Add a Zip Code

Note: Barnestorm does not have this information; we just <u>store</u> it. You can look it up online or call Medicaid or Medicare to get it.

1. From the main menu,click on Codes > Other Basic Codes > Zip Codes.

2. Click the Print Codes button and review the list that pops up to make sure the code isn't already there.

3. Click on the green button: New Code.

4. You can look up the above information or call Medicare/Medicaid to get it (Barnestorm does not have this information, we just store it). Enter the information:

    - Code (zip)

    - City

    - State

    - Area code (phone)

    - Fips (part of zip)

    - County

    - MSA

5. Click on the Savebutton.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50682.aspx