Add/Change/Delete Job Code

See steps below on how to add, edit or delete a job code.

Job Codes are used to describe all services provided by employees. They are used in billing to determine the Revenue Code, CPT/HCPCS Code, Place of Service, and amount to be charged for each visit. Typically, claims on a UB-04 require a Revenue Code, and possibly a CPT/HCPCS code with optional modifiers; a CMS-1500 requires CPT/HCPCS codes with optional modifiers, and a place of service code.

Location in Barnestorm

• Go to Codes > Rates > Job Codes.

Steps to Add a Job Code

- Type the program code.
- To enter a job code that has not been used yet, click the **Show Available Codes for Program** button.
- Type in the description of the job code.
- Type **H** for **per Hour** or **V** for **per visit**.
- Type the Revenue Code, HCPCS Code, and Modifier(s) if applicable.
- Type the Place of Service Code (POS). Click here for a listing of POS codes..
- Click on the Add a New Rate Date button. Type the starting date and the rate amount.
- Click Save Job Code and Rate button.

NOTE: If the job code has a special rate for the first hour, and a different rate for each additional hour, click <u>Special</u> <u>Rate For First Hour</u> for those instructions.

Steps to Change a Job Code

- Type the program code and the job code.
- Make the changes you need to make and click Save Job Code and Rate button.

- If adding a new rate, click **Add a New Rate Date**. Type in the effective date, the rate amount. Save your changes.
- If you just need to correct a rate (or date), select the date/rate from the list. Edit accordingly. Save your changes.

Steps to Delete a Job Code

- Type the program code and the job code. Click **Delete This Code** button.
- Click Save Job Code and Rate button.

If the job code that you want to delete has already been used, you will get a popup indicating that the code has been used and cannot be deleted. An alternate option would be to <u>Deactivate a Job Code.</u>

**If you need a hard copy of all the rates (codes) in your system, there are various print options at the bottom of that screen.

□□ Last updated: 8/07/2025

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

Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50093.aspx