

## How do I enter in miscellaneous charges that change

You can add charges for meals, groceries, mileage, etc... 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; or \*REMOD could be used for "kitchen remodel." Complete the other fields applicable to the supply code. You may type in the **Supply Price** or leave it blank. The **Item Cost** and **Item Price** fields will need to be blank. You will be typing in the dollar amount in Step 4.
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*

**Add / Edit Supplies and Other Charges**

Charge Date: 1/7/2013 32700 Editing Visit

Employee: 0901 HHNURSE

Patient: 888888 PATIENT, SAMPLE B

Program/Payer: 01/001 - MY MEDICARE

Supply: \*MILES Mileage

Quantity: 25 EA @ 0.42 = 10.50

Buttons: Cancel / Clear, Delete, Save

**100 Most Recent Charges**

RefNum	Date	Chart#	Pt Name	Emp#	Pr	Pay	Qty	Supply	\$Charges	Description
32700	01/07/13	888888	PATIENT, SAM	0901	01	001	25	*MILES	10.50	Mileage

*Example of Patient Statement*

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

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50194.aspx>