Editing an Item

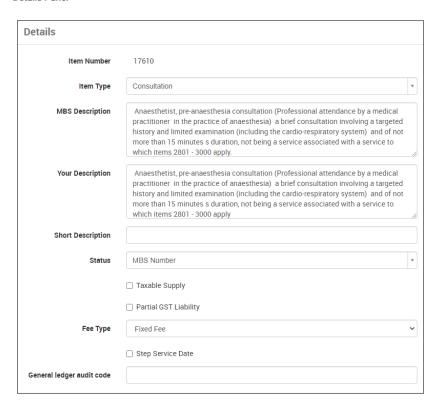
Last Modified on 26/10/2020 12:57 pm ACDT

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

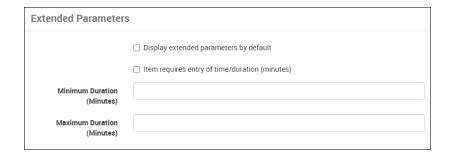
- 1. Click Administration.
- 2. Select Accounting Menu item.
- 3. Select Items sub-menu item.
 - a. The Items screen will display with all the existing Items.
- 4. Select the **Show** button, next to the item you wish to review.
 - a. The Item details will display.
- 5. Click **Edit** and modify the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

Interface

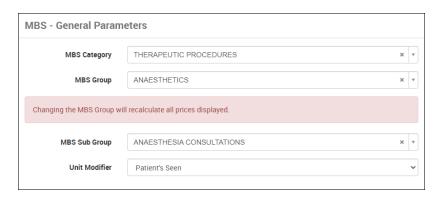
Details Panel



Extended Parameters Panel



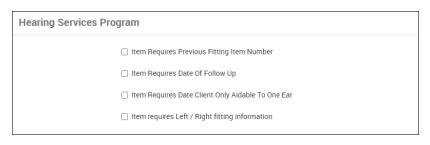
MBS - General Parameters Panel



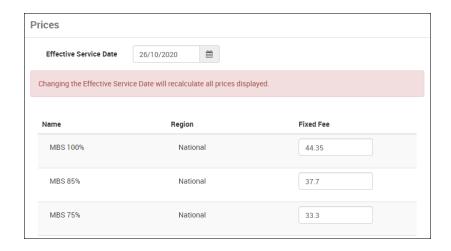
MBS - Assistant Billing Parameters Panel



Hearing Services Program Panel



Prices Panel



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 $\mbox{\bf Update}$.

