

## Editing an Item

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

1. Click **Administration**.
2. Select **Accounting** Menu item.
3. Select **Items** sub-menu item.
  - a. The Items screen will display with all the existing Items.
4. Select the **Show** button, next to the item you wish to review.
  - a. The Item details will display.
5. Click **Edit** and modify the relevant information/fields.
6. Once all changes are made, select the **Update Item** button.

### Interface

#### Details Panel

Details	
Item Number	17610
Item Type	Consultation
MBS Description	Anaesthetist, pre-anaesthesia consultation (Professional attendance by a medical practitioner in the practice of anaesthesia) a brief consultation involving a targeted history and limited examination (including the cardio-respiratory system) and of not more than 15 minutes s duration, not being a service associated with a service to which items 2801 - 3000 apply.
Your Description	Anaesthetist, pre-anaesthesia consultation (Professional attendance by a medical practitioner in the practice of anaesthesia) a brief consultation involving a targeted history and limited examination (including the cardio-respiratory system) and of not more than 15 minutes s duration, not being a service associated with a service to which items 2801 - 3000 apply.
Short Description	
Status	MBS Number
	<input type="checkbox"/> Taxable Supply
	<input type="checkbox"/> Partial GST Liability
Fee Type	Fixed Fee
	<input type="checkbox"/> Step Service Date
General ledger audit code	

#### Extended Parameters Panel

Extended Parameters	
	<input type="checkbox"/> Display extended parameters by default
	<input type="checkbox"/> Item requires entry of time/duration (minutes)
Minimum Duration (Minutes)	<input type="text"/>
Maximum Duration (Minutes)	<input type="text"/>

#### MBS - General Parameters Panel

MBS - General Parameters	
MBS Category	THERAPEUTIC PROCEDURES ✕ ▼
MBS Group	ANAESTHETICS ✕ ▼
Changing the MBS Group will recalculate all prices displayed.	
MBS Sub Group	ANAESTHESIA CONSULTATIONS ✕ ▼
Unit Modifier	Patient's Seen ▼

#### MBS - Assistant Billing Parameters Panel


MBS - Assistant Billing Parameters
<input type="checkbox"/> Assist not eligible for fee

#### Hearing Services Program Panel

Hearing Services Program
<input type="checkbox"/> Item Requires Previous Fitting Item Number
<input type="checkbox"/> Item Requires Date Of Follow Up
<input type="checkbox"/> Item Requires Date Client Only Aidable To One Ear
<input type="checkbox"/> Item requires Left / Right fitting information

#### Prices Panel

**Prices**

**Effective Service Date** 26/10/2020 

Changing the Effective Service Date will recalculate all prices displayed.


Name	Region	Fixed Fee
MBS 100%	National	44.35
MBS 85%	National	37.7
MBS 75%	National	33.3

#### v6.68.1.1 Feature: Discontinued Date

The capability to include a Discontinued Date for items has been added to CareRight. The Discontinued Date is used to prevent billing of an item for service dates after the Discontinued Date, but to still allow billing of that item for service dates prior to the Discontinued Date. When adding a line item to an invoice and the service date is AFTER the discontinued date, then the item number will not be found.

To specify a Discontinued Date:

1. In the **Status** field within the Details panel, select **Discontinued**.
2. In the **Discontinued Date** field, use the mini-calendar to select a date or enter a date directly in dd/mm/yyyy format.
3. Proceed with editing the item and, when done, click **Update**.

<b>Status</b>	Discontinued 
<b>Discontinued Date</b>	21/10/2020 