Create a Visit/Assessment-MSW/Hospice

1. To create a visit, login to Barnestorm Point of Care.

2. To begin, select a patient by either searching the first or last name or chart number. You could also click **My Patients** or **My Recent Visits**.

3. Select a patient by clicking on the line that has his or her name and chart number.

4. The patient's name will appear in the top window under **Currently Selected Patient**.

5. With the patient selected, click the **Visits/Assessments** button on the left menu bar.

6. The visits for the selected patient will be displayed in date order.

7. Notice that all of the buttons at the top of the screen except the **New** button are not highlighted. This is because there is not a visit selected.

8. Click a visit note to select it. If you created the note, you can select any of the options at the top of the screen.

9. To create a new note, click the **New** button at the top of the screen.

10. Areas that appear in red are required. The **Assessment Type** is required. Select a type by clicking on it. Notice that the **Assessment Type** panel has now been collapsed. You will be able to change this later if needed.

11. Select the payer for this visit.

12. Select the job code for this visit—this should be the code for MSW or <u>Hospice</u>, as appropriate.

13. Select the visit status code for this visit.

14. After filling in the 4 required fields to begin a visit, the visit screen will open more options:

a. The visit start date and time (this is required before you can enter information about the visit).

b. The visit end date and time (this will be completed at the end of the assessment).

c. A short description of the patient. If this does not match the patient that you are visiting, start again by closing out of this screen by clicking the **X** button in the upper right.

d. Any visit comments that you wish to type in.

15. The visit start time is an essential piece of information. When you are ready to start the visit, put in the correct date and time and click the **Start** button.

16. Notice that after you click the **Start** button, two drop-down menus will appear on the left. One menu has the required screens and the other has optional.

17. Click on the **Required** menu, you'll notice all the screens pop up that need attention.

18. Click on the red **Safety** item. The Safety screen will open on the right.

19. Click on any plus (+) mark to open an area of safety notation. You can make any notation, even if you check the box for **None** next to **Falls since last visit**.

20. You can go to any blue, optional button to add information in that area.

21. Next, click the button for **Psychosocial**. You may click the buttons that correspond to the patient's status. Note that you may also click the buttons on the bottom to see and select more options.

22. Next, click the button for **Spiritual**. You may click the buttons that correspond to the patient's status. Note that you may also click the buttons on the bottom to see and select more options.

23. Next, click the button for **Bereavement**. You may click the buttons that correspond to the situation. Note that you may also click the buttons on the bottom to see and select more options.

24. To preview a summary of the visit, click **Preview** at the top left.

25. This will display a summary of the visit note. This can be printed for review by clicking the Print button in the upper left or changed by clicking on the appropriate screen and modifying any of your selections.

26. To continue your visit note, simply select a button on the left menu. The visit is not complete if there are red buttons on the left menu bar, indicating that required information has not been entered. When there are no more red buttons on the left, and all the information from your assessment is documented, the visit is complete.

27. Use the comments section on the **Start** panel to document any notes for which you cannot find a specific title or entry area.

28. Click the **Finish** button to finish the visit note.

29. Please take a moment to double-check the date, start time, and end time to ensure that the times and dates reflected are accurate. Click the **Set End Time** button to set the end time of the visit.

30. Click the **Preview** button to preview the visit note as it will print.

31. When you are certain that all information is entered and accurate for this note, click the **Lock** button on the Finish panel. The **Lock** indicates that the note is ready to be sent for billing. Billing cannot be completed until the note is locked.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50283.aspx