

# Durable Medical Equipment Coding System (DMECS) User Guide

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Updated: July 2012



The Pricing Data Analysis and Coding (PDAC) supplies a web-based application that provides Healthcare Common Procedure Coding System (HCPCS) coding assistance that is located on the PDAC web site, [www.dmepdac.com](http://www.dmepdac.com). This application is called the Durable Medical Equipment Coding System (DMECS).

DMECS is similar to a dictionary and is designed to help search for HCPCS code information that is issued annually by Centers for Medicare and Medicaid Services (CMS) and updated quarterly. Updates only include the most recent HCPCS Level II codes as well as coding verification decisions made by the PDAC. All coding decisions are posted within 10 working days on a Product Classification List (PCL) located within DMECS.

By combining information from a variety of sources, DMECS assists in providing HCPCS coding information for **Durable Medical Equipment, Prosthetics, Orthotics, and Supplies** (DMEPOS) claim submission to the Durable Medical Equipment Medicare Administrative Contractors (DME MAC). DMECS is available 24 hours a day, 7 days a week. It may be brought down at times for scheduled maintenance. If this occurs notification will be posted to the PDAC web site [www.dmepdac.com](http://www.dmepdac.com), and the PDAC email distribution list. If there are questions or comments on how to use DMECS, please contact the PDAC Contact Center from 8:30 am to 4:00 pm CT at 1-877-735-1326.

DMECS has many informational sections, but this user guide will only focus on two interactive components of DMECS:

1. Searching by HCPCS information
2. Searching the DMEPOS Product Classification List.

These two sections work together to provide the HCPCS coding information mentioned above.

The PDAC does not provide billing advice. They only provide coding advice. The PDAC receives frequent inquiries regarding a billable HCPCS code and a payable HCPCS code. One may think the two are the same; however, this is not the case.

If the HCPCS code is billable to the DME MAC it does not necessarily mean it is payable. A billable HCPCS code is one that can be submitted on a claim to the DME MAC. A payable HCPCS code is one that will be considered for payment by the DME MACs only if the item meets:

1. The definition of Durable Medical Equipment (DME);
2. Falls under a benefit category, which CMS defines as the category of the Medicare program to which an item or service applies. Examples of benefit categories include durable medical equipment, physician services, inpatient hospital services, and diagnostic tests, and;
3. Is covered under other general DME guidelines.

