

## Barnestorm Boost: Find Doctor Phone Numbers

### Your Current Processes:

- Printing a running list of all doctor phone numbers

### Benefits If You Change Your Process:

- Less time and money spent on printing an updated list
- Updated doctor information is available right away in Barnestorm

### New Process Details:

You can add your doctor contact information to the doctor listing in Barnestorm, which is searchable for visiting staff in the field without an internet connection.

### ***Clerical Staff Process:***

- Go to **Codes > Other Basic Codes > Doctors** in Barnestorm.
- Look up each doctor by last name.
- Enter their **Telephone Number** at the bottom of the screen.
- Save.

### Looking Up Doctor Contact Information

1. From the main menu, click the **Search** button.
2. Select **Doctor**.
3. Enter the first three letters of the doctor's last name in the right-most blank.

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4. Click on the doctor you want to view.

5. The doctor contact information will appear.

An easy way to pull up doctor phone number is right from Barnestorm Office or POC. Instead of keeping an out-of-date paper on file, you can use the search feature to look up the doctor name and view related phone numbers for them.

### Suggestion on how to start this process:

- Select an office staff member to enter and check all doctor contact information from Barnestorm Office > Codes > Other Basic Codes > Doctors
- Train visiting staff to use the **Search**.
- Have each employee **Message** the office staff member if they find that the doctor number is incorrect needs to be corrected.
- Explain to all staff that the paper contact information will no longer be updated and that they should use the **Search** feature instead.
- After the information is updated, it can be accessible to any Barnestorm user (that has the correct employee permissions)
- Doctor phone numbers are also listed on the Patient Info page.

### Related How-To Articles:

Search for Patient, Doctor, Pharmacy, Medicine,

Employee: <http://kb.barnestorm.biz/KnowledgebaseArticle50400.aspx>

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50905.aspx>