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
	Main Menu / Select Patient > Select Patient (main screen upon log in)	
Expiring 485s	View at a quick glance which 485s are due to expire. CAP/PCS agencies use this feature to track when orders are due to expire. You can use the report as listed in the article or you can use the Expiring 485 button from the Select Patient screen as a quick reference.	50240
	Main Screen / Select Patient > Expiring 485s.	
	Reports(New) > 485 > 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 (Select Patient) screen: 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 Video
	Main Menu > Patient Info	
Search	Search all information in Barnestorm to find what you need, such as a doctor, medication, patients info, etc.	50400 Video
	Main Menu > Search	
	Review / Practice	

Topic	Navigation / Information	Article Number
Section 2	**Data Entry**	
Referrals	Enter patient referrals, update patient info, change patient status, discharge, activate, RBNA. Use tabs on top of Referral screen to see more info about the patient.	50080 Video
	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.	50218 50221 50220 50222 Video
	Main Menu > Patient Histories > ICD History	
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. Video 1 Video 2 Video 3	50224 50226 50227 50228 50229
	Main Menu > Patient Histories > Med History	
485	Keep track of patient orders by entering them in the 485 and using the Expiring 485 report to know when they will expire.	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 50880
	Main Menu > Orders > Add / Edit Orders	
	Review / Practice	

Topic	Navigation / Information	Article Number
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 50891 50877 Video
	Main Menu > Messaging	
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 50416 50250 50885
	Main Menu > Care Coordination	
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 51023 51039
	Main Menu > Help	
Time Sheets	Use Barnestorm to help you go paperless with your time sheets. We offer different reports to run that shows the totals per employee.	50099 50100 50874 Video1 Video2
	Main Menu > Employee Activity > Time Sheet Main Menu > Employee Activity > Non Visit Entry	
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 50930
	Main Menu > Employee Activity > Schedules	
	Review / Practice	

Topic	Navigation / Information	Article Number
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.	50377 50405
	Main Menu > Employee Activity > Medicaid Weekly and Monthly Visits	
Medicaid	Bill Medicaid Claims	50248
	Print/View UB04/1500	50413
	Transmit Medicaid Claims	50266
	Receive Response from EDS	50259
	Main Menu > Billing > All Other Billing and HIPAA Transactions	
Aged Reports	Reports (New) > Accounts Receivable > 05.09 Selected AR Balance.	
	Reports (New) > Accounts Receivable > 05.23 30/60/90 By Patient.	
	Review / Practice	

Topic	Navigation / Information	Article Number
Section 5	**Tracking Reports**	
Patients	Track Hospice CAP Patients	50311
	Main Menu > Other Reports > More Statistics	
	Enter CAP/PCS Authorizations	50373
	Main Menu > Patient Histories > CAP/PCS Authorizations	
	Print CAP/PCS Authorized Hours versus Number of Hours Used	50374
	Main Menu > Patient Histories > CAP/PCS Authorizations	
	Print Expiring CAP/PCS Authorizations	50375
	Main Menu > Patient Histories > CAP/PCS Authorizations	
Employees	Track Continued Education Hours	50371
	Main Menu > Codes > Other Basic Codes > Employee CEU Classes	
	Employee Date Tracking	50189
	Main Menu > Codes > Other Basic Codes > Employee Date Tracking	
	Review / Practice	