



## **New PAP Therapy Set-Up Form**

### **Purpose of this communication**

Effective immediately, the newly updated CareCentrix / Sleep Management Solutions (SMS) PAP therapy set-up form is required for all patients participating in the CareCentrix / Sleep Management Solutions (SMS) iComply Therapy Adherence Program.

### **What do I need to know?**

- To access all PAP Therapy Set-Up Forms and DME Provider Manuals please go to [www.carecentrixportal.com](http://www.carecentrixportal.com) > locate section "For Providers" > click "Provider Manual". Documents can be found under the "Sleep Management Provider Manual" section.
- All applicable PAP Therapy Set-Up Forms and applicable Sleep Management DME Provider Manuals are dependent on the patient's Health Plan:

Patients with Cigna – please use:

- Cigna PAP Setup Form for Providers
- DME Provider Manual for The Cigna Sleep Management Program

Patients with all other plan(s) – please use:

- Sleep Management Solutions PAP Setup Form for Providers
- Sleep Management Solutions DME Provider Manual

- All PAP Therapy Set-Up Forms will be completed in accordance with the applicable DME Provider Manual.

### **What do I need to do?**

- Prior to submission, verify that all required fields on the new PAP set-up form are complete and accurate.
- Ensure that the form identifies that "SMS" has been tagged as the Primary Care Physician in the applicable monitoring site.
- Upload the completed form to the SleepUM Adherence Tracker Application ([www.sleepum.com](http://www.sleepum.com)) under the patient's record. Instructions on how to complete this process are located in the applicable DME Provider Manual.
  - *In the event you are unable to upload the form, the applicable PAP set-up form may be faxed directly to 866-501-4668.*

**Thank you in advance for your cooperation and continued partnership.**

**If you have any questions, please contact the CareCentrix iComply Therapy Adherence Team at (866) 501-4662.**