improving people's lives

# JAY ConfigureFit

The Interactive Order Form









Explanation of the JAY ConfigureFit
 Interactive Order Form

- Requirements for Use
- How to Use the Form





The Interactive Form is a Fillable PDF Form

An alternative to a paper order form

 Complete and send via e-mail or choose to print and fax





#### **Benefits**

- Ability to save "pre-populated forms"
  - Set up "defaults" for different types of configurations
  - Enter your Customer Information (such as ship-to-address) only once
- Reduce faxing time and errors by utilizing email





#### **Benefits**

- Reduced need to consult the Product Selection Guide
  - Use drop down menus to show available picks instead of consulting the guide
- Remote use No web access required
   Can use it anywhere
- Bookmarks for navigation
   Jump to only the Patient Zones needed





#### **Benefits**

- Universal dimension population
  - Dimensions such as seat width are carried through the form
  - Saves time and reduces errors



#### Requirements for use



- The form can be viewed and completed with Adobe Reader but <u>cannot be saved</u>
  - Completing the form in Adobe Reader will cause all data to be lost
- The Form <u>can</u> be saved using a different reader software called "Foxit Reader"

 "Foxit Reader" is a free reader that can be downloaded for viewing and <u>saving</u> the form



#### Requirements for use



# PC Running Windows

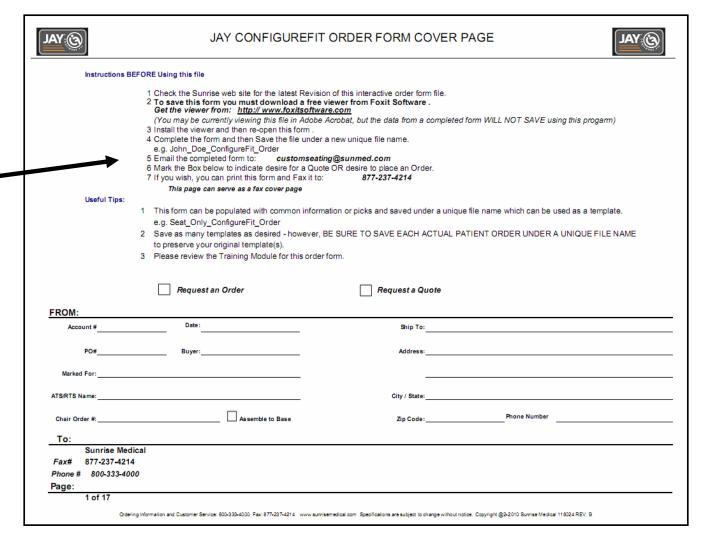
#### Versions:

- Windows 2000
- Windows XP
- Windows Server 2003
- Windows Vista
- Windows 7
- Download and install FOXIT .pdf viewer
  - www.foxitsoftware.com
  - Allows saving the file and it's data
  - Free Software
  - Used instead of Adobe





Follow instructions at the top of page 1 to install the viewer and to learn how to save the file



From Cover Page





	JAY (®)	JAY CONFIGU	JREFIT ORDER FORM COVER PAG	GE JAY (S)
	Instructions BEFO	RE Using this file		
Click check box to request a Quote or an Order	Useful Tips: 1 2	2 To save this form you must downlonget the viewer from: <a href="http://www.ft/www.ft/" th="" www.<="" www.ft=""><th>e in Adobe Acrobat, but the data from a completed form is form.  a file under a new unique file name.  astomseating@sunmed.com  e for a Quote OR desire to place an Order.  Id Fax it to:  877-237-4214  page  mon information or picks and saved under a unique file  - however, BE SURE TO SAVE EACH ACTUAL PATIEN</th><th>name which can be used as a template.</th></a>	e in Adobe Acrobat, but the data from a completed form is form.  a file under a new unique file name.  astomseating@sunmed.com  e for a Quote OR desire to place an Order.  Id Fax it to:  877-237-4214  page  mon information or picks and saved under a unique file  - however, BE SURE TO SAVE EACH ACTUAL PATIEN	name which can be used as a template.
⊠ Requ	est an Order		Reque	st a Quote
	Sunrise Medical Fax# 877-237-4214 Phone # 800-333-4000 Page: 1 of 17		1214 www.surnisamedical.com Specifications are subject to change without notice. Or	pyright @2-2010 Surrise Medical 116024 REV. B

