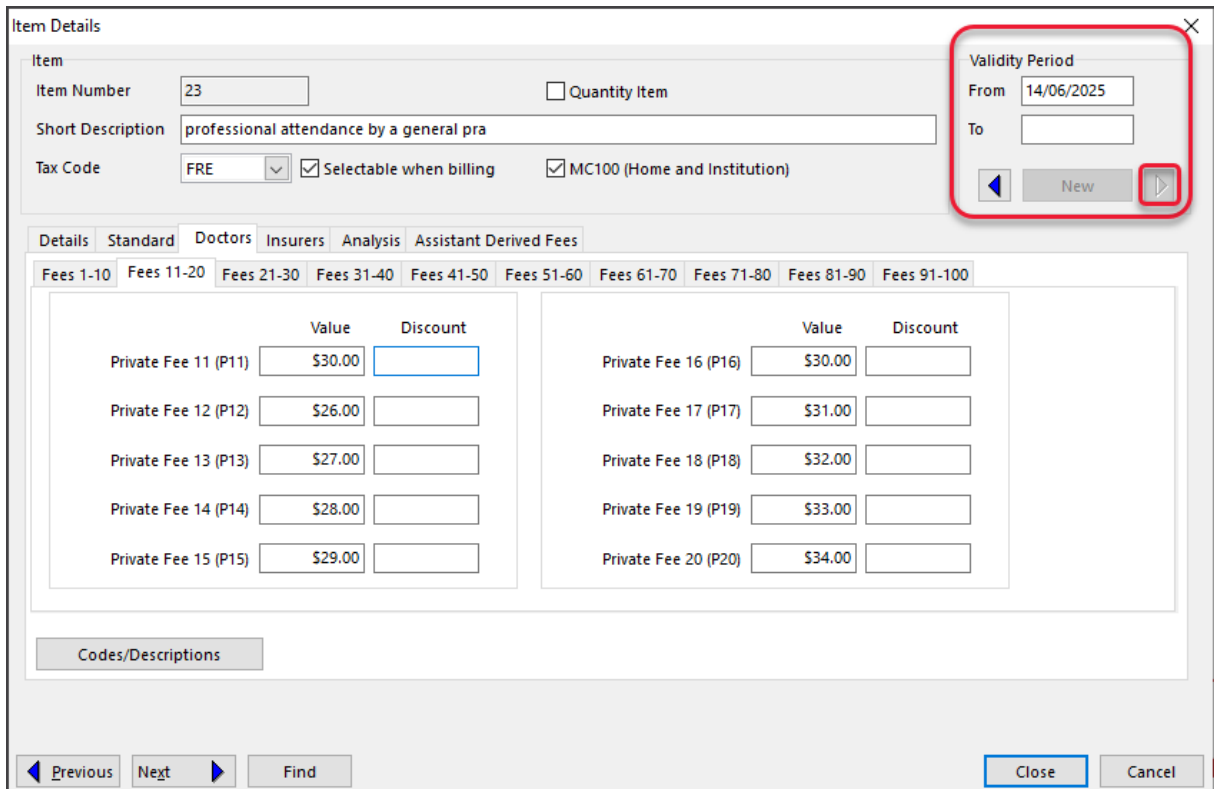# Change a practice items private fee and period

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Update a practice item's private fee for a date range that differs from the MBS schedule.

For more information, see the Managing item fees guide.

To make this update, follow these steps:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup,** then select **Items** > **Item Details**.
3. In the **Item number** field, enter the item number you want to view.
4. Select **Find** to open the **Item Selector**.
5. Select **Details**.

    The **Item Details** screens will load the item's fee information.
6. Press the blue arrow to the right of the **New** button.

    - A new **Validity Period** will display, starting from the next day.
    - You can set a future date.
    - We recommend not using the current day (avoids different fees on the same day).
7. Update the **Value** of the **Private Fee/s**.
    - Private fees include (P1-P3 and P10-P30).
    - If you press the left blue arrow, that item will show different rates for each **Validity Period**.
8. Select **Close** to save.

Note: If you need to update many items, please contact Zedmed Support to arrange for an import from a spreadsheet.