A. Order Equipment for New Patient

1. Click `New Order`
2. Fill out patient information and click `Continue`
3. Locate and select product *(see sidebar instructions)*
4. Click `Order` to order product
5. Confirm desired quantities and click `Add to Order`
   • To edit order, click `Review Order`
6. To add Delivery Instructions or to Request Callback, add notes and/or check box
7. Once reviewed and correct, click `Submit Order`
8. Watch for an email confirmation of your order

B. Add Equipment for Existing Patient

1. Click on `Rentals` tab and locate patient
2. From dropdown menu, select `Add Products`
3. Review/update patient info and click `Continue`

Note: *Follow Steps 3-8 as detailed in Section A of this document*

Locate and Select Product

1. Filter by Group, Category and/or Class

   A. Accessories, Frames, Hercules, Mobility, Package, Support Surfaces, Transport

   B. Category: Bariatric, Non-Bariatric, Pediatric

   C. Class: Acute, Post-Acute, Homecare

2. Search by product name or number

C. Assign Consignment/Standby Equipment to New Patient

1. Click `Consignment` in left column
2. Click `New Order`
3. Fill out patient information and click `Continue`
4. Assign product(s) to patient, paying close attention to product serial number(s); enter Rental Start Date and Discharge Date (if applicable)
5. Select `Review Order`
6. Once reviewed and correct, click `Submit Order`
7. Watch for email confirmation of your order

D. Assign Consignment/Standby Equipment to Existing Patient

1. Click `Order` and locate patient
2. From dropdown menu, select `Assign Consignment`
3. Review/update patient info and click `Continue`

Note: *Follow Steps 4-6 as detailed in Section C of this document*

E. Clone Order from Existing Patient to New Patient

1. Click `Expand All` to see details of existing patient orders
2. To clone an existing order, select `Copy Order` from dropdown menu
3. Fill out new patient information and click `Continue`
4. Review copied order
5. To add Delivery Instructions or to Request Callback, add notes and/or check box
6. Once reviewed and correct, click `Submit Order`
7. Watch for an email confirmation of your order

F. Edit Patient

This new feature allows you to edit patient name, I.D., height/weight, MRN, or other details including room, department, PO #, cost center, and more.

1. Locate existing patient
2. From dropdown menu, select `Edit Patient Information`
3. Make edits as needed, then click `Continue`

G. Return Equipment

1. Locate existing patient
2. From dropdown menu, select `Return`
3. Review/update patient info and click `Continue`
4. Select equipment to be returned, enter special notes or instructions for pickup, and Rent Stop Date.
5. Click `Submit Returns`

H. Request Service

1. Locate existing patient
2. From dropdown menu, select `Service`
3. Review/update patient info and click `Continue`
4. Select equipment needing service
5. In Special Note box, describe issue and click `Submit Service`

SizewiseStat!