From Cover Page





# Complete general order information

You can pre-populate this area for information that does not change

AT (GV)	JAY CONFIGURE	FIT ORDER FORM COVER	PAGE
Instructions B	EFORE Using this file		
Useful Tips:	3 Install the viewer and then re-open this form 4 Complete the form and then Save the file ure.g. John_Doe_ConfigureFit_Order 5 Email the completed form to: customs 6 Mark the Box below to indicate desire for a 7 If you wish, you can print this form and Fax This page can serve as a fax cover page  1 This form can be populated with common in e.g. Seat_Only_ConfigureFit_Order	ree viewer from Foxit Software . ftware.com obe Acrobat, but the data from a completed	d form WILL NOT SAVE using this progarm)  ue file name which can be used as a template. PATIENT ORDER UNDER A UNIQUE FILE NAME
FROM:	Request an Order	Request a Quote	
FROM: Account#	Request an Order		
4		Ship To:	
Account #PO#	Date:	Ship To:	
Account # PO# Marked For:	Date:Buyer:	Ship To:Address:	
Account #  PO#  Marked For:  ATS/RTS Name:	Date:Buyer:	Ship To:Address:	
Account #  PO#  Marked For:  ATS/RTS Name:	Date:  Buyer:	Ship To:Address:City / State:	
Account # PO# Marked For: ATS/RTS Name: Chair Order #:	Date:  Buyer:  Assemble to Base	Ship To:Address:City / State:	

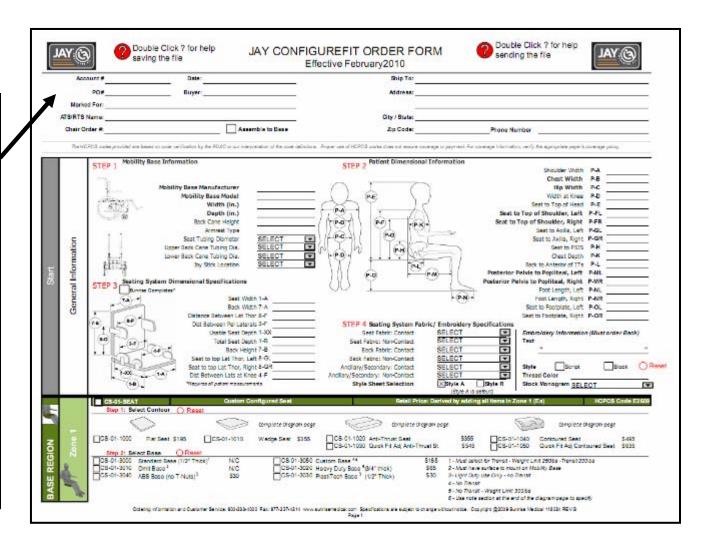
From Cover Page





Start with Page one of the order form

General order information from the cover page will be automatically copied to this page



From Page 1





Complete just
like the paper
order form –
notice, however,
there are drop
down boxes to
assist you

