

## Track Orders

From **Barnestorm Office** click on **Orders > Track Orders**.

This screen allows you to make different changes to orders and print selected verbal orders. Here's a list of things you can change from this screen:

- o Employee
  
- o Doctor
  
- o Date Issued
  
- o Date Mailed
  
- o Date Returned
  
- o If the order is an FYI or not
  
- o The text of the order
  
- o Mark as Not Mailed and/or Not Returned

After you have made your change click on the Save button before printing.

The **Applies to Visits Date** feature is when you have to create an order late (after the episode has ended) and you don't want that episode to go on the EOE Billing list. Change the date to the visit date within the episode. This will help to prevent a claim from being sent premature. The episode will go on the EOE Claims Error report as an outstanding verbal order.

**Note:** it is not recommended that you change the patient from this screen. Contact Barnestorm if you need to switch the patient's chart number out.

This screen also gives you the option to print different verbal order reports; using the patient, employee and doctor information. You can search for all or only the information that is pulled up on the screen. This report gives you the last date and time the order was changed, the order number, the status (mailed, returned, Info, not mailed), doctor, issue date, patient info.

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Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50448.aspx>