

## Steps to Discharge Bariatric Rental Furniture & Equipment Duke University Hospital

Agiliti must be notified of a patient's discharge to return furniture and equipment in order to stop rental charges.

You will need to provide Agiliti with the following information:

- 1. Patient's name
- 2. Hospital, unit/department, and room number
- 3. A call back phone number

## Follow these steps to return equipment:

- 1. Go to Duke Health DHTS service portal.
- 2. Select "Get It".
- 3. Select "Clinical Engineering".
- 4. Select "Requests for Beds and Equipment Distribution".
- 5. Complete the form then select "Request Now".

