

## Add a Zip Code

**Note:** Barnestorm does not have this information; we just store 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>