

This article concerns which function under **Admin** to use when you need to change a chart number.: Shift or Switch

Switch Chart #s changes the chart number from one number to another and is the best one to start with if a chart number needs to change.

Shift a Chart # is used when it is determined later that a patient has changed payers. Shift will shift the data (COPY icd codes, surgeries, facility stays, med history, and OASIS; MOVE visits, supplies, a/r, verbal orders, 485s) from one chart# to another. **NOTE: SHIFT is difficult to correct, so please be sure that you need to perform a shift, and that you have the correct old and new numbers, before you do it.**

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50086.aspx>