

NOTE: If you use Barnestorm Point-of-Care, you must use the assessment to create the 485. This ensures that all documentation matches for audit purposes. The process shown below is for Barnestorm Office users only.

1. Select a patient on the first Barnestorm Office screen by typing in either the first 3 digits of the patient's chart number or the first 3 letters of their last or first name.

2. Click the patient's name to select him or her.

3. Click the **485** button from the Main Menu. A screen will appear that shows any existing 485 records for the patient.

4. Click the **New 485** button near the top of the screen. A new window will pop up.

5. Review the physician and employee. If you are entering the 485 for someone else, enter the first 3 letters of the clinician's name in the employee name box. Or, you can enter the employee number.

6. If the dates are correct, select the appropriate certification period. If the dates are not correct, click the **Advance to the Next 485 Dates** button.

7. Click the **OK** button when the information in this window is correct. The 485 window will pop up.

8. The **Main** tab – ICD codes and medications:

9. The **Box 12** tab – surgeries: Click the surgery on the left to add it to Box 12 of the 485.

17- Allergies

11. Click the **T** button to the left of the title to add pre-written text to the box (see attached article for details on this feature).

12. The **Box 18-20** tab:

18- Functional Limitations

18B- Activities Permitted

19- Mental Status

20- Prognosis

13. Click any buttons that apply. Type in text boxes as needed.

14. The **21. Order** tab: click the **T** button to the left of the text box to add pre-written text to the box, or type in any text you prefer.

15. The **22. Goals** tab: click the **T** button to the left of the text box to add pre-written text to the box, or type in any text you prefer. If you are entering assessments, you may click the **Add 60-Day Summary** button to add that text to the 485.

16. The **Emp / Dr / Box 23** tab: change any items as needed.

17. Click the **X** in the upper right corner of the screen. A window will pop up asking if you wish to save changes. Click the **Yes** button.

18. The 485 entry screen will disappear, taking you back to the main 485 screen.

19. From here, you may **Edit, Preview/Print**, or select the other options at the top to see more.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50193.aspx>