

Barnestorm Office Training Guide

Topic	Navigation / Information	Article Number
Section 1	Overview	
Knowledgebase	View instructions on how to complete a task or helpful articles on how to troubleshoot issues. You can go to the knowledgebase and enter the article numbers shown in this document in the right column into the Search field to find instructions on how to do all of the activities show here.	50361
	Main Menu > Help	
Select Patient	Search for a patient by first name, last name, or chart number. View patient information on main screen, including name, phone number, payer, age, days active, and status.	50404 50826
	Main Menu / Select Patient > Select Patient (main screen upon log in)	
Expiring 485s	View at a quick glance which 485s are due to expire.	50662
	Main Screen / Select Patient > Expiring 485s or Reports > 485 > 01.34 Expiring 485s	
Recent Visits	View recent visits that were completed and the status they are in (completed, locked).	50425
	Main Screen / Select Patient > Recent Visits	
Recent Referrals	View how many referrals have been taken recently. Which ones are active, RBNA, canceled or discharged.	50068
	Main Screen / Select Patient > Recent Referrals	
Printing	Example on main screen (Select Patient): pull up expiring 485s. Click the Print button and discuss print preview, print options, selecting printer, default printer.	
	Main Screen / Select Patient > Print	
Patient Info	View information on patients. Click through all buttons (some only show information if you are using Barnestorm POC). This is to view only, it is not to enter, edit, or add information. It's good for anyone who should only check patient information. Print button available for any page shown.	50087
	Main Menu > Patient Info	V: 51062
Search	Search all information in Barnestorm to find what you need, such as a doctor, medication, patients info, etc.	50400
	Main Menu > Search	V: 51063
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Section 2	Data Entry	
Referrals	Enter patient referrals, update patient info, change patient status, discharge, and activate, RBNA. Use tabs on top of Referral screen to see more info about the patient.	50065
	Main Menu > Referral	
ICD Codes	Enter ICD codes for each patient—this is done by dates, and the date is intended to be a timestamp: each date should have an accurate listing of the patient's condition AT THAT TIME. Enter severity whenever possible. This is where ICD codes should be changed and updated, because they pull from this area into the 485s and OASIS automatically.	51501 50221 50220 50222
	Main Menu > Patient Histories > ICD History	V: 51064
Medications	Enter medications for each patient, along with dose, frequency and route. Schedule is options but provides a nice schedule printout for patient. This is where medications should be changed and updated, because they pull from this area into the 485s and OASIS automatically. When a dosage changes, use ADD. Edit is only used if there is an error in the entry.	50224 50226 50227 50228 50229
	Main Menu > Patient Histories > Med History	V: 51065 V: 51066 V: 51067
Supplies	Enter patient supplies used. Create Supply Purchase Order. Create Supply Requisitions.	50127 50254 50251 50594
	Main Menu > Supplies	
485	Create 485's to track patient orders.	50193
	Main Menu > 485	
Orders	Enter orders. Most orders are regular verbal orders to mail to the physician, but information-only orders are available as well. Enter text at top, Save, and the order goes to the lower left, where you will click on it and then click on the button indicating the type of order you wish to create.	50216 50219 50312 50314
	Main Menu > Orders > Add / Edit Orders	V: 51103 V: 51071 V: 51454
Tracking Orders and 485s	This part of the system allows you to track orders and 485s that were created, when they were mailed to the physician, and when they were returned. It also allows you to reprint them as needed to resend.	50419 50719
	Main Menu > Mailings > Mail Orders Main Menu > Mailings > Mail 485s	

