

Extend a fee's end date

Last Modified on 16/11/2021 9:34 am AEDT

Extend the end date of an item number, including the date of an item number that's exceeded its validity date and is no longer appearing when you search for it. This applies to items that were given an end date when they were set up.

To change an end date:

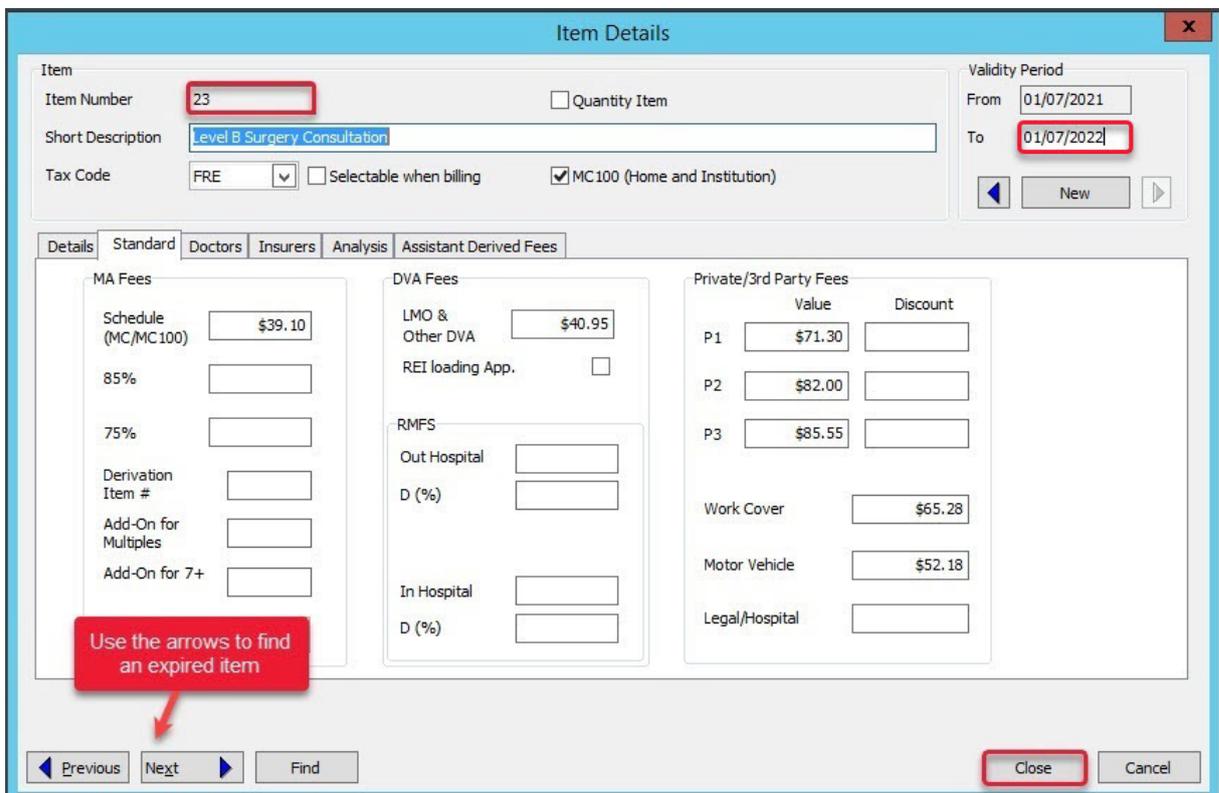
1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Items** and then **Item Details**.
3. In the **Item Number** field, enter the item.

If the **Item** has already passed its **Validity Period**, you will get an Item Not Found search result. To locate the item, enter the number of an item close to it, and use the **Previous** or **Next** arrow to move through the items to find the one you want to update.

4. Press **Enter** twice to open the item.
5. In the **Validity Period** section, extend the date in the **To** field.

If you try to delete the end date, Zedmed will pause then give an invalid input error.

6. Select **Close** to save and exit.



The screenshot shows the 'Item Details' window with the following fields and values:

- Item Number:** 23
- Short Description:** Level B Surgery Consultation
- Validity Period:** From 01/07/2021, To 01/07/2022
- MA Fees:** Schedule (MC/MC100) \$39.10, 85%, 75%, Derivation Item #, Add-On for Multiples, Add-On for 7+
- DVA Fees:** LMO & Other DVA \$40.95, REI loading App. (checkbox), RMFS Out Hospital, D (%), In Hospital, D (%)
- Private/3rd Party Fees:** P1 \$71.30, P2 \$82.00, P3 \$85.55, Work Cover \$65.28, Motor Vehicle \$52.18, Legal/Hospital

Navigation buttons at the bottom include Previous, Next, Find, Close, and Cancel. A red callout box points to the Previous and Next buttons with the text: "Use the arrows to find an expired item". The Close button is also highlighted with a red box.