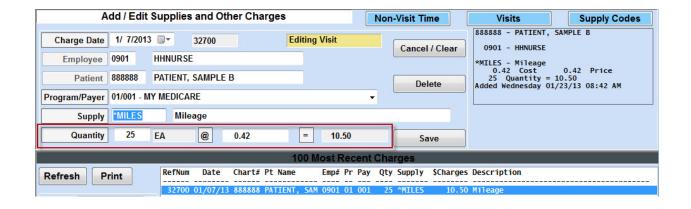How do I enter in miscellaneous charges to be printed on a private pay bill?

You can add charges for meals, groceries, mileage, etc… on a private pay invoice. This method will allow you to change the price as needed, instead of having a set amount.

1. From **Barnestorm Office > Codes > Rates > Supply Codes**, create a supply code with an * in front of the code. Example, *MEALS would be a code to keep track of meals purchased for the patient. You can leave the **Supply Price** blank, it will not show up in the Supply Charges screen.

2. From the Main Menu in Barnestorm Office click on **Supplies > Supply Charges**.

3. Enter the employee number, chart number, change date if needed, enter the code, and quantity.

4. Enter the each unit price and Barnestorm will calculate the total charge.

5. Save the charge entry.

6. When you create the bill from **Billing > All Other Billing > Print Patient Statements**; your miscellaneous charges will be listed.

Supplies > Supply Charges screen

Example of Patient Statement

How do I enter in miscellaneous charges to be printed on a private pay bill?

```
  Date   Quantity Description                                                $Amount
-------- -------- --------------------------------------------------------- --------
01-07-13       25 Mileage                                                      10.50
-------- -------- --------------------------------------------------------- --------
                      0.00 Hours          0 Visits                             10.50
```