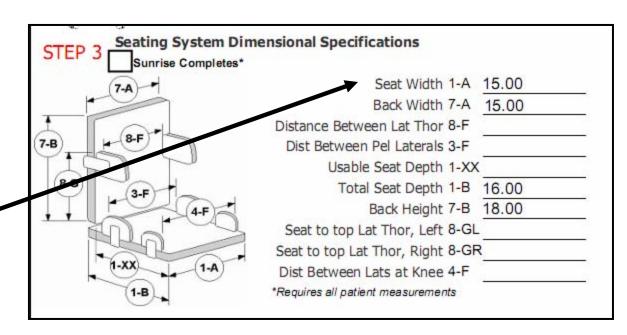
ount #	Date:	Ship To:	
PO# Buyer:		Address:	
l For:		=	
Vame:		City / State:	
der#:	Assemble to Base	Zip Code:	Phone Number
PCS codes provided are as	used on code verification by the POAC or our interpretation of the code defini	tions. Proper use of FICPCS codes does not ensure coverage or pay	ment. For coverage information, verify the app
STEP 1 Mobility	Base Information	STEP 2 Patient Dimensional Informa	
A STATE OF THE STA			Sh
	Mobility Base Manufacturer	$\circ$	
1	Mobility Base Model	- ( ) 🔓 ( )	V
1 - Table 1	Width (in.)		Seat to
1-23	Depth (In.)	- PA	Sort to Top of Sh
· · · ·	Back Cane Height	(PB) PP	
10 09	Armrest Type	1) × (1 1 TA 19 1 Wort	4 Black Texture Seat
	Seat Tubing Diameter SELECT [	P-G   P-G   W02 F	prest Green 5eat to
	their Back Cane Tubing Dia. SELECT	■ (V 1 (V)   (V) 2 #03 t	Dark Blue
1 1	Lower Back car. Tubing Dia. SELECT	- HP-0-1	Royal Blue
F-1223-4	Jey Stick Location SELECT	■ \ \ \       #07 E	Burgandy Back to A
1 3	NAME AND DESCRIPTION OF THE PROPERTY.	#08 F	
STEP 3 Seating	System Dimensional Specifications		Pelvis to Popi
Sunrise	Completes*		Purple Foot
7-A	Seat Width 1-A		Nutmeg Foot L
-	Back Width 7-A		Raspberry Seat to Fo
4 100	Distance Between Lat Thor 8-F	m20 C	Capri Teal Seat to Foo
7-8 8-F	Dist Between Pel Laterals 3-F	STEP 4 Seating System Fabric/	dal Marble
TIES I	Usable Seat Depth 1-XX	Seat Fabric: Contact SELE	C Embroider
8-G 3-F	Total Seat Depth 1-B	Sest Fabric: Non-Contact SELE	
	Back Height 7-B	Back Pabric: Contact SELE	
MA	Seat to top Lat Thor, Left 8-GL	Back Fabric: Non-Contact SELE	
1520F	Seat to top Lat Thor, Right 8-GR	And lary/Secondary: Contact SELE	
n-xx	Dist Between Lats at Knee 4-F	Andlary/Secondary: Non-Contact SELE	
(1-8)	'Requires all patient measurements	Style Sheet Selection Style	
			Style A is default)

From Page 1





Complete seating dimensions

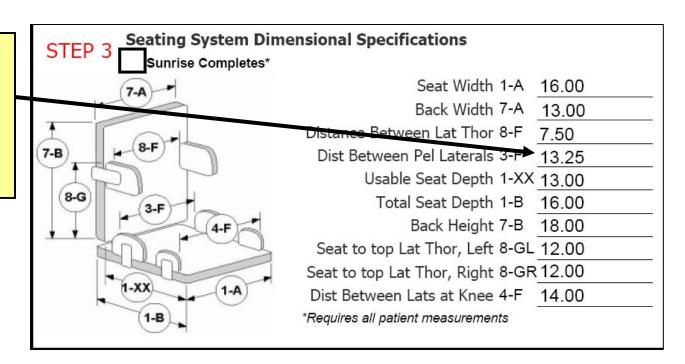


From Page 1





Dimensions are entered as decimals (not fractions)



From Page 1

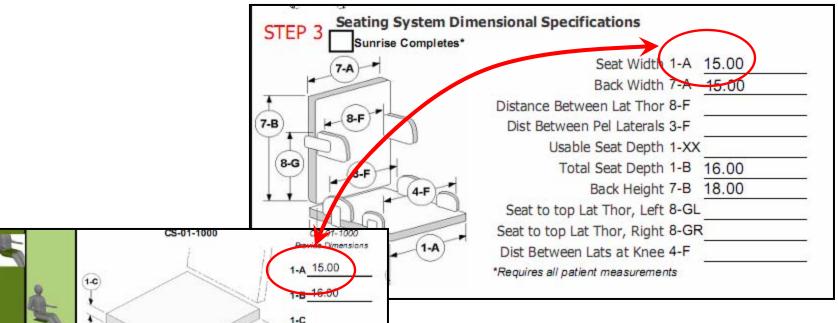


**E REGION** 

## How to Use the Form

CS-01-1030





CS-01-1030 Provide Dimensions

1-A 15.00 1-B 16.00 Dimensions will automatically transfer to Diagrams





Optionally use the Required Box as a first step to completing the form. This reminds you of only those zones needed as you move through the form

