

## 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 Pharmacies 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.

<b>Pharmacies</b>	Pharmacy: 0009	MY PHARMACY	
 <b>Create a Pharmacy</b>	Pharmacy:		
	Pharmacy:		
			 <b>Move Pharmacy #2 to #1</b>
			 <b>Move Pharmacy #3 to #1</b>
<b>Funeral Home</b>	Funeral Home: F001	MY FUNERAL HOME	
<b>DME Supplier</b>	DME Supplier: D001	MY DME SUPPLIER	
<b>Oxygen Supplier</b>	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.

## Add/Edit Pharmacy 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>