1. Pull up the patient from the Select Patient screen.

2. Click the **Referrals** 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, if needed.**

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