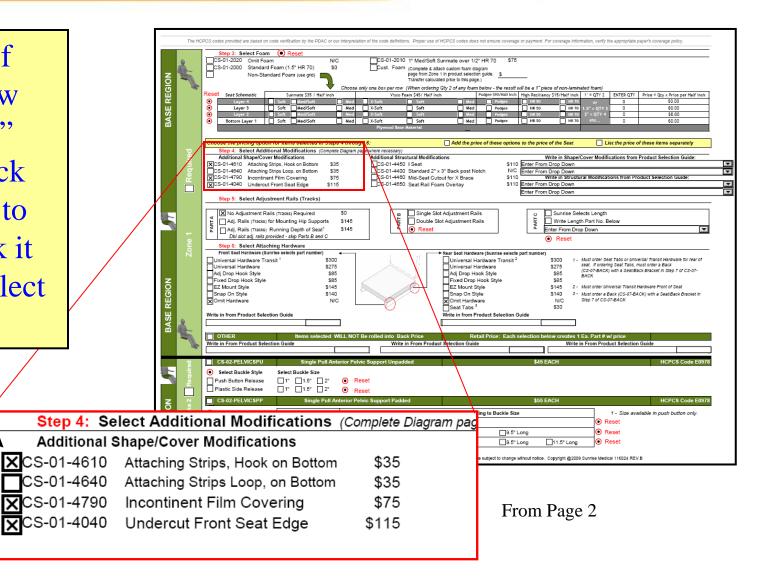
pe	CS-02-PELVICSPU	Single Pull Anterior Pelvic Support Unpadded						
Required	Select Buckle Style     Push Button Release     Plastic Side Release	Select Buckle Size           □1"         □1.5"         □2"           □1"         □1.5"         □2"	<ul><li>Reset</li><li>Reset</li></ul>					
N 0 2 8 2	CS-02-PELVICSPP	Single Pull Anterior Pelvic Support Padded						
REGION	Select Buckle Style	Select Buckle Size	Select Pad Si					
₩ ₩	Push Button Release	□ 1"	4.5" Long 1 5.5" Long					
	Plastic Side Release	1.5"						
BASE		2"						
m w		<ul><li>Reset</li></ul>						

From Page 2





Some areas of the form allow "Multi-select"
Options. Click the box once to select it, click it again to unselect it.







Other areas of the form allow only "singleselection" picks (such as the seat base material choice). Click once to select the item and use the red RESET buttons to unselect the pick

