This screen will allow you to change the chart number, program code, payer, and job code for visits. The new program or payer information must be changed in the referral screen before making changes on this screen. If you are only changing the job code, you do not need to change the referral.

1. From the main menu, click on the **Employee Activity > Fix Payer/JobCd/Chart#** button.
2. Enter the patient chart number in the top, left column, and select the appropriate program/payer from the drop down list. If the new program/payer does not show up then you'll need to add it to the Referral > Payers tab before you continue.
3. Select the job code that the note currently has. You must fill in the program code and payer, but job code is only used when it is being changed.
4. Enter the From and Thru dates (assessment date) you wish to use.
5. Click on **Find All Visits/Assess/Sched Like This** button. A list based on your filters will generate at the bottom of the screen. The far left column will show one of the following:

A = Assessment. This is the Visit/Assessment or EVV Visit that is generated from Point of Care or the EVV system.

V = Visit Charge. This is located under Employee Activity > Visit Entry. It is used for billing.

S = Schedule. This will only show up if the visit used is tied in with the schedule.

6. In the right column, select the patient chart number, program, payer code you *wish to change the visits to.*
7. Click on the **And Change Them to This** button.
8. A pop up box will appear telling you how many of each were changed. Click **OK**.

***NOTE**: This process updates the charge, as well as any assessment or schedule associated with the charge.

9. Repeat the steps above for the **Find All Supplies Like This** button.

Troubleshooting:

If the list on the left side only shows the A for Assessment, that means the import visits has not been completed yet. You can proceed with the update and the new information will get picked up when imported.

Fix Payer / Job Code / Chart Number

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50106.aspx