Follow these instructions to enter supplies into Barnestorm Office when Point-of-Care is not being used for supply documentation.

From **Main Menu** click on the **Supplies** tab from left panel, click on **Supply Charges**. The top pane is used to enter supplies and the bottom pane is used to view the supplies already entered.

Add Supply:

- Change the **Charge Date** to date supply was delivered to the patient.
- Enter the **Employee** name or number of who delivered the supply.
- Enter the **Patient** name or number.
- Select the correct **Program/Payer** code.
- Enter the **Supply** code and the **Quantity** that was left with the patient.
- From here you can click on **Cancel/Clear** or **Save.**
- Once you save the entry it will appear in the bottom pane.

Change Supply:

- From bottom pane change the **From** and **Thru** as the **Charge Date** for the supply.
- Enter the **Employee** and/or **Patient** code of the entry.
- Click on **Refresh**. A list will generate to the right of all entries entered with the criteria you gave.
- Click on the entry you want to change.
- From the top pane make the changes and click on **Save**.

Delete Supply:

- From bottom pane change the **From** and **Thru** as the **Charge Date**

for the supply.

- Enter the **Employee** and/or **Patient** code of the entry.
- Click on **Refresh**. A list will generate to the right of all entries entered with the criteria you gave.
- Click on the entry you want to delete.
- From the top pane click on the **Delete** button.