Changing a Patient's Status to Active

Steps to change a patient's status from Referred or On Hold to Active in Barnestorm Office.

Use this process if:

- Updating a patient from Referred to Active.
- You are resuming services after released from hospital or other services.

Steps to Update the Referral

- Select the patient from **Barnestorm Office**.
- Go to **Referrals # Referral Information** tab.
- Change the **Patient Status** to Active.
 - o If patient is starting services, enter the correct Admit Date.
 - o If resuming services, check the **Resumption** box and fill in the ROC dates (not the SOC dates).
- Click the **Save All Patient Data** button.

Tip: The **Aide Care Plan** may need continued or renewed if EVV is involved.

If patient is marked as Referred or RBNA then they will not show up for billing.

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

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle50071.aspx