

## Change Status to Active

1. Pull up the patient from the Select Patient screen.
2. Click the **Referral** button from the main menu and click the **Referral Information** tab.
4. Change the Patient Status to **Active**.
5. Fill in the correct **Admit Date**.
6. Choose the appropriate **Admit Type**, which identifies if this as a new admit, readmit, or pay source change etc.
7. Click the **Save All Patient Data** button.

Note: If a patient is marked as RBNA, they will not show up for billing when using **Billing > All Other Billing**.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50071.aspx>