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Step by Step Instructions for ePACES Prior Approval/DVS  
**DME DVS**

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## DME DVS Request

**Step 1:** From the menu on the left, click on **Initial Request** under **PA/DVS** section.



**Step 2:** Enter the **Client ID** in the Client ID field under **Client Information** and click on **Go**.

General Information

Client Information \* Indicates required field(s)

\* Enter a Client ID:

**Step 3:** Enter the **Patient Account #** in the Patient Account # field. **Note: This is an optional field.** Enter the identification number your office uses for the patient here. You may also create a number for the patient if none exists.

Patient Account #:

**Step 4:** Choose **Non Dental DVS** from the drop down under **Transaction Type**.

Transaction Type:



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**Step 5:** Scroll down to **Ordering Provider**. Choose the doctor from the **Select a Name** list and click **Go** just below the field OR enter the NPI in the **Provider Number** field and click **Go**.

**Step 6:** Scroll down to **Event Information**. Choose **12 DME Purchase or 18 DME Rental** from the drop down under **Service Type**.

**Step 7:** Tab over to **Release of Information** and choose one of the responses from the drop down.

**Step 8:** Scroll all the way to the bottom of the screen and click on **Next**. This will bring you to the **Prior Approval Items** tab.

**Step 9:** Choose **Today's Date** from the pop-up calendar for the **From** field under **Service Dates**. The **Service Date To** should be **Blank**.



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**Step 10:** Enter the **Procedure Code and Modifier** (if applicable) in the **NDC/Proc & Modifiers** section.

A screenshot of a web form section titled "\*NDC/Proc & Modifiers". It contains a large text input field at the top, followed by a grid of four smaller input fields arranged in two rows and two columns.

**Step 11:** Enter the **Quantity** for the procedure code in the **Unit Count Basis Meas.** field.

A screenshot of a web form section titled "Unit Count Basis Meas.". It features a single text input field for quantity, and below it, a dropdown menu currently showing "UN-Unit" with a downward arrow.

**Step 12:** Enter the **Total Amount Requested** for the procedure code in the **Line Amount** field.

A screenshot of a web form section titled "Line Amount". It shows a text input field with a dollar sign (\$) to its left, indicating the field is for monetary values.

**Step 13:** Scroll down to the bottom and click on **Submit**. This will submit your prior approval for processing.





## Step by Step Instructions for ePACES Prior Approval/DVS DME DVS

### DME DVS Response

**Step 1:** From the menu on the left, click on **Responses** under the **PA/DVS** section.



**Step 2:** Scroll down to the section that starts with **Client ID**.

Client ID	Name	Date Sent	Service Type	Review ID Number	Cert. Type	Action	Response Descriptive Text	Image Upload
LL11111L	Doe, John	7/17/2019 10:36:34 AM	74	43000001525	I	A1	Certified in total	
LL11111L	Doe, John	7/17/2019 10:24:15 AM	74	93000001518	I	A3	Please Correct and Resubmit, 15-	

**Step 3:** The **Reviewer ID Number** is the **DVS** for the claim.

**Step 4:** The **Response Descriptive Text** provides a brief description of the rejection if the **DVS** was rejected.

**Step 5:** The **Client ID** is hyperlinked and when you click on the link it will bring you to the details of the **DVS** for the rejection.