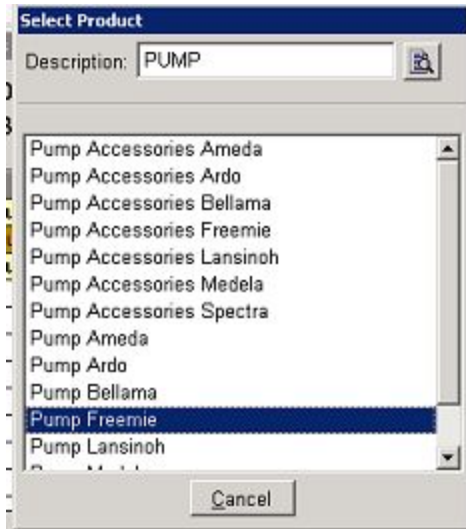


From **Select Product** window, find the item. (If you are searching for an item, such as a pump, it may have multiple entries. It doesn't matter which one you choose. The selection is for inventory purposes.) Click to choose item.



From **Edit Contract Item** window:

Enter **Quantity**.

Status is Open.

Diagnosis code is automatically pulled in. This can be changed here if needed.

Choose **Rental**.

Enter **Amount** to be billed each month.

Enter number of **Months To Bill** over the length of the contract.

Choose the **Date** you would like billing to start.

Choose **Insurance**.

Save

The screenshot shows the 'Edit Contract Item' window for 'Pump Freebie'. The fields and options are as follows:

- Product: 32
- Quantity: 1
- Delivered: 05/18/17
- Status: Open
- Location: (empty)
- Provider: Polly Thoman, IBCLC
- Diagnosis: Z39.1 (Care and exam of lactating mother)
- Rental Purchase
- Amount: 25.00
- Months To Bill: 10
- Months Billed: 0
- Next Bill Date: 06/15/17
- Return Date: / /
- Insurance Self-Pay Outside Billing
- Buttons: Save, Return, Exchange, Cancel

A contract has now been created which will bill on a monthly basis.

Patient Contracts

Account: 10003 Test, Arika
Insurance: BCBS Blue Cross & Blue Shield WNY

Product	Description	Status	Delivered	Type	Amount	Billed	Auth #	Auth Exp
4	Pump Ameda	Active	03/15/17	Rental	25.00	2 / 10		
32	Pump Freemie	Returned	05/18/17	Rental	25.00	0 / 10		
7	Pump Ardo	Active	05/18/17	Rental	25.00	0 / 10		
32	Pump Freemie	Active	05/18/17	Rental	25.00	0 / 10		

Print Delivery Ticket Generate Claim
Add Item Delete Item Exit

Early Termination of Rental Agreement

Double click on contract from the **Patient Contracts** Window. From the **Edit Contract Item** window, change **Status** to complete, enter **Return Date**. Save.

Edit Contract Item

Product: 32 Pump Freemie

Quantity: 1

Delivered: 05/18/17

Status: Complete

Location:

Provider: Polly Thoman, IBCLC

Diagnosis: Z39.1 Care and exam of lactating mother

Rental Purchase Amount: 25.00

Months To Bill: 10 Months Billed: 0

Next Bill Date: 06/18/17 Return Date: 06/01/17

Posted by: Auth Info

Insurance Self-Pay Outside Billing

Save Return Exchange Cancel