

## How to Correct Visits or Supplies Entered on the Wrong Chart Number/Program/JobCode

**The steps provided below will allow you to correct visits/supplies entered on the wrong chart. This process will also change the Assessments and Schedules that match the criteria/dates entered. You can also use the steps below if the charges are under the correct chart, but were keyed in under the wrong program/payer/job code.**

### **From Barnestorm Office:**

- a. Click **Employee Activity** tab.
- b. Select **Fix Payer/JobCd/Chart#**.
- c. Type the chart number in the left column. If you do not know the chart number, search by entering the patient's last name. Select the appropriate patient.
- d. Press Enter.
- e. Select the program, payer and job code, of the current entries that you would like to change.
- f. Put in the from and through date that apply.
- g. Click Find All Visit/Assess/Sched Like This tab. A list of visits will appear at bottom portion of screen.

You will do the same steps to correct the supplies, use the **Find All Supplies Like This** tab, if applicable.

- h. On right-hand side, select the correct chart number, program, payer and job code
- i. Select And Change Them To ***Thi*** tab

Related article: [Correct Visit Info](#)

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50771.aspx>