

From **Barnestorm Office** click on **Employee Activity > Medicaid Monthly Visits**. This screen will allow you to key in up to an entire month of entries at the same time - using the same billing information for each entry.

How to Enter Charges in Barnestorm

- Select how you want to enter your time -- by **Total Hours** or by **Total Units**
- Enter the Year/Month of visits to be entered
- Select days **1-15**, **16-End**, or **1-End**.
- There are 3 options for auto-populating the code in the Job Code field to copy the charges into the grid.
- Get Job Code from Employee - If selected, the job code will pull from the Employee profile.
- Use 001 for the Job Code - If selected, the job code 001 will automatically populate in the Job Code field.
- Copy Payer Code to Job Code - If selected, the job code will match the payer code.
- Start by entering the employee and press the enter key to go to the next field
- Steps 1 and 4 are a one-time setup, and those settings will be retained the next time you come to the screen. So, from that point forward, you will set the date and then use the following steps to enter in charges.
- Once the client is selected, the Program/Payer field will auto-populate with the primary service that the client has authorizations for. If you are keying charges for a different service, use the dropdown to select the correct service. When the service you want to use is shown in the Program/Payer field, press the Enter key on your keyboard.
- The Job Code will automatically generate using the service code depending on how you wanted to grab the job code (employee, job code 001, from payer code). Press the Enterkey on your keyboard.
- Type in the Visit status code (100 is “Chargeable”).

Entering Charges and Mileage Using Units or Hours

You can enter the mileage and hours/units onto the month by using one of the Copy buttons, or you can manually enter them in the grid displayed at bottom of screen.

Using the Copy buttons:

- Type in the # of units in the Units field, which is above the Save button.
- Type in the total Miles for the day in the Miles field.
- Next, click one of the Copy buttons:

(Copy to Every Day) or **(Copy to M-F Only)**

Based on the option you choose, the system will filter in that information directly to the Grid, as well as generate the total hours (or units) and total miles.

****Be patient, it takes a few seconds for the copy to generate, please wait.**

- After the grid fills in for you, click the **Save** button.

Manually Type or Change the Hours (or Units) and Mileage, as needed

- Type the correct information directly in the grid, pressing Enter or Tab after each entry.
- After you key in all the entries, the total Hours (or Units) will appear in the top portion along with the Total \$Amount.

Medicaid Monthly Visits

- Click the **Save** button.

To Make Changes or Delete an Entry:

- Select the Year/Month of visits.
- Enter the Employee, Patient, Program/Payer, Job Code, Visit Status and enter thru to the dates.
- The entries will appear.
- Make the changes and click the Save button. You can also use the Copy buttons to make changes.
- To delete, change the Units/ Hours or Miles quantity to 0(zero) and click the **Save** button.

How is time entered

☒ Total Hours

☐ Total Units

For The Month

2009/02

01-15

16-End

Date	Hours	Memo	Description	\$Amount
Mon 16	2	A	testing 1-2-3	29.76
Tue 17	2			29.76
Wed 18	2			29.76
Thu 19	2			29.76
Fri 20	2			29.76
Sat 21	0			0
Sun 22	0			0

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50405.aspx>