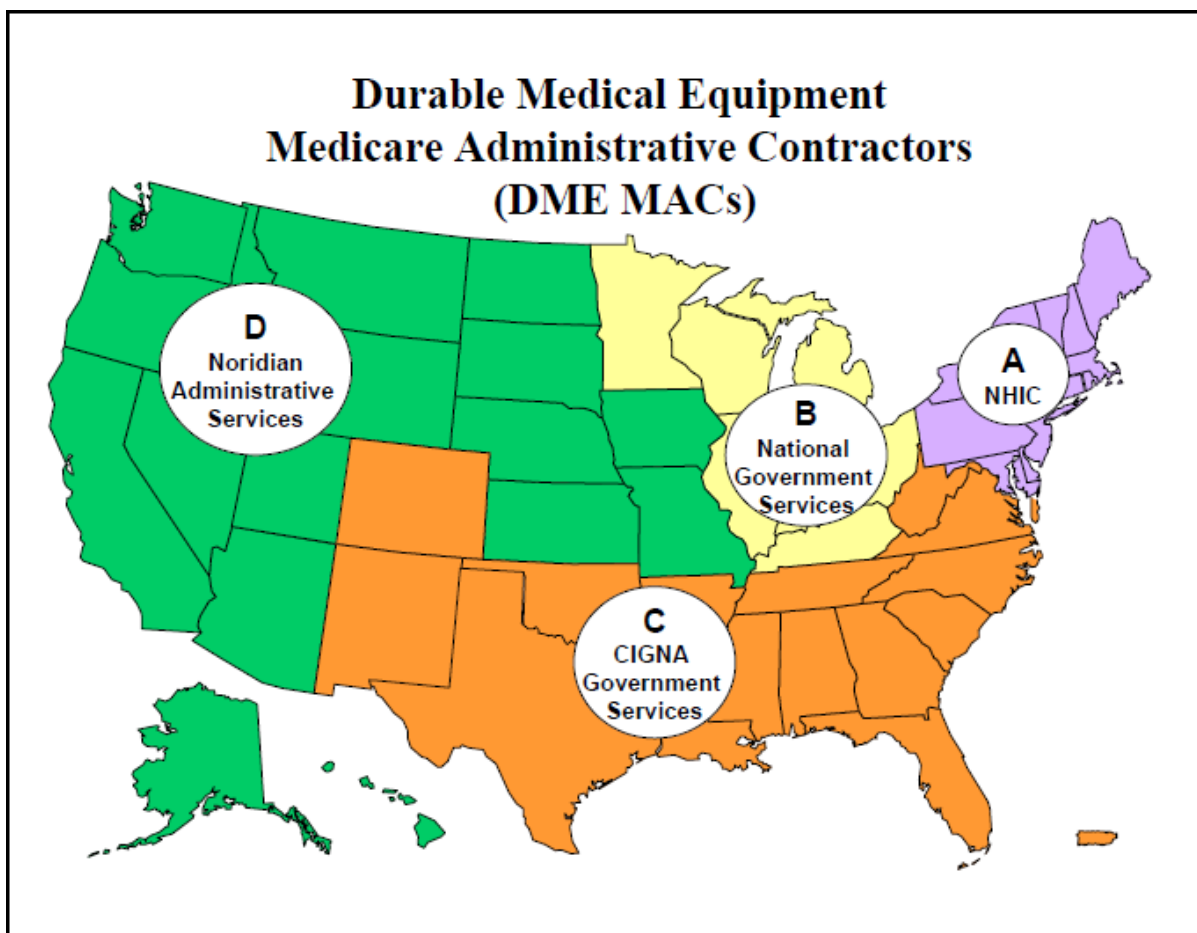
Specific details can be found on the applicable DME MAC web site for which you are billing. The four websites are listed below:

**Jurisdiction A – NHIC**   
<http://www.medicarenhic.com/>

**Jurisdiction B – National Government Services**   
<http://www.ngsmedicare.com/wps/portal/ngsmedicare>

**Jurisdiction C – CGS, LLC**   
<http://www.cgsmedicare.com/>

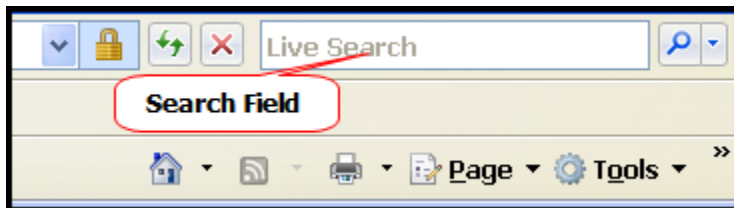
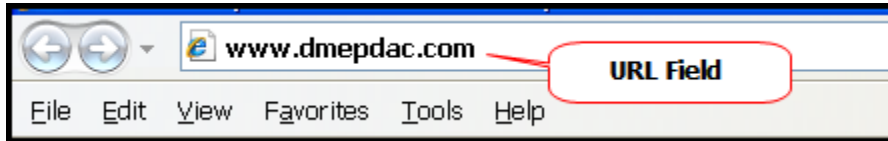
**Jurisdiction D – Noridian Administrative Services**   
<https://www.noridianmedicare.com/>



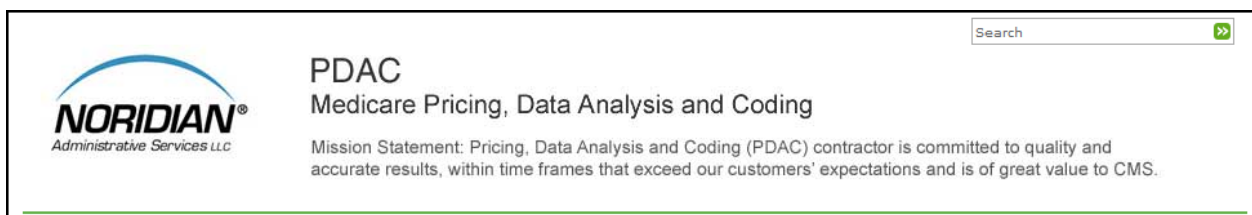
When inquiring about a HCPCS code to determine if the code is billable or payable to a DME MAC, first check the National Coverage Determination (NCD), the Local Coverage Determination (LCD) and the DME MAC web site to determine whether the code is billable and/or payable.

