Correct a 485 Mailed or Returned Date

4 Barnestorm 485	Course Int	The second second	standar March	-	and the second second	
✓ SpellCheck						Send link to this
Main	Box 12	Box 14-17	Box 18-20	21. Orders	22. Goals	Emp / Dr / Box 23
Employee	e: 0190 JONES, INDIANA					
Doctor	0001 Dr. DOCT	OR PHIL				
Box 23 Verbal SOC Date	8/28/2013 🗐 🕆	Blank out the	date in Box 23			
Certification Period is for 60 Days 90 Days Special				From Date	Thru Date	
				8/12/2013 -	10/10/2013 -	
1st Date Maile 8/24/2013	d 2nd Date I	Mailed 3rd E 1900 -	Date Mailed 1/ 1/1900 -	Date Returned 8/28/2013 -	Mark as NO Mark as NOT	T MAILED

7. Change date(s) as needed at the bottom of the screen. You have the option to change the Mailed Date(s); and/or the Returned Date. On this screen you also have the option to mark 485 as Not Mailed or Not Returned.

8. Once you have made your change(s), click the X in the upper right corner of the screen. A window will pop up asking if you wish to save changes. Click the Yes button.

9. The 485 entry screen will disappear, taking you back to the main 485 screen. You should see your change in the white portion of the screen.



Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50516.aspx