

# *Preparation of Using Supply Feature*

- Read the article below for suggestions on how to start preparing your supply codes.

## Brief Key Points

- Printing a list of current supplies in Barnestorm
- Review which supplies are no longer used
- Taking inventory of in stock supplies

<http://kb.barnestorm.us/KnowledgebaseArticle50467.aspx>

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# Configure Supply Codes

- Read the article below on how to configure the supplies within Codes > Rates > Supply Codes

Ordered from vendor by the	CS	Order Cost \$	55.00	/ CS
Stocked by the	PACK	Cost \$	5.50	/ EA
Billed by the	EA	Price \$	6.54	/ EA
1 CS = how many PACK	5	Price Markup is 3.00		
1 PACK = how many EA	2	...Date...	...Cost	..Price
		09-01-2007	5.50	6.54

## Brief Key Points

- Knowing how supplies are ordered
- Knowing the cost of the supplies

<http://kb.barnestorm.us/KnowledgebaseArticle50180.aspx>

# *Use the Supply Inventory Screen*

- Using the inventory screen adds supplies to the supply inventory in Barnestorm.
- You can create an inventory checklist and use it to fax in a supply purchase to a vendor.
- When the supplies have been delivered to the office, “receive” them in the supply inventory screen to update the supply quantities.
- This is a step towards taking supply inventory within Barnestorm.

<http://kb.barnestorm.us/KnowledgebaseArticle50178.aspx>

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# *Use the Supply Requisition*

- Enter a requisition for supplies that need delivered to the patient.
- This can be used to let the supply coordinator know which supplies to prepare for each patient, and when then need to be delivered.

Note: See page 6 related to importing supplies into visit assessment.

<http://kb.barnestorm.us/KnowledgebaseArticle50251.aspx>

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# *Use the Approve Requisitions*

- Once the supply coordinator has reviewed the supply requisition, they can approve it and prepare the supplies for the patient.
- Once the requisition is approved, the supply quantity in stock is adjusted.

Note: This step does not add the supplies as chargeable for billing purposes.

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# *Supplies Screen in Visit Assessment*

- After a Supply Requisition is created, the nurse on the requisition can automatically import the supplies into her assessment.
- The patient, employee, and date of the assessment must match that of the requisition.
- When you click on the Supplies screen in the assessment, a message will appear asking if you want to import the visits.



# *Import Visits into Barnestorm Office*

- When the nurse enters supplies into the assessment, they can be imported into Office for billing purpose.
- When this feature is used, the supply does not need entered into Supplies > Supply Charges.
- This feature will need turned on by a Barnestorm staff.
- A visit needs to be at least in the Locked status to import over to Office.

Note: This feature does not adjust supply quantities from supply inventory.

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# *Print a Low Stock Report*

- Print a report that shows you supplies running low in stock.
  - When you configure your supplies, you set a safety number that triggers when a supply is running low in inventory.
  - You can run the report in Reports (New) > Supplies > Supply Low in Stock or Codes > Rates > Supply Codes > Low Stock.
  - If you use the Supply Inventory and Supply Requisition's screen, the supply inventory will automatically adjust itself and give you the quantity of each supply on your shelf.
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