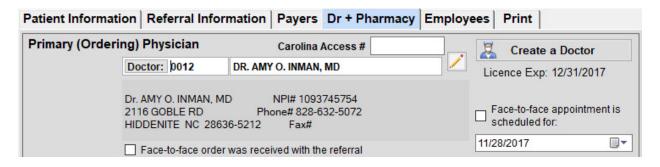**Carolina Access is no longer used as of 2016.**
You will need the Carolina Access number assigned to the patient. If you do not have it you can use the eligibility report to get the number.

- From Barnestorm Office pull the patient up on the **Select Patient** screen.
- Click on the **Referral** tab and then go to the **Dr + Pharmacy** tab**.**
- Enter the Carolina Access or NPI number into the **Carolina Access#** field.
- Click on **Save.**

If the Carolina Access number has changed for the patient:

- Go to the **Referral > Payers > Extra Billing Info** screen.
- Click on **Add a New "From Date"**
- Change the **From Date** to the effective date of the Carolina Access number.

One Time Setup of Carolina Access or NPI:

- Once the patient already has the Carolina Access number entered in their Referral go to **Billing > Other > Carolina Access to NPI Cross-Reference**.
- Any Carolina Access number listed in the left column are not set up yet.
- Select a number from the left column and click on **Save**.
- The required fields might automatically be filled in and saved; if not, you will need to key that information in.

Cross-Reference Carolina Access Numbers to NPI Numbers, Taxonomy Codes, and Descriptions

Carolina Access Number	1689640583	Show Patients With This Car Acc #
NPI Number	1689640583	Update From NPI Registry
Taxonomy Code	314000000X	Nursing Custodial Care Facilities - Skilled Nursing
Description	VALLEY NURSING CENTER	

Update All Pending	Save	Cancel	Delete	Update All Taxonomy

1689640583   1689640583   314000000X   VALLEY NURSING CENTER

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50172.aspx