

MediLogix Tips to Save You Time & Money

Due to our limited access to your facilities, we're currently unable to routinely verify the location of rented equipment (also referred to as a "sweep"). The good news is that our MediLogix Customer Portal makes it easy for you to track all your rentals. Here are a few tips that will save you time & money:

1. You can help streamline your billing information by letting us know when equipment is moved from patient to patient. Just complete a simple online form (see below) or call Customer Care at 855-633-4564.
 - From the home page, select Orders.
 - Select Request Transfer.
 - Click Select On-Rent Equipment and select the items to transfer between residents.
 - Complete the Transfer-From and Transfer-To fields.
 - Click Submit Request.
 - You will receive an email order confirmation.

Request Transfer Equipment

Select a Facility Name and enter the Transfer-From and Transfer-To information Select On-Rent Equipment

Facility Name:

Transfer-From:

Patient Name:

Patient Room No.:

Transfer-To:

Patient Name:

Patient Room No.:

Requestor Name:

Requestor Phone No.:

Requestor Email:

Date Required:

Who should we contact about this order?

Facility	Room No.	Patient Name	Equip. No.	Description	
Acme Health and Rehab of Stratton	206B	CT095658 Patient	FA42042	MATT-BAR-48 APM BAR	✖
Acme Health and Rehab of Stratton	206B	CT095658 Patient	FA52584	PUMP-BAR-APM BAR/ATRIC	✖

If the equipment to service was not found during the selection, please describe the equipment below such as Type, FA Number and any other information that will help us locate the equipment. Please provide the name of the patient transferring from and to along with the equipment being transferred.

2. To keep track of items reported as missing – and avoid paying daily rental for equipment that is not being used – schedule a missing equipment report to be emailed directly to you (see below). Of course it also helps you avoid paying the replacement cost if the item is not found after 30 days.
 - From the home page, select Reports.
 - Select Reports Scheduler.
 - Select New.
 - From the Report Name dropdown list, select Missing Request.
 - From the Frequency dropdown list, select your preferred frequency.
 - Click Save.

New Report Schedule

Report Name: Missing Rental Equipment

Start Date: 5/4/2020 7:49 AM

Frequency: Weekly

Recipient: jpeters2@medilogix.com

Additional Recipients:

To separate the emails use a semicolon (;) or a comma (,).

Save Cancel

Chat

3. View the Active Rental Report to identify your MediLogix rental items.
 - From the home page, select Reports.
 - Select Standard Reports, then Active Rentals.
 - Click OK to accept 0 days of history.

This MediLogix tag, along with the report, will help you keep track of all your rentals.



IMPORTANT: MediLogix rental equipment must stay at your facility; equipment cannot go to the hospital or to a resident's home. This includes CPAPs, BiPAPs, NPWT devices, and wheelchairs.