

NPF, Inc. - Internet Oximetry

Procedural Instructions

Patient Self-Administered Overnight Oximetry Test :: Delivery procedural instructions **Page 1 of 3**

1. Receive the physician's order for a self-administered overnight oximetry test.

To get a doctor's order form, you will first [need to select the Independent Diagnostic Testing Facility \[IDTF\] \(link\)](#) your center is signed up with in the NPF System. (click on the Forms button aligned with your IDTF).

2. **FAX the completed physician's order form to the IDTF.** The IDTF will then ***ENTER AN ORDER within ONE business day*** in the NPF system, which you will see when reopening the NPF DME software. Keep a copy of your fax confirmation for your records.

Note: This form, including patient information, type of test, diagnosis, physician information, and your center's information (city, state, FAX, etc.) **must be ENTIRELY filled out. Incomplete order forms will significantly delay your test results.**

3. Put new batteries in the oximeter, then erase the memory and set the date and time in the oximeter. Please double check that you have set the correct date and time.

4. Deliver the oximeter along with the following forms to the patient's home:

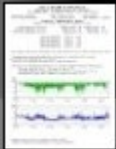
- ◆ Patient Testing Instructions
- ◆ Activity Log
- ◆ Assignment of Benefits
- ◆ Patient Demographics
- ◆ Patient Consent Form

To get these forms, you will first [need to select your IDTF in the NPF System \(link\)](#).

5. Return to pick up the equipment and paperwork from the patient's home.

Note: Please check that the patient has **COMPLETELY** filled out the paperwork. **Incomplete paperwork will significantly delay your test results.**

6. Open the NPF DME Oximetry software, select the order with the correct patient name, and follow the instructions on when to turn on the oximeter to download the test.



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7. Download the oximeter to the NPF DME Software.
8. Fax the completed paperwork to the IDTF, **including a copy of the original physicians' order to assist the IDTF in locating the patient's record.**
9. When an oximeter is downloaded to the NPF DME Software, each recording session in the oximeter is individually validated. Sessions are marked as "Unavailable" if:
 - ◆ The session is older than 10 days
 - ◆ The session has been previously submitted through the NPF System.
 - ◆ The duration of the session is less than 60 minutes.
 - ◆ The session has a future date.

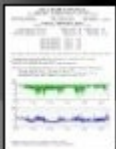
"Unavailable" sessions cannot be used for NPF testing.

Note: You will only be able to create one test from this oximetry data. If there is additional information on this oximeter, whether for the same or a different patient, this information will be lost.

10. After you enter the patient's information, you can select the sessions belonging to the overnight test. If the patient turned the oximeter off and on during the night, you will see multiple sessions that belong to the same overnight test.

You may combine these additional sessions to be part of the same test if:

- ◆ The additional session is at least 60 minutes long.
 - ◆ The additional session begins within 8 hours from the first session's start time.
 - ◆ The additional session begins within 90 minutes of the previous session's end time.
11. Once you have finished selecting every available session belonging to the patient's overnight test, click "Finish." The total duration of the test must have a minimum of 2 hours of valid data.



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12. When you click "Finish," you will be asked if you wish to send this data now. Click "Yes," and the test will be submitted to NPF and then forwarded to your IDTF.

A Note About Reports:

The NPF IDTF Software allows your IDTF to create the same reports you are familiar with from your PROFOX OXIMETRY Software. If there are any specific reports you would like to always receive from your IDTF, please contact them to let them know. Also, if you have a physician requesting a specific report you do not normally request from the IDTF, simply contact them and they will provide this report at no cost.

If you have any questions concerning the reports or results that you receive from your IDTF, please contact them directly.

If you have any technical questions concerning the NPF DME Software or downloading an oximeter, please contact NPF, Inc. at (760) 432-0145.

Thank you for choosing NPF, Inc., and have a great day!