Step by Step Guide to
Claiming Item 903 with Best Practice

The order for accounting an item 903 for the second time in a 12 month period.

1. In the create an account screen click ‘Add item’.

2. Enter “903” as the item number and double click on the ‘item description’.
   Choose ‘Not Related’ as a Restriction code.
   Enter ‘Exceptional Circumstance’ or similar as a service detail.
   Click ‘Add’ when finished.

3. Once finished click ‘Store’.

Created by Ward MM, Supporting GP’s to care for their patients

If you require further assistance please contact Best Practice Software on +61 4155 8800