

## Deactivate a Job Code

If there are job codes that you no longer want to be used to key in visits or create visits in **POC**, you may deactivate them. Keep in mind that you may not delete job codes that have been used for visits or billing purposes. But, deactivating prevents their further use in the **POC** system.

- a. In Barnestorm Office, go to **Codes>Rates>Job Codes**
- b. Pull up the job code you wish to deactivate.
- c. In the Description, add these letters: **DNU**

For example, if the Job Code description was “Skilled Nursing”, it would now be “Skilled Nursing DNU”.

**Program Related Codes**   **Other Basic Codes**   **Rates**   **Status Codes**   **Security**   **POC Codes**   **Misc**

**Job Codes**   Job codes are used to define all services provided by employees and calculate charges.

Job Code   Program: 01   HOME HEALTH   Show Available Codes for Program

Code: 001

Description: SKILLED NURSING DNU

H = per Hour, V = per Visit: V

Revenue Code: 0550   SKILLED NURSING

HCPCS:   Mod1:   Mod2:   Mod3:

Place of Service Code: 12   Home

**Rates**  
You can add rates with an effective date to change the visit charges for visits after that date. New rates apply to visit dates, not keying dates. Add a special first hour rate if it applies.

Add a New Rate Date

Date: 9/ 1/2008   Rate: 117.00

...Date...	...Rate
09-01-2008	117.00
09-01-2008	117.00
06-01-2007	110.00
10-01-2004	105.00
09-01-2001	100.00
01-01-2001	98.00
07-01-1996	98.00

Cancel New Rate Date

**Save Job Code and Rate**

## Deactivate a Job Code

- d. Hit **Save Job Code and Rate** tab
- e. Do a Sync in POC to get the change.

Now when you reenter Visit/Assessment screen in POC, that job code will no longer show up as an option.

The screenshot displays a software interface with three main sections, each with a header bar and a list of options below it:

- Assessment Type** (green header): Scheduled Visit
- Payer** (green header): 01/001 - MEDICARE
- Job Code** (red header): Includes a checkbox for HHA and a list of job codes:
  - 007 - DIETARY
  - 262 - HHC RN EM PLAN SVS, 15 MIN
  - 263 - HHC LPN/RN OBS/ASSESS, 15 MIN
  - 264 - HHC LIC NURSE TRAIN, 15 MIN

If you want to REACTIVATE a job code, you will need to do the following:

- a. In Barnestorm Office, go to **Codes>Rates>Job Codes**
- b. Pull up the job code you wish to reactivate.
- c. In the Description, remove these letters: DNU

## Deactivate a Job Code

- d. Hit **Save Job Code and Rate** tab
  
- e. Do a Sync in POC to get the change

Now when you reenter Visit/Assessment screen in POC, that job code will be available as an option.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50626.aspx>