box



## IPAD / IPHONE usage



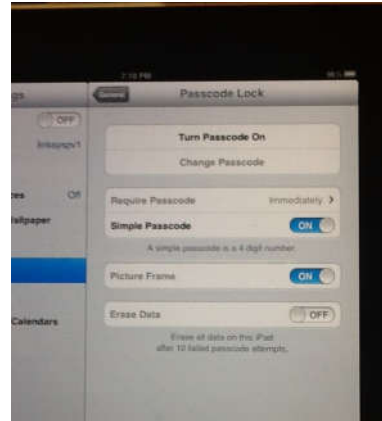
The InstiComm program is password protected and your device should be protected by activation code and screen timeout

From the Settings Icon  
Select General  
Select Auto Lock and set time for auto lock

Select passcode lock and turn on  
( REQUIRE )

Enter pass code in the box that comes up

Do not forget this pass code it will display every time you turn on your screen



## IPAD / IPHONE usage - Memory

It is recommended that you shut off extra programs while using InstiComm

To do this press the HOME button twice – rapidly – Double Click

This will bring up a display on the bottom part of the screen showing running programs

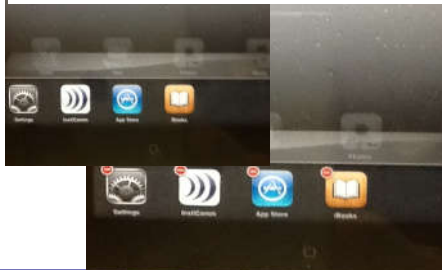
Older Devices: IOS 8 and before

To turn off these running programs press and hold any icon until they all jiggle and have the red dot added to each icon.

Press the red dot, the program will close but not be deleted from your device

When done press the home key to return to your main screen

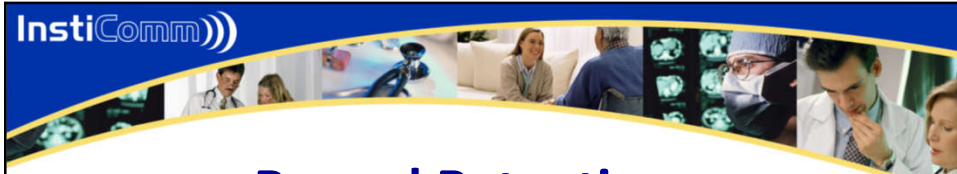
IOS 9 and Newer devices, just swipe up to close app.





## Connectivity

- No connectivity is needed during patient rounding and encounter entry.
- Connectivity is required to refresh the Census, review the patients last encounter or see encounter history.
- Send encounters when Cell Data Network or WiFi connectivity is available.
- Your data is never lost, even if your data connection is interrupted during transmission.



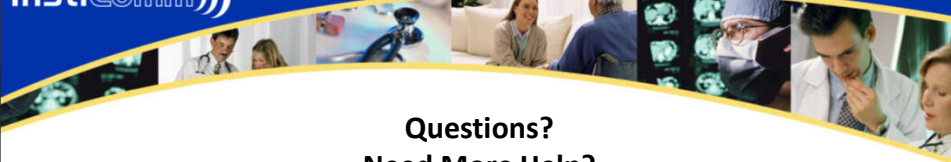
## Record Retention

- Every encounter record, sent to your InstiComm web-based Manager will always remain in the IC Manager's database.
- The encounter cannot be deleted, and will always be available to your practice.



## Adding / Editing Records

- Authorized Office and Billing staff may be allowed to make certain changes to your encounters from the IC Manager.
- New encounters may be added using the IC Manager web interface as an alternative to entering encounters on the mobile device.
- Any changes made to the encounter data are recorded in a detailed Audit log.



Questions?  
Need More Help?

## PEL/VIP Medical Staffing



**Phone:** 708-423-8888  
**Website:** [www.pelvip.com](http://www.pelvip.com)  
**Email:** [info@pelvip.com](mailto:info@pelvip.com)