Barnestorm Office: from the main menu, click **Employee Activity**. A menu will pop up; select **Non-Visit Entry**.

Barnestorm POC: from the main menu, click **Non-Visit Time**.

				Time Sheet			Exit

New Entry/Cancel

Data Entry Settings
Time	Mileage	Rounding
○ Total Time	○ Total Miles	○ Round .05
● Time In/Out	● Odometer	○ Round .25
	○ N/A	● N/A

Employee 0096   BARNES, CLARE

Program

Time Code   Show All

Time In   ☑ Round   Total Time

Time Out

Mileage   to   Total Miles

Comments

Save This Entry   Save This Date

How does this screen work

Make This Screen My Default NonVisit Entry Screen

Total Hours	Visit Time	Other Hours

On Call Time	Travel Time	Miles

Meeting Fees [ ]   Meals [ ]   Misc Expense [ ]   Comments [ ]

From Sun 01-20-13

Show Daily Totals

- 1 Week   + 1 Week

Print

☐ Print by Program

| 0-Sun |
| 1-Mon |
| 2-Tue |
| 3-Wed |
| 4-Thu |
| 5-Fri |
| 6-Sat |

To select a different first day of the week, click in the box to the left.

Check for Overlapping Times   Visit Notes

Date	On Call	Travel	Other	Charged	##	VxNotes	##	Work Hours	Miles
Sun 01-20-13	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0
Mon 01-21-13	0.00	0.00	1.00	0.00	0	1.30	2	1.00	0
Tue 01-22-13	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0
Wed 01-23-13	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0
Thu 01-24-13	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0
Fri 01-25-13	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0
Sat 01-26-13	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0
Week Totals	0.00	0.00	1.00	0.00	0	1.30	2	1.00	0

Old Non-Visit Entry Screen

The bottom panel always shows one week of dates. To add or change time for past or future dates (up to 30 days in the future) click on the **-1 Week** or **1 Week** button to change the week being displayed.

1. Click on the date to be added/changed in the large white bottom panel. The display in the bottom panel will change to show you the detail of entries for that date. Charges show the visits that were manually entered from Barnestorm Office. Visits will show the assessments that visiting staff enter using Barnestorm Point-of-Care. Clinical staff will see their visits for that day at the bottom of the screen next to Visit Notes.

2. To add a new entry, click at the top on the **New Entry** button, then enter the new data. If you don't know the codes, then enter the description in the text box to the right (for example, you could enter "TRA" and that would bring up options for Travel). Then enter Time In, Time Out, and Mileage if applicable. You can also add a comment (for example: travel from patient A to patient B). Then click the button for **Save This Entry**. ** Use the [Enter] or [Tab] key as you move to each entry. This will fill in the description and calculate each field appropriately.

3. To change an entry, click on it in the bottom panel and it will be displayed at the top. Enter thru the fields on the screen, making changes as needed, and when you hit [Enter] on the **Save This Entry** button, it will mark the set of entries as needing to be saved by turning the **Save This Date** button red. Click **Save This Date** when you are completely done with that day.

4. The bottom panel always shows one week of dates. If a date has * beside it, that means there are duplicated entries for that date. You will need to go into that day that has the * beside it and the easiest way to get rid of the * is to Delete everything for that day and then the * should be gone.

5. To delete an entry click on the entry and type in **DELETE** into the comments. Click **Save This Entry** and you will see Delete next to the entry in the bottom panel. When you are done **click Save This Date**.

6. To add or change time for past or future dates (up to 30 days in the future) click on the **-1 Week** or **1 Week** button to change the week being displayed. Click on the date to be added/changed in the bottom panel. Enter the non-visit time and mileage. Click on the **Save This Entry** button.

7. You can enter multiple entries in a row for the same date – hit [Enter] or click on the **Save This Entry** button for each time/mileage entry.

8. Be sure to click the **Save This Date** button before exiting out of the screen. If you try to exit without saving, you will get a message asking if you want to save that date.

9. Data Entry Settings (on the right side of the upper screen):
    *   You can decide if you enter a total time or an actual time in/time out.
    *   You can decide if you want to enter total miles, an odometer reading, or N/A.
    *   You can decide how you want to round off the time, by .05, .25, or N/A.

10. If you have an entry for, let say, education and you need to get reimbursed for mileage and/or expenses. You can enter in your time for the education, mileage and you can also enter in amounts for **Meeting Fees, Meals and Misc. Expenses**, along with comments. These boxes are located under the Save This Entry and Save This Date buttons. This information will not show up on your time sheet but you can run a separate report. **Go to Reports > Employees > 02.08 Mileage Reimbursement report.** You can print this report which will list all the information that is needed to be reimbursed, sign it and you can hand this in as part of your documentation to get reimbursed. If you are entering this in POC you can ask your office staff using Barnestorm Office to print it out for you.

* If additional non-visit codes need added to the system, go to Codes > Program Related Codes > Non Visit Time Codes to add them.