	Acco	unt# Date:		Ship To:	
		PO#Buyer:		Address:	
	Marked ATS/RTS N	2000		City / State:	
'	Chair Ord		ssemble to Base	Zip Code:	Phone Number
		2. The second se	singulation of the code definitions. Depart	2: u	rayment. For coverage information, verify the appropriate payer's coverage policy.
		M. Lilla. D Tof	any retained on the sound summing of roger a	STEP 2 Patient Dimensional Inform	
		STEP 1 Problety Base Information		STEP 2	Shoulder Width P-A
		Mobility Base Manufacturer	(		Chest Width P-B Hip Width P-C
		Mobility Base Model Width (in.)		(P.E) \ }	Width at Knee P-D Seat to Top of Head P-E
		Depth (in.)		27	Seat to Top of Shoulder, Left P-FL
		Back Cane Height Armrest Type		P.F +P-K+	Seat to Top of Shoulder, Right P-FR Seat to Axilla, Left P-GL
	6	Seat Tubing Diameter Upper Back Cane Tubing Dia.	SELECT SELECT	P-G	Seat to Axilla, Right P-GR Seat to PSIS P-H
	nati	Lower Back Cane Tubing Dia.	SELECT  -P	9-17 1 PH CC	Chest Depth P-K
표	ıforı	Joy Stick Location	SELECT 🔽	P-L P-M	Back to Anterior of ITs P-L Posterior Pelvis to Popliteal, Left P-ML
Start	General Information	STEP 3 Seating System Dimensional Specification	s		Posterior Pelvis to Popliteal, Right P-MR Foot Length, Left P-NL
	ner	7-A Seat V	Width 1-A 16.00	-	Foot Length, Right P-NR
	9	Distance Between Lat	Width 7-A 13.00		Seat to Footplate, Left P-OL Seat to Footplate, Right P-OR
	(	7-B Dist Between Pel Lat	terals 3-F 13.25 Depth 1-XX 13.00	STEP 4 Seating System Fabric/ Em Seat Fabric: Contact SEI	
		(8-G) Total Seat D	Depth 1-B 16.00	Seat Fabric: Non-Contact SEI	ECT Text
		Back H Seat to top Lat Thor,	leight 7-B 18.00 , Left 8-GL 12.00		.ECT
		5eat to top Lat Thor, 1.XX. Dist Between Lats at	Right 8-GR 12.00	Ancillary/Secondary: Contact SEI	ECT Style Script Blook
		(1-B) Requires all patient measu			Style A Style R Stock Monogram SELECT
		CS-01-SEAT Custom	n Configured Seat	Ret il Price: Derive	(Style A is default)  If by adding all items in Zone 1 (Ea)  HCPCS Cod
4		Step 1: Select Contour ( Reset			
	-		Complete Diagram page	Complete Diagram page	Complete Diagram page
중	oue	CS-01-1000 Flat Seat \$195 CS-01-1010	Wedge Seat \$355	S-01-1020 Anti-Thrust Se st S-01-1030 Quick Fit Adj Anti-Thrust St.	\$355 CS-01-1040 Contoured Seat \$4 \$545 CS-01-1050 Quick Fit Adj Contoured Seat \$8
REGION	N	Step 2: Select Base Reset  CS-01-3000 Standard Base (1/2" Thick) N/C	CS-01-3050 Custom		1 - Must select for Transit - Meight Limit 250lbs - Transit 200lbs
Œ W	4	CS-01-3010 Omit Base 2 N/C CS-01-3040 ABS Base (no T-Nuts) 3 330	CS-01-3020 Heavy D CS-01-3030 PlastiTed	ch Base 3 (1/2" Thick) \$30	2 - Must have surface to mount on Alobiity Base 3 - Light Duty Use Only - no Transit
ASE	1		Star is		4 - No Transit 5 - No Transit - Weight Limit 300lbs
m					6 - Use note section at the end of the diagram page to specify
		Ordering Information and Customer Service: 800-333	-4000 Fax: 877-237-4214 www.sunriseme	page 1	out notice. Copyright @2009 Sunrise Medical 116024 REV.B.
	EAT		Custom Con	figured Seat	
-01-S		ct Contour ( Reset		*	
	Sele	O INCOCE	C000804		
	Sele				
	Sele			Complete Diagram pa	ge Co
	Sele	>		Complete Diagram pa	_
	<	Flat Seat \$195		Complete Diagram pag Wedge Seat \$355	CS-01-1020 Anti-Thrust
ep 1:	<			, , , , , , , , , , , , , , , , , , ,	_
ep 1: 01-10 ep 2:	Sele	ct Base Reset	CS-01-1010	Wedge Seat \$355	CS-01-1020 Anti-Thrust
ep 1: 01-10 ep 2: 01-30	Sele	ct Base Reset Standard Base (1/2" Thick)¹		Wedge Seat \$355	CS-01-1020 Anti-Thrust CS-01-1030 Quick Fit A
ep 1: 01-10 ep 2: 01-30	Sele	ct Base Reset	CS-01-1010	Wedge Seat \$355	CS-01-1020 Anti-Thrust CS-01-1030 Quick Fit A
ep 1: 01-10 ep 2:	Sele 00 :	ct Base Reset Standard Base (1/2" Thick)¹	CS-01-1010	Wedge Seat \$355	CS-01-1020 Anti-Thrust

From Page 1





Foam layering diagram will automatically calculate price when foam type and quantity are entered

