Key Points on Entering Your Referral

Follow these tips on completing the patient referral.