## LOCATING DMECS ON THE PDAC WEB SITE

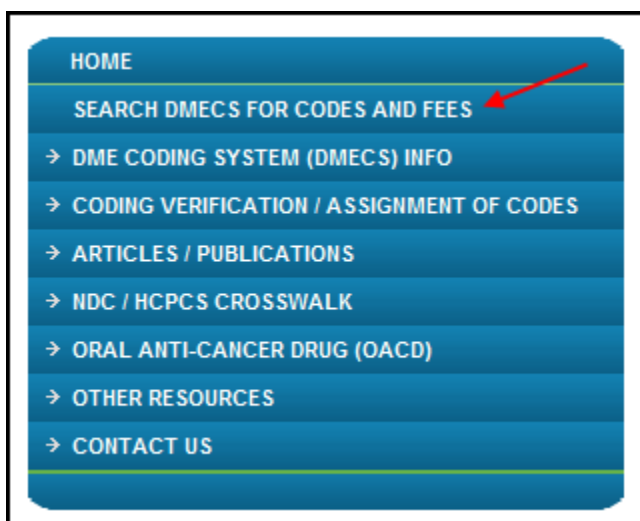
1. The PDAC website is located at [www.dmepdac.com](http://www.dmepdac.com). This address should be placed in the Uniform Resource Locator (URL) field, not in the search field.



2. When the PDAC web address has been entered correctly, the home page will appear on the screen. The top banner of the page should look like the screenshot below.



3. From the blue menu box, click "SEARCH DMECS FOR CODES AND FEES." This opens a new window and takes you to DMECS.



4. The DMECS home page should be displayed.

**NORIDIAN**  
Administrative Services LLC

**PDAC**  
Medicare Pricing, Data Analysis and Coding

Mission Statement: Pricing, Data Analysis and Coding (PDAC) contractor is committed to quality and accurate results, within time frames that exceed our customers' expectations and is of great value to CMS.

Home / DMECS Application

**SEARCH FOR CODES OR FEES**

**Search by HCPCS Information**

Active HCPCS Codes  
 All HCPCS Codes

Keyword(s)  HCPCS Code \*  **GO**

*\*All entries are treated as wildcards*

**Search for Modifier**

Modifier \*  Description \*  **GO**

*\*All entries are treated as wildcards*

**Search for Fee Schedule**

HCPCS Code \*\*  Date of Service \*\*  **GO**

MM/DD/YYYY

04/19/2012

**\*\*Required Fields**

**CMS Fee Schedule (includes ceiling and floor information)**

**Search DMEPOS Product Classification List**

Manufacturer/Distributor \*  HCPCS Code \*  **GO**

Product Name\*  Product/Model \*

Classification

- Automatic External Defibrillator
- Breast Prostheses
- CPAP
- CPM Device
- Canes/Crutches

[Click to Create Complete Product Listing](#)

*\*All entries are treated as wildcards*

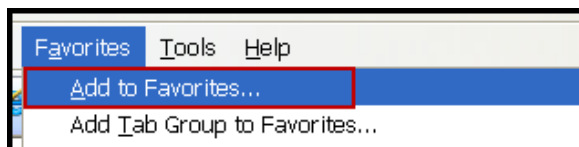
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**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

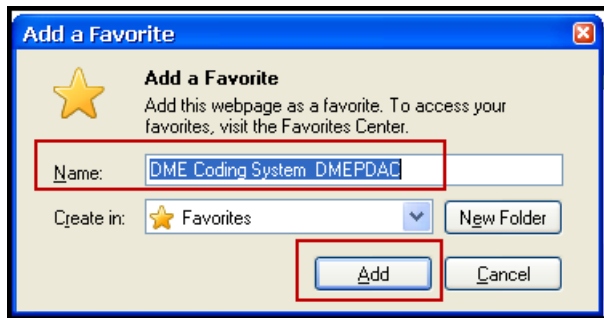
5. Once you are on the DMECS page, it is suggested to add this screen's URL address to the computer's favorites. This will provide faster access to the DMECS screen.
  - a. On the computer toolbar, click Favorites.



