

## HOW DO I ? TRACK RENTALS BY SERIAL NUMBER

Monday, 19 October 2009 10:19 -

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RxDME2000 and DMEFree have simple rental tracking and can track items by serial number associated with a specific patient.

To start Click Itemfile Icon.

Select desired Item, example Walker

Click on Serial Numbers button on right.

Now click Insert button to add a record...

Date of Entry is prefilled, you may change

Type is optional

Serial# can be any alphanumeric

Out/In allows you to identify if this specific item is out on rental or not

Out/In Date - date it went out, or date it came back in.

Due Back Date

Date Returned Date

below is a field to lookup a patient .

Click ok when done.

Notes:

If you are going to use the Batch Rental program

You still need to setup rentals as usual , described in the manual on Batch billing