BARNESTORM
HOME HEALTH SOFTWARE
PO Box 1743 Lexington, NC 27293 1-877-999-1171 phone 1-919-882-8543 fax email: CustomerSupport@barnestorm.com

Barnestorm Clinician Basic Training

The following are instructions that will guide you through using Barnestorm video training to learn our clinical Point-of-Care software. We suggest that each agency enter a fake patient so that new Point of Care users can enter practice data into the fake chart.

1. For each step, watch the video first by clicking the Play Video link and then pressing the play button.
2. Then log into Barnestorm on your computer and perform the activities shown in the video that are listed.
3. If you have any trouble with the activities, try watching the video again and pausing/rewinding as needed.
4. Once you complete an activity, please check the box under “Need More Training” if you‘d like further review for that task.
5. If you feel that you understand the task and can perform it on your own, fill in the date on the “Date Activity Completed” column.
6. Contact Barnestorm with additional training request by chat or phone 877-999-1171.

Getting Started	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Watch the video.	☐	
2. Log into Barnestorm on your computer.	☐	
3. Look up a patient by last name.	☐	
4. Print/Preview a visit note from the bottom of the select patient screen.	☐	
5. If you have entered assessments; click on my recent visits to view your list of assessments.	☐	
6. If your agency uses the Schedule feature; click on My Schedules to review a list of your scheduled visits.	☐	
7. Click on the Print Meds button and pull up a preview of a checklist.	☐	
8. Click on the Help tab from the main menu. Search for the article Create Verbal Orders.	☐	

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Add a Medication	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the Med History screen.	◻	
2. Add a new medication, use the med builder.	◻	
3. Add another new medication, without using the med builder.	◻	
4. Go to the Help screen and pull up the article on how to add a new medicine for a patient.	◻	

Change a Medication	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the Med History screen.	◻	
2. Select a medication and modify the dose or frequency.	◻	
3. Change the doctor for the med change.	◻	
4. If the med builder is on, uncheck the box to manually change the dose or frequency.	◻	
5. Save and exit the new change.	◻	
6. Go to the Help screen and pull up the article on how to change the dosage for an existing medicine.	◻	

Temporary Medication	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the Med History screen.	□	
2. Add a new medicine, like an antibiotic, with an effective date in the past.	□	
3. Save and exit the new medicine.	□	
4. Add a new dose/freq/route entry, with a date as today and discontinue the medication.	□	
5. Click on the Show All Meds to see the discontinues medication.	□	
6. Go to the Help screen and pull up the article on how to discontinue a medicine.	□	

Medication Order	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the Med History screen.	□	
2. Add and/or modify a medication for a test patient.	□	
3. Go to the Order screen and create a med order.	□	
4. Go to the Help screen and pull up the article on Create a Medication Verbal Order.	□	

Add a Diagnosis Code	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the ICD History screen.	□	
2. Add a new ICD from date with several ICD codes – look them up by code and description.	□	
3. Save and Exit the ICD History screen.	□	
4. Go to the Help screen and pull up the article on how to Add ICD Codes for a Patient.	□	

Non-Visit Time	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the new non visit screen.	□	
2. Select the date you want to enter non visit time.	□	
3. Enter your travel time or office time and save the entry.	□	
4. Enter another entry for the same date if applicable, and save the date.	□	
5. Review your totals entered.	□	
6. Pull up your time sheet screen.	□	
7. Create the time sheet frame for the week you entered entries for.	□	
8. Go back to the non visit screen.	□	
9. If you have practice entries – delete each entry. If the entries are real – leave them in the system.	□	
10. Go to the Help screen and pull up the article on the new non visit screen.	□	

Approve Time Sheets	**Office**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
Use this practice if employees have entered non visit time.		
1. Pull up your time sheet or a different employees time sheet.	□	
2. Select a different week as needed.	□	
3. Verify that the employee has signed the time sheet. If they have not signed the time sheet yet, message the employee that they need to sign the time sheet.	□	
4. Review the different colors of visits and non visit time.	□	
5. Notify the employee of any issues related to the time sheet.	□	
6. Pull up any employee time sheets as needed and approve them.	□	
7. Print the time sheets as needed.	□	
8. Print report to find out which time sheets are not signed.	□	
9. Print report to find out which time sheet is not approved.	□	
10. Go to the Help screen and pull up the article on View and Sign Time Sheets.	□	

Patient Information Screen	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the Patient Information screen.	□	
2. Search for the patient's phone number.	□	
3. Search for the Code Status.	□	
4. Pull up the patients medication list from this Patient Information screen.	□	
5. Select a medication to review the details.	□	
6. If applicable for the patient you have selected, view several verbal orders.	□	
7. Go to the Help screen and pull up the article on the Patient Info screen.	□	

Messaging	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Create and send a test message to a co-worker.	□	
2. View your sent messages.	□	
3. Create a test reminder for the current date and time.	□	
4. View and dismiss the reminder alert that pops up.	□	
5. Go to the Help screen and pull up the article on Messaging.	□	

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Search	**Office and POC**	Play Video
Try it on your own:	**Need More Training?**	**Date Activity Completed**
1. Pull up the Search screen and select the Patients bullet.	□	
2. Select a date range to look through – enter text to search, like diabetes or wound vac.	□	
3. From the Doctors bullet search for a couple of doctors.	□	
4. From the Medicines tab look up patients taking the med Coumadin.	□	
5. From the Employees tab look up a few employees to see what information is entered into the system.	□	
6. Go to the Help screen and pull up the article on Search for Patient, Doctor, Pharmacy, Employee.	□	