

Instructions/Guidelines/Information **CPAP, BIPAP, AUTO-PAP, & ADAPTIVE SERVO VENTILATION**

Attached is the ***“required documentation”*** for ***YOU*** to present to a Durable Medical Equipment (*DME*) company for initial PAP set-up, receipt of a new PAP device or continued supplies, pressure adjustment, mask refit, or to change DME companies. Also included is a ***list of DME companies*** from which you can choose in accordance with your insurance contract or you can contact your insurance company for further information.

IMPORTANT: DME companies are required to submit the “required documentation” to your insurance company before reimbursement is made by your insurance company for PAP equipment/supplies. Many insurance companies have a limited time frame starting from the face-to-face evaluation with you and your physician discussing the need for sleep testing, undergoing sleep testing, following up with your physician to receive the order for a PAP device/supplies, to set-up with your PAP device/supplies (*typically 6 months*). ***It is important to present your order to a DME company as soon as possible.***

The “required documentation” includes:

1. *Order/Prescription* for PAP device/supplies and download compliance report after a specified time of use (*according to insurance guidelines*).
2. *Demographic* and *Insurance Information*.
3. *Initial Face-to-Face Office Note* with the referring physician prior to sleep testing.
4. *Polysomnogram Study or Home Sleep Study* documenting sleep apnea (*supporting medical necessity*).
5. *CPAP Titration Study* documenting pressure and mask recommended.
6. *Recent Office Note*.

What is a DOWNLOAD COMPLIANCE REPORT?

Download compliance reports contain information such as ***use, respiratory event status, and mask leak***. This is especially important for CDL (*commercial driver’s license*) holders who are required by law to show use and benefit. Download compliance reports can be obtained by DME companies at any point in time as requested by insurance companies or physicians.

Download compliance reports can be obtained remotely by DME companies via a modem inside newer PAP devices or external modem placed on PAP devices. If your PAP unit is older, then it most likely has an SD card that records compliance data and DME companies can generate a report via the SD card.

IMPORTANT: Insurance companies tend to require download compliance reports before reimbursement is made to DME companies for PAP devices/supplies.

Why is it important to follow-up with your physician?

Most insurance companies require patients to have a face-to-face re-evaluation with the treating physician after a specific period of time on PAP therapy; for example, between 31-90 days after CPAP initiation, after 60 days of BIPAP use, etc. The treating physician should document in the office note whether there has been improvement in symptoms of OSA and download compliance data showing adherence to PAP therapy. DME companies should instruct you as to the specific period of time required for follow-up.

Please contact your physician to SCHEDULE A FOLLOW-UP APPOINTMENT.

If you have any questions, please do not hesitate to contact the Sleep Lab at 219-531-2670 or the Associates In Neurology office at 219-476-7777.