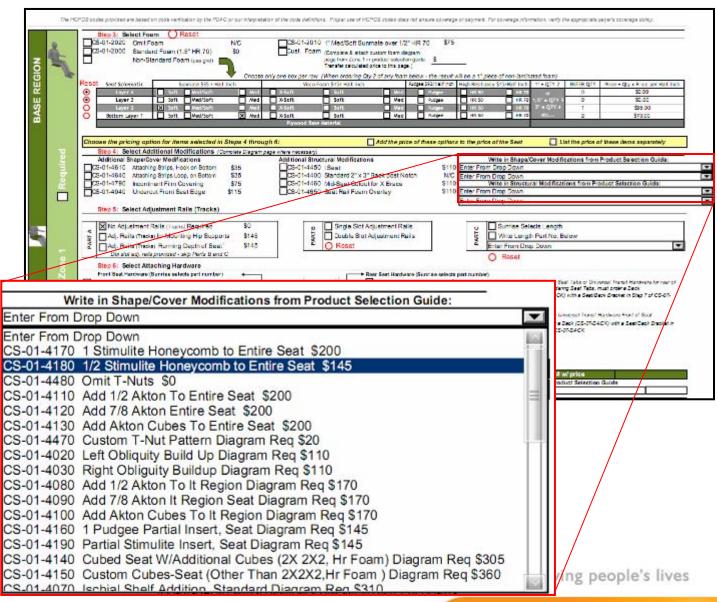
Reset	Seat Schematic	Sunmate \$35 / Half Inc	t.	Vi	sco Foam \$45/ Half Inch		Pudgee \$90/Half Inch	High Resiliancy \$	15/Half Inch	1" • QTY 2	ENTER QTY	Price - Qty x Price per Ha	lalf Inch
<b>O</b>	Layer 4	Soft Med/Soft	Med	X-Soft	Soft	Med	Pudgee	HR 50	HR 70	or	0	\$0.00	
<b>O</b>	Layer 3	Soft Med/Soft	Med	X-Soft	Soft	Med	Pudgee	HR 50	HR 70	1.5" = QTY 3		\$0.00	
0	Layer 2	■ Soft Med/Soft	☐ Me	X-Soft	Soft	Med	Pudgee	HR 50	HR 70	2" = QTY 4	1	\$35.00	
0	Bottom Layer 1	Soft Med/Soft	X Med	X-Soft	Soft	Med	Pudgee	HR 50	HR 70	etc	2	\$70.00	
				Plywood	Base Material								

From Page 2





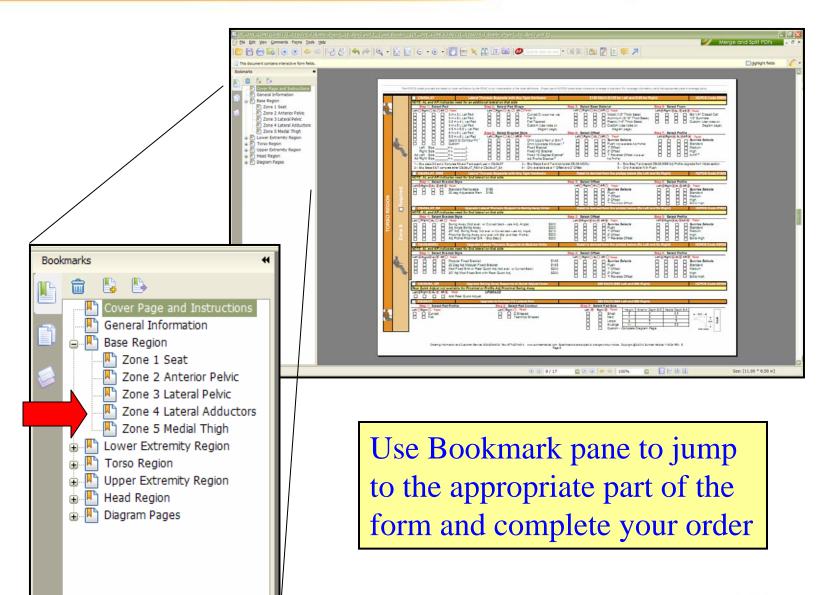
Many Write In Boxes contain a drop down of available choices OR just type in the box!



