

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

Access Levels in Barnestorm

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>