Care Plan / IDG Meetings	You can create Care Plans and IDG Meetings in both Barnestorm Office and Point of Care.	51135 51178 51136 51137
	Main Menu > Visits / Assessments > Care Plans Main Menu > Care Plans	
HH Care Plan	Creates simple home health care plans.	51427
	Main Menu > Care Plans	
Patient Infections	The Infections screen allows you to document patient infections with treatment and plan of action.	50700
	Main Menu > Patient Histories > Infections	
Aide Plan	You may create the Plan of Care for the aide within your assessment.	51471 50563
	Main Menu > Aide Activity > Aide Plan	
HHVBP	Entering HHVBP Employee Flu Vaccine, Herpes Zoster, Advance Care Plan	51337 51334 51336
	Main Menu > Patient Histories > HHVBP	V: 51339 V: 51341 V: 51340
Documents	Upload or view patient documents	51407
	Patients Histories > Documents	
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Section 3	Communication	
Messaging	The messaging system in Barnestorm is similar to inter-office email. The intended purpose is to aid in the communication of information between employees who are logged into the Barnestorm system. Messaging may also be used to create reminders for yourself or others.	50318 50877
	Main Menu > Messaging	V: 51068
Care Coordination	This allows you to document communication notes related to patients (phone calls, care conference meetings, calls from patient's family) so that everyone who has access to Barnestorm Office can view them. You can also use this feature to go paperless with other documents.	50414 50417 50107 50416
	Main Menu > Care Coordination	V: 51191
Help	In addition to the Knowledgebase where you can find answers to most of your questions and instructions on how to do most tasks in Barnestorm, you can get additional help using the Chat, Call Request, and Email options under Help.	50064
	Main Menu > Help	V: 51039
Time Sheets	Use Barnestorm to help you go paperless with your time sheets. We offer different reports to run that shows totals per employee.	50099 50100 50301 50874
	Main Menu > Employee Activity > Time Sheet Main Menu > Employee Activity > Non Visit Entry	V: 51069 V: 51050
Schedules	Use schedules to create visit schedules for your clinicians. The new schedule option allows you to print these on a daily, weekly, or monthly basis. You may copy schedules from one week to the next with one button click.	50197 50908
	Main Menu > Employee Activity > Schedule Calendar	
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Section 4	Billing	
Visit Entry	Enter visits by keying the employee (by name or number), patient (by name or chart number), selecting Program/Payer, Job Code, Visit Status, and time. Options for entry are on the right set and should be set once on each computer where visit entry is performed.	50402
	Main Menu > Employee Activity > Visit Entry	
RAPs/EOEs PPS	Create RAP Claims for Medicare PPS Episodes Transmit RAP Claims to PGBA Create EOE Medicare PPS Episodes Transmit EOE Claims to PGBA	50256 50257
	Main Menu > Billing > PPS Billing and HIPAA Transactions	
Medicaid Billing	Bill Medicaid Claims Print/View UB04/1500 Transmit Medicaid Claims Receive Response from EDS	50248 50413 50266 50259
	Main Menu > Billing > All Other Billing	
PPS Reports	View EOE claims that need sent soon View a list of claims send but not paid Missing episode report PPS Cost Analysis – Detailed list of PPS episodes	50350 50351 50344 50338
	Main Menu > Billing > Reports or Reports > Billing	
Billing Process	Troubleshooting Episodes on why they're not ready to be sent. Use messaging to communicate with other staff that may need to correct issues that are holding up billing.	50028 50318
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Topic	Navigation / Information	Article Number
Section 5	Accounts Receivable	
Post Payments	Post ERAs or paper RAs.	50272 50155 50720
	Main Menu > Accounts Receivable > Post Payments	
Transfer Charges	Transfer charges to the accounts receivable after billing is complete. This is what makes the "Amount Billed" show in the A/R Non-PPS payers.	50270
	Main Menu > Accounts Receivable > Post Amt Billed	
AR Reports	Print a patient balance report. Print a 30/60/90 report by patient. Summary of accounts receivable balance by payer	50428 50429 50346
	Main Menu > Accounts Receivable > Reports or Reports > Accounts Receivable	
Inquiry	Search the patient's history of accounts receivable.	50430 50431
	Main Menu > Accounts Receivable > Inquiry	
Billing Process	Troubleshooting Episodes on why they're not ready to be sent. Use messaging to communicate with other staff that may need to correct issues that are holding up billing.	50028 50318
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