From Page 2



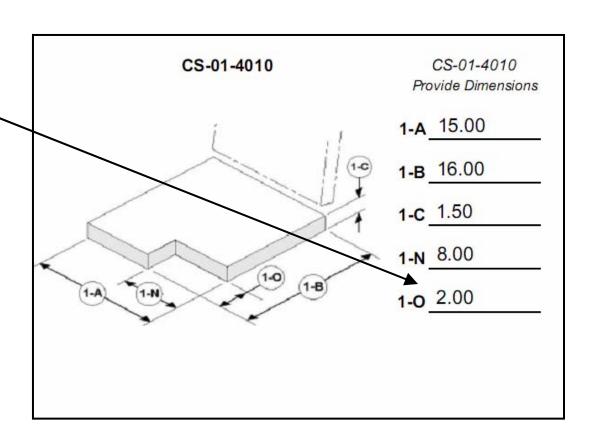








Complete the appropriate diagrams by just typing on the lines

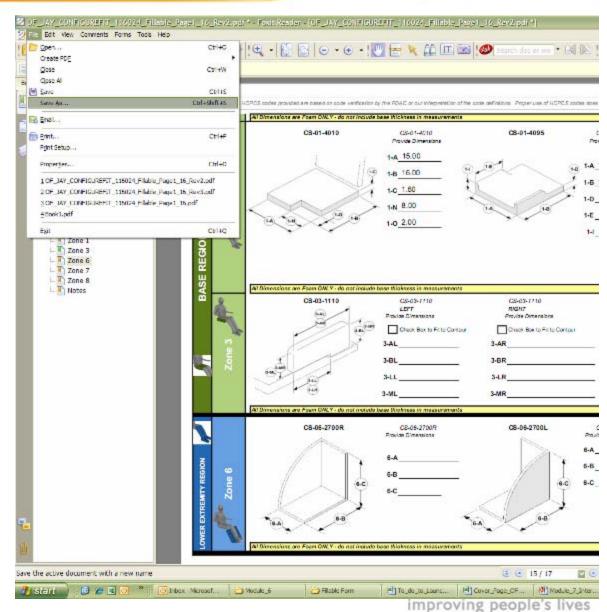






Upon completion,
Select File>Save
As..

And name the file with an appropriate designation





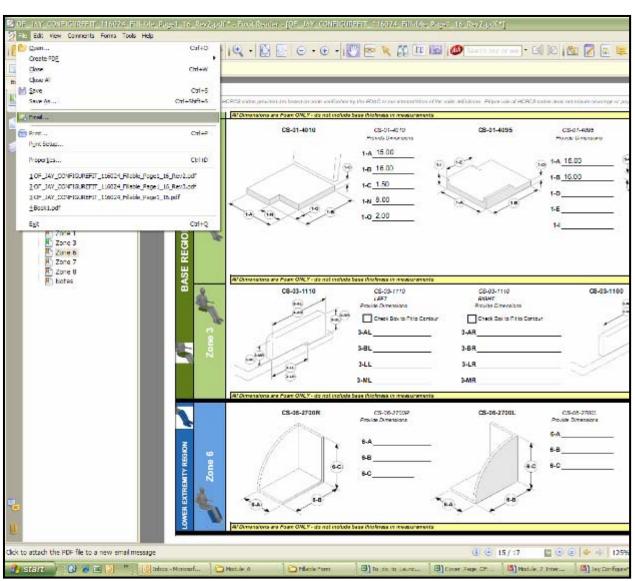


After saving,

submit the form via email by selecting File>Email.. And sending the form to

customseating@sunmed.com

Please indicate
"Quote" or "Order"
in the subject line



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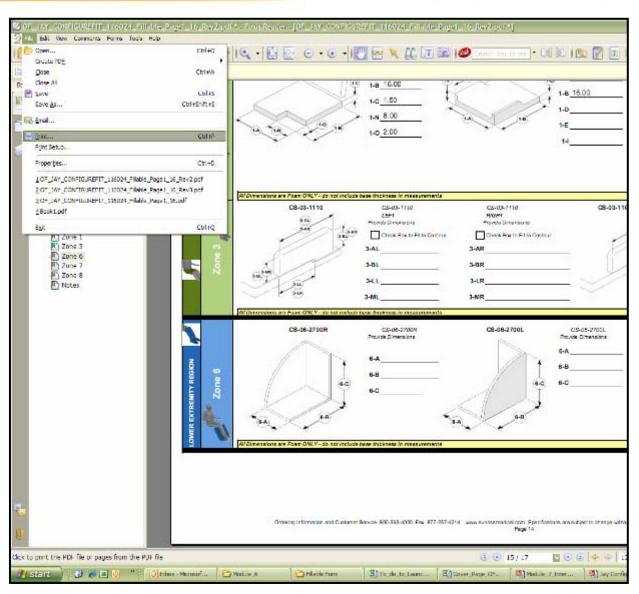


Alternatively, after saving,

You can print and submit the form via fax.

Submit the fax to:

877-237-4214







Thank you for your time...

If you have any questions... contact customer service at 800-333-4000