



**TRANSCEND
MEDICAL**

Going Beyond The Limits

CPAP SET-UP CHECKLIST

- Introduction—who you are, who you're with, what are you there for
- Make sure have no metal (pacemaker, welder, or stints if so explain dangers of magnets in mask)
- Ask a few questions like are you familiar with CPAP THERAPY?
- What kind of problems are they experiencing? What outcome are you expecting?
- Explain what CPAP does and what to expect from therapy.
- Go over machine, explain features, highlight filters, modem, settings, ramp button , humidifier, heated circuits etc.
- Go over the interface—the types available, how to clean and when to replace.
- How to clean equipment and why? Options to help like sprays and sanitizers like So-Clean and ZZZ etc.
- Explain warranty, resupply, Connect, emergency—after hours, how to contact, email, phone, patient portal
- Make sure equipment has appropriate labels/stickers with number on it—also on sales order list manufacturer, model and serial number
- Explain what to expect from insurance filing
- BCBS—There is a 10 month waiting for supplies then you can receive every 6 months
- Medicare and replacement plans like blue advantage etc. have to meet compliance within 90 days in order for insurance to continue to rent
- Patient will need to follow up with their Doctor after the 90 days and the notes will reflect patient was compliant with therapy (4 hour a night minimum avg.) _____ Initial

WARNING: If you change insurance before your item or items has been purchased you will be responsible for the balance of the bill - Initial here _____

Signed _____ Printed _____ Date _____

Signed by Tech _____