

## Instructions for Providers to UPHS Portage Sleep Disorders Center

The patient's chart notes that reference the face-to-face (in-person) visit must document **at least some** of the following information:

- Sleep history and signs and symptoms of obstructive sleep apnea
  - These include snoring, daytime sleepiness, observed apneas, choking or gasping during sleep, morning headache
  - Duration of symptoms (how long the patient has experienced these symptoms)
- A standardized patient questionnaire which helps to assess the likelihood of sleep apnea
  - Validated sleep hygiene inventory (this is a patient self-assessment tool, like the Epworth Sleepiness Scale or Berlin Questionnaire)
- Pertinent physical examination
  - Focused cardiopulmonary and upper airways system exam and cardiopulmonary exam
  - Body mass index
  - Neck circumference, upper airway exam, and cardiopulmonary exam

Please be sure to include the following:

1. Direct referral form—please include CO2 and neck size, and if they have Commercial Driver's License (CDL). This information is used for prior authorizations.
  - If giving questionnaire to patient to complete and return, please check box on direct referral form.
2. Patient demographics.
3. History/progress notes.
4. Previous sleep studies, if not done by us.
5. Apnealink report (if applicable).

Process for scheduling a sleep study

1. Once information received, we review and send patient questionnaire to be completed, if they don't have already.
2. When patient returns questionnaire, we send to Dr. Saari in Marquette to review.
3. Once reviewed, we call patient to schedule home sleep apnea study (HSAT) or in center study.
4. Studies are read by Dr. Saari and referring offices are sent copies of results, along with suggestions for follow up.
5. If CPAP is needed, patients choose Home Medical Equipment (HME) provider.
6. After wearing CPAP for 31-90 days, it is an insurance requirement that they have a face to face visit with a doctor/NP or PA, who documents both improvement in subjective symptoms of OSA and objective data related to adherence to PAP therapy (70% above 4 hours).
  - A. HME or Sleep Center can provide download report.
  - B. HME provides form to be completed documenting compliance, generated by billing agency.
7. If compliance is not met, but they are still interested in wearing CPAP, we can discuss with them having a retitration study.
8. Replacement CPAPs cannot be set up on the same day as face-to-face visit.

Our Sleep Center is located at 890 Campus Drive, Suite B., near the corner of Campus Drive and Elevation Street. We are open Monday-Thursday, please call if questions/concerns.

Phone: 906-483-1950

Fax: 906-483-1960

<https://www.portagehealth.org/our-services/sleep-medicine>