Only users with top permissions may change the access levels for employees.

You may do this by going to **Codes** > **Security** > **Logins**. Then change the **Data Access Level** number for each employee as needed based on the chart below.

Typical Data Access Levels are 3 so that they can view but not change items done by others; 7 for supervisors to view and make changes as needed to select items; 9 for admin users with unlimited access. Note: Data Access is used **IF** the Employee Security feature is not setup for that employee.

The table below shows what each access level 1-9 is allowed to do in the software.

| | 1 | 2 | 3 |
|---|---|---|---|
| Administrative Tasks | | | |
| Change care coordination notes entered by other employees | | | |
| Edit verbal order for another employee | | | |
| Delete verbal order for another employee | | | |
| Delete a verbal order from mailing screen | | | |
| Access Admin screen | | | |
| Access Codes screen | | | |
| Access Add/Change Doctors from Referrals | | | |

Access Levels in Barnestorm

| Access Add/Change Employees from Referrals | |
|---|--|
| Access Add/Change Pharmacies from Referrals | |
| Delete doctors | |
| Delete employees | |
| Delete pharmacies | |
| In Admin, can Execute and Add to Log | |
| Clinical Tasks | |
| Delete an unlocked note | |
| Lock an unlocked note | |
| Unlock a locked note within a date range | |
| Delete a late entry | |
| Edit unlocked OASIS of another employee | |
| Delete unlocked OASIS of another employee | |
| Unlock locked OASIS of another employee | |

| Unexport |
|---|
| Inactivate |
| Lock a complete OASIS in Office |
| Edit an un-mailed 485 for another employee |
| Edit a 485 that has been mailed |
| Enter HH Aide Plan for other employees |
| Billing Tasks |
| Access bottom panel (pay rate) on employee screen |
| Make a change to a mailed 485 |
| Remove one month's bills from A/R |
| Remove per diem charge rates |
| Time and Visit Entry Tasks |
| Enter visit hourly for other employees |
| Delete visits |

Access Levels in Barnestorm

| Import visit charges from assessments | |
|---|--|
| Enter visits for another employee | |
| Delete visits | |
| Add/change non-visit time for other employees | |
| Approve timesheet | |
| Delete timesheet | |
| Access a timesheet for another employee | |
| Add schedules for other employees | |
| Supply Tasks | |
| Import supply charges from visits | |
| Delete supply charges | |
| Delete supply requisition | |
| Enter supply requisition for another employee | |
| Unpost supply requisitions | |

Access Levels in Barnestorm

Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50134.aspx