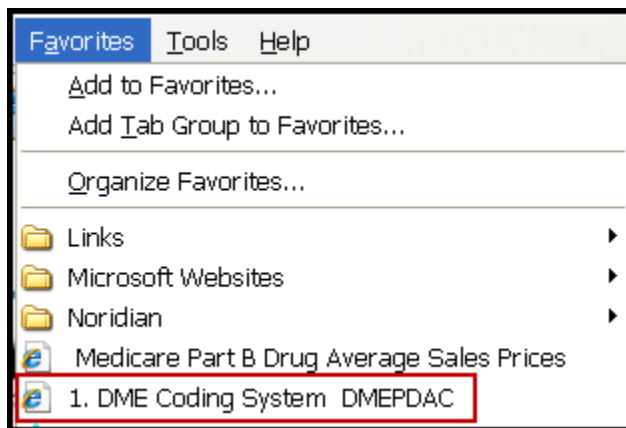
- b. Click Add to Favorites.



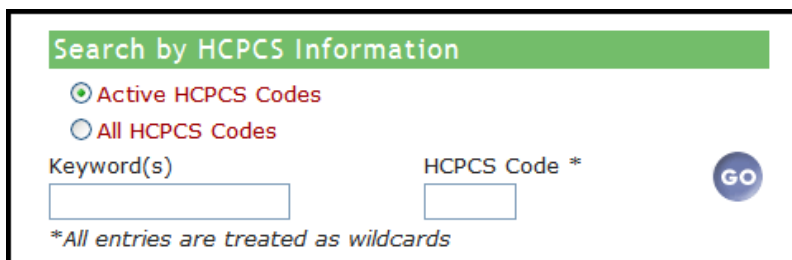
- c. A small screen will appear with the option to re-name the website link. The default name is displayed below.



- d. Click Add.
- e. Verify that the link has been saved correctly by clicking again on the Favorites tab.



- 6. As mentioned earlier, this user guide will focus on the following sections:  
“Search by HCPCS Information”



and “Search DMEPOS Product Classification List”

**Search DMEPOS Product Classification List**

Manufacturer/Distributor \*      HCPCS Code \*

Product Name\*      Product/Model \*

Classification

- Automatic External Defibrillator
- Breast Prostheses
- CPAP
- CPM Device
- Canes/Crutches

*\*All entries are treated as wildcards*

7. All searches may be done by a whole word or HCPCS code, or part of the word or HCPCS code. This type of search is known as a wild card search. For extra tips on how to improve your search results, please see page 18.

## SEARCH BY HCPCS INFORMATION

Searches can be used to find HCPCS short and long descriptions as well as additional search terminology. Everything entered into these fields is treated as wildcard information.

There are two options when searching by HCPCS information:

1. Active HCPCS Codes: This is the default option that is selected. In this default option, all current active DMEPOS HCPCS codes will be displayed.
2. All HCPCS Codes: This option searches active and terminated HCPCS codes.

**Search by HCPCS Information**

Active HCPCS Codes

All HCPCS Codes

Keyword(s)      HCPCS Code \*

*\*All entries are treated as wildcards*

## Using a Keyword Search

1. Enter a keyword into the Keyword(s) field.
2. Click GO or the Enter button on the keyboard.
  - a. A keyword is **one** word used as a reference point for finding a HCPCS code. This option should be used when you do not have a HCPCS code for a search.
  - b. Using only one word will provide the most results.

