

The following feature is found in **Barnestorm Office > Admin > Shift a Chart#**.

Shifting a chart number is normally done when a patient has changed insurance, but only if there is a lot of information to move to the new chart number (ICDs, visits, supplies, 485, OASIS).

Shifting the chart number is only one step in the process that should be completed when a patient's insurance changes. Please see the article for **Change a Patient's Insurance** for the full process.

The following data will be copied, moved or deleted:

- COPY icd codes, surgeries, facility stays, med history, and OASIS to new chart;
- MOVE visits, supplies, a/r, verbal orders, 485s from old to new chart;
- DELETE PPS Tracking from old chart (will not copy to new)

*NOTE: SHIFT is difficult to correct, so please be sure that you need to perform a shift, and that you have the correct old and new numbers, before you do it.

The TOP chart is the one that has the information NOW. This chart is sending its information to the other chart.

The BOTTOM chart is the one you want to send the information to. This chart is receiving the information from the TOP chart.

Click Verify Data to be Copied/Moved. A list will appear showing you how many items for each screen is currently in the top chart/bottom chart.

After you verify that everything looks correct click on Change the Data. A report will appear for you to print which items were added, moved or deleted.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50136.aspx>