Updating Referral Status for On-Hold Patients

Update a patient's referral status when an admission is delayed, services are paused, or the patient is temporarily in another facility.

Use this process if:

- An expected admission is delayed.
- The patient is admitted to the hospital during services.
- Services are on hold for other reasons.

Steps to Update the Referral

- Select the patient from **Barnestorm Office**.
- Go to **Referrals # Referral Information** tab.
- Change the **Patient Status** to one of the following:
 - o On Hold in another facility
 - o On Hold other
- If future schedules exist, a pop-up will ask if you want to remove them:
 - o Click **Yes** to remove all future schedules.
 - o Click **No** to keep them.
- Click the **Save All Patient Data** button.

Confirm Future Schedule Deletion 🛛 🛛 🕹
There are 2 visits scheduled after Wed 10/07/20 Would you like to remove those future schedules?
Yes No
Tip: Setting a patient to On Hold helps maintain accurate schedules and reporting while avoiding billing errors.
<i>CareChamp users:</i> Stop the aide care plan to remove schedules from the app if EVV is involved (optional).
Related Report: Printing a List of On-Hold Patients

Need help?<u>Contact Barnestorm Support</u>

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle50070.aspx