**Search by HCPCS Information**

Active HCPCS Codes  
 All HCPCS Codes

Keyword(s) 
 HCPCS Code \*

*\*All entries are treated as wildcards*

3. The HCPCS Search Results screen displays the results of the search.

**HCPCS SEARCH RESULTS**

Your search for  
**HCPCS Code:**  
**Keyword(s):** Diabetic

Returned **11** results [New Search](#)

**Click on the code to see code detail**

HCPCS Code	Short Description	Date of Service Valid for DMERC		Previous Date of Service Valid for DMERC
		From	To	
A5500	Diab shoe for density insert	01/01/1995	present	
A5501	Diabetic custom molded shoe	01/01/1995	present	
A5503	Diabetic shoe w/roller/rockr	01/01/1995	present	
A5504	Diabetic shoe with wedge	01/01/1995	present	
A5505	Diab shoe w/metatarsal bar	01/01/1995	present	
A5506	Diabetic shoe w/off set heel	01/01/1995	present	
A5507	Modification diabetic shoe	01/01/1995	present	
A5508	Diabetic deluxe shoe	01/01/2000	present	
A5510	Compression form shoe insert	01/01/2002	present	
A5512	Multi den insert direct form	01/01/2006	present	
A5513	Multi den insert custom mold	01/01/2006	present	

### Using a HCPCS Code Search

1. Enter a code into the HCPCS Code field.
2. Click GO or the Enter button on the keyboard.

**Search by HCPCS Information**

Active HCPCS Codes  
 All HCPCS Codes

Keyword(s) 
 HCPCS Code \*

*\*All entries are treated as wildcards*



3. The HCPCS Search Results screen displays the results of the search.

The HCPCS Search Results screen displays:

- a. HCPCS Code: The HCPCS Code used for the search.
- b. Short Description: The short description of the HCPCS code.
- c. Date of Service Valid for **Durable Medical Equipment Regional Carrier (DMERC)**: This column gives the most recent set of dates for which the code is/was valid for submission to the DME MAC.
  - i. When the From and To columns are blank, the code is not and has never been valid for DME MAC submission. (The code may be billable to the local Medicare Part B carrier. Please check with your local carrier.)
  - ii. If the To column contains the word 'present', the code is currently valid for submission.

**REMINDER:** If the HCPCS code is billable to the DME MAC it does not necessarily mean it is payable. A billable HCPCS code is one that can be submitted on a claim to the DME MAC. A payable HCPCS code is one that will be considered for payment by the DME MACs only if the item meets the definition of DME, falls under a benefit category, and is covered under other general DME guidelines.




- d. Previous Date of Service Valid for DMERC: This column gives prior sets of dates for which the code was valid for submission to the DME MAC. Some codes have changed billing status multiple times.

### HCPCS SEARCH RESULTS

Your search for  
**HCPCS Code:**J7620  
**Keyword(s):**

Returned **1** result      [New Search](#)

**Click on the code to see code detail**

HCPCS Code	Short Description	Date of Service Valid for DMERC		Previous Date of Service Valid for DMERC
		From	To	
<b>J7620</b>	Albuterol ipratrop non-comp	01/01/2006	present	10/01/1993 - 03/31/1997

- All or part of a HCPCS code can be entered into the keywords field in order to provide a listing of all HCPCS codes that contain the value in the HCPCS description.

### SEARCH FOR CODES OR FEES

Search by HCPCS Information

Active HCPCS Codes  
 All HCPCS Codes

Keyword(s) HCPCS Code \* GO

\*All entries are treated as wildcards

- Click GO or the Enter button on the keyboard.
- The HCPCS Search Result Screen will display all codes within the code range.

### HCPCS SEARCH RESULTS

Your search for

HCPCS Code:j762

Keyword(s):

Returned 7 results New Search

Click on the code to see code detail

HCPCS Code	Short Description	Date of Service Valid for DMERC		Previous Date of Service Valid for DMERC
		From	To	
J7620	Albuterol ipratrop non-comp	01/01/2006	present	10/01/1993 - 03/31/1997
J7622	Beclomethasone comp unit	01/01/2002	present	
J7624	Betamethasone comp unit	01/01/2002	present	
J7626	Budesonide non-comp unit	01/01/2002	present	
J7627	Budesonide comp unit	01/01/2006	present	10/01/1993 - 03/31/1997
J7628	Bitolterol mesylate comp con	01/01/2000	present	
J7629	Bitolterol mesylate comp unt	01/01/2000	present	

## HCPCS DETAIL SCREEN

- Additional code information is available by clicking on the HCPCS code in the HCPCS Search Results screen.

**HCPCS SEARCH RESULTS**

Your search for  
**HCPCS Code:**L0174  
**Keyword(s):**

Returned **1** result      [New Search](#)

**Click on the code to see code detail**

HCPCS Code	Short Description	Date of Service Valid for DMERC		Previous Date of Service Valid for DMERC
		From	To	
L0174	Cerv col foam 2 piece w thor	10/01/1993	present	

2. The HCPCS Detail screen contains the following:
  - a. A long description of the HCPCS code: This comes from the yearly CMS HCPCS tape. This has the collection of all codes and descriptors that represent Medicare procedures, supplies, products and services.
  - b. Additional Search Terminology.
  - c. Medicare Statute for the code displayed.
  - d. Reference: The title of references that give information about this code may be listed. These references may include, but are not limited to, Local Coverage Determinations and their related Policy Articles, Advisory Articles, and National Coverage Determinations. This section is a work in progress.
  - e. Features/Functions: This may give information on what features and/or functions a product needs in order to bill the code displayed. There may also be a link to an image of a product that meets this code. This section is a work in progress.
  - f. Code History: Lists the dates the code was created and added to the HCPCS Code Set, when it became Valid for DMERC submission, and when the code was Terminated.
  - g. Crosswalk History: Lists any code(s) that were changed from a previous HCPCS code to the current code displayed with the effective date of the code change.
  - h. Fee Schedules: This shows a table of date ranges that may be selected. Click the arrow next to a date range to view the fee schedule for the code.
    - Fee schedules are assigned by CMS.
    - Each year has its own fee schedule.
    - Fee schedules are listed by state.
    - Multiple fees may be displayed for each state depending on the modifier used. Contact the DME MAC for modifier information.
    - If the fee schedule is not available, contact the DME MAC for pricing assistance.

- i. Reviewed products: The GO button can be selected to show products that have been reviewed and assigned the displayed code by the PDAC (and the prior SADMERC).

### HCPCS DETAIL

**Your search for**  
HCPCS Code: L0174

**Long Description:** CERVICAL, COLLAR, SEMI-RIGID, THERMOPLASTIC FOAM, TWO PIECE WITH THORACIC EXTENSION

**Additional Search Terminology:** SO

**Medicare Statute:** Not Available

**Reference:** Advisory Article, Correct Coding L0174 Coding Review, posted 6/6/11 to the PDAC web site.

[Features/Functions](#)
[Code History](#)
[Crosswalk History](#)
[Fee Schedules](#)

1 results found, displaying 1 to 1

Features & Functions	Images
A two piece system constructed of thermoplastic foam with posterior and anterior thoracic extensions.  The thoracic extension must overlap the manubrium sternum anteriorly and to the thoracic vertebra T-1 posteriorly.	

Show reviewed products on DMEPOS Product Classification List **GO** for this code:

- 3. If there is no information in DMECS, the search result will return with a screen stating “No Results Found.”

## SEARCH DMEPOS PRODUCT CLASSIFICATION LIST

1. Searches can be performed in this section to find products that have been reviewed and coded by the PDAC (and the previous SADMERC). Everything entered into these fields is treated as wildcard information.
2. As HCPCS codes are deleted from the HCPCS Level II code set or marked as invalid by the DME MAC, appropriate changes to the products on the product classification list are made. Therefore, the search result may produce multiple entries for a product.
3. The coding decision may be listed in the following formats:

- a. A single HCPCS code (i.e., A5500)

Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date
1012	NEW BALANCE	MR1012MC	A5500	04/09/2010	

- b. A combination of codes separated by + signs indicating the codes should be billed together (i.e., K0011+K0021+K0031+K0108)



Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date
3G STORM SERIES ARROW POWER WHEELCHAIR - MODEL 3GAR - ARROW BASE AND SEAT W/MKIV A ELECTRONICS	INVACARE CORPORATION	3GAR	K0011+ K0021+ K0031+ K0108	06/04/2002	10/02/2002

- c. A choice of codes depending on certain attributes of the product. Choices may be listed in one of three ways:
- i. Together and separated by the word ‘or’. When codes are listed in this format, it indicates that only one code should be used for billing. Instructions on which code to use can be found in the correct LCD.

Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date
MORNING LIFE PLUS WIC 2008	WON INDUSTRIES COMPANY	WIC 2008	E0651 OR E0676	01/23/2012	

- ii. Listed as a range (i.e., A6200 – A6205). Ranges are typically given when product sizes and/or a border type are the deciding factor for coding. This often occurs for surgical dressings. This format will only be seen on products that were previously coded by the SADMERC. The PDAC does not use this format for coding decisions.

Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date
BORDERLESS COMPOSITE DRESSING	MEDLINE INDUSTRIES, INC.	MSC3333	A6200- A6201	04/19/2006	09/30/2006

- iii. Listed in separate rows in the table. This listing is created when a product, model number, and/or code has been discontinued, changed, or re-evaluated by the PDAC.

Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	L0637	01/01/2006	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	K0646	11/03/2005	12/31/2005

4. There are multiple ways a search can be conducted. Outlined below is how to search using each field and what to expect from using it.
  - a. **Manufacturer/Distributor** - If known, enter the name of the manufacturer or distributor of the product to be searched. The full or partial name can be entered into this field. This search will result in a list of all products which that manufacturer or distributor has submitted to the PDAC and/or SADMERC for review, along with the coding decisions.



- b. **Product name** - Enter the full or partial name of the product being searched for. This search will result in all products with that name that have been coded by the PDAC and/or SADMERC and the codes that were assigned to them.
- c. **HCPCS Code** - Enter HCPCS Code. This will result in a list of all products assigned that particular code. This option is useful at times when a manufacturer and distributor have received a coding verification decision for the same product.
- d. **Product/Model** - Enter Product or Model number. This will result in a list of all products coded by the PDAC and/or SADMERC with that model number along with their coding decisions.
- e. **Classification** - Click on the product classification. This will result in a list of all products in that classification that have been coded by the PDAC and/or SADMERC.

5. Multiple keywords can be entered into the different fields to narrow the search but the best results will be found by using one field.

- The results of each search will appear on the Product Search Results screen. This page summarizes the total number of results found based upon what was entered into the search fields. In the example below there were 331 results from the search “Aspen”.

**PRODUCT SEARCH RESULTS**

Your search for

**Classification:**

**HCPCS Code:**

**Manufacturer/Distributor:** Aspen

**Product Name:**

**Model Number:**

Returned **331** results

- This screen also has the ability to refine the search by entering in keywords directly into the field above each column.

By using the search field above the HCPCS Code, and clicking the search button on the right side of the screen, the search was narrowed to 47 results.

Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date	Comments
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS INC	992010	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS INC	992020	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS INC	992030	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS INC	992040	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS INC	992050	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS INC	992060	L0637	01/01/2006		
CONTOUR LSO	ASPEN MEDICAL PRODUCTS INC	990050	L0637	01/01/2006		
CONTOUR LSO	ASPEN MEDICAL PRODUCTS INC	990051	L0637	01/01/2006		

- Clicking on the Clear button will bring the previously viewed screen back.

### Sorting the Results

- Search results may be sorted in either ascending or descending order for each column that is listed. This is a useful tool to use when the same product is listed on the PCL multiple times.



2. To sort, left click the green column header above the column you wish to sort. Single clicking on the header will reorder the results in ascending date, alphabetical and/or numerical order depending on the header selected. A second click on a header will rearrange the results in descending order.
3. The examples below show sorting the results by model number.
  - a. Ascending order (First click).

Product Name	Manufacturer/Distributor	Model Number ▲	HCPCS Code	Effective Begin Date	Effective End Date	Comments
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992020	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992020	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992030	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992030	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992040	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992040	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992050	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992050	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992060	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992060	K0646	11/03/2005	12/31/2005	

- b. Descending order (Second click)

12 results found, displaying 1 to 12 Search Clear

Product Name	Manufacturer/Distributor	Model Number ▼	HCPCS Code	Effective Begin Date	Effective End Date	Comments
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992060	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992060	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992050	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992050	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992040	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992040	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992030	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992030	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992020	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992020	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	K0646	11/03/2005	12/31/2005	



c. Original order (Third click)

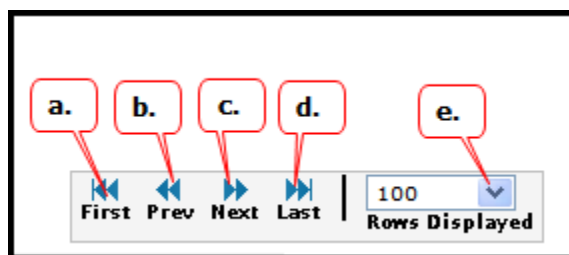
12 results found, displaying 1 to 12 Search Clear

Product Name	Manufacturer/Distributor	Model Number	HCPCS Code	Effective Begin Date	Effective End Date	Comments
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992020	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992030	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992040	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992050	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992060	L0637	01/01/2006		
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992010	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992020	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992030	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992040	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992050	K0646	11/03/2005	12/31/2005	
ASPEN HDM LSO	ASPEN MEDICAL PRODUCTS, INC.	992060	K0646	11/03/2005	12/31/2005	

4. Some columns, such as the product name or model number, may contain both numerical and alphabetical results.
  - a. If sorting in ascending order, the sorting will be done starting with numerical, followed by alphabetical.
  - b. If sorting in descending order, the sorting will be done alphabetical, followed by numerical.

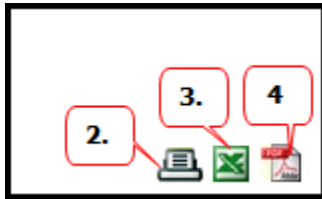
### Moving Through Multiple Search Screens

1. Each search screen will list 100 rows. Other rows can be accessed by clicking on any of the following:
  - a. First: Moves the search back to the first page.
  - b. Prev: Moves to the previous page.
  - c. Next: Moves to the next page.
  - d. Last: Moves to the last page.
  - e. Rows Displayed: Defaults to 100 Rows displayed per page.



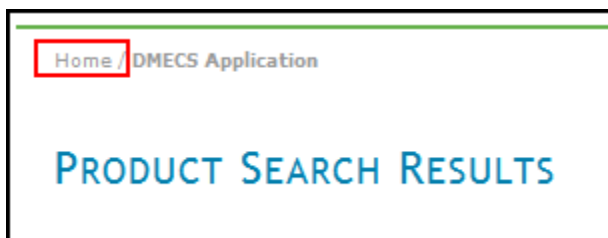
## Printing and Downloading From DMECS

1. Search results can be printed and downloaded from the Product Search Results page. Three icons located on the right side of the page, above the search results. The icons are for printing, downloading to an Excel file or creating a PDF file.
2. To print the search results, click the print icon.
3. To download and print the search results, click the Excel icon. If this icon does not open an Excel Spreadsheet, contact your IT support department to change the computer settings.
4. To put the search results into a PDF format, click the PDF icon.



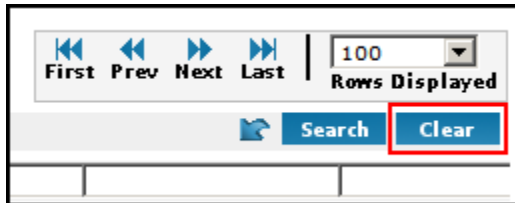
## TIPS AND TRICKS

1. Make sure to leave the letter “s” off any keyword searches as it may hinder the search results.
2. Searches can be used to find HCPCS short and long descriptions as well as additional search terminology. Everything entered into these fields is treated as wildcard information.
3. Searches can also be performed in this section to find HCPCS short and long descriptions, as well as additional search terminology. Everything entered into these fields is treated as wildcard information.
4. Multiple keywords can be entered into the different fields to narrow the search but the best results will be found by using one field.
  - a. If sorting in descending order, the sorting will be done alphabetical, followed by numerical.
5. To return to the DMECS homepage, click on the link “Home” on the top left side of the page.



6. Downloading product information as an Excel file will provide the option to change and personalize the data by using Excel software.

7. Clicking on the “Clear” button in the Product Search Results screen will bring back the original search screen.



## CONTACT INFORMATION

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