How To Change Agency Address Information

Location: Barnestorm Office

Overview

- The agency address will need to be changed in 2 locations of the software: Codes and Billing.

Updating the Address under Codes

1. Go to the main menu and select the **Codes** tab.
2. Select **Program Related Codes**. Then select **Programs Data Part 1**.
3. Select the program number, and the following information will be displayed: the Agency Name, Address, and Tax ID#.
4. Change this information as needed.
5. Click the **Save** button.

Updating the Address under Edit HIPAA Payers

1. Go to the main menu and select the **Billing** tab.
2. Select **HIPAA Transactions**. Then select **Edit HIPAA Payers**.
3. Select the payer that needs to have the address updated/corrected.
4. Type in the correct/updated address.
5. Click **Save**.
6. If you have multiple payers, under this program, use

the **Copy this address to all payers in this program** button to copy the updated address to all payers under this program.
7. A popup will appear indicating the # of entries updated.
8. Click **OK** to close the popup. Exit screen.

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☐☐ Need help? Contact Barnestorm Support

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50082.aspx