

Add/Edit Pharmacy Code

The example below is for adding and editing a pharmacy code. The same steps apply towards funeral home, DME and Oxygen suppliers. The same screens and process is used for each.

Add Pharmacy Code:

1. From Barnestorm Office Main Menu click on **Codes > Other Basic Codes > Pharmacies**; OR from **Referrals > Dr+Pharmacy** screen, click on **Create a Pharmacy** button or the edit icon.
2. Click the **New Pharmacy** button. It will find the next available pharmacy code and fill it in for you.
3. Fill in the contact information for the pharmacy.
4. Click **Save**.
5. Click **Exit** to leave the screen.

When Listing a Pharmacy in the Referral for the Patient: How to Switch a Pharmacy to the Primary Position:

You have the option to add up to 3 different pharmacies in each referral.

If you need to switch a pharmacy to the primary position, there is an **icon** (see below) located beside Pharmacy 2 and Pharmacy 3.

Pharmacies	Pharmacy: 0009	MY PHARMACY	
	Pharmacy:		
	Pharmacy:		
Funeral Home	Funeral Home: F001	MY FUNERAL HOME	
DME Supplier	DME Supplier: D001	MY DME SUPPLIER	
Oxygen Supplier	Oxygen Supplier: X001	MY OXYGEN SUPPLIER	

For the pharmacy you need to move as primary, click on the icon to the right of that pharmacy name. A pop up will appear.

Hit **Yes** to move that pharmacy to the primary position. The pharmacy, you selected, should now be listed as Primary. Hit **Save** to save your changes.

Edit Pharmacy Code:

- a. From Barnestorm Office Main Menu click on **Codes > Other Basic Codes > Pharmacies**; OR from **Referrals > Dr+Pharmacy** screen
- b. Pull up the pharmacy **Code** or search by name in the **Search for a**

Pharmacy field

- c. Make your changes
- d. Click on the **Save** button

NOTE: We do not recommend deleting a Pharmacy, once that Pharmacy has been in use. An option would be to include *DNU (Do Not Use) in the description as a visual aide to staff --to no longer use that code.

Print Codes

This will print a running list of pharmacies entered, along with how many patient's how used the pharmacy code and how many are currently active.

Print Patients Using This Pharmacy

Search and pull up the pharmacy first, then click this button to see which patients have been used before. Check the **Active Patients Only** box, as needed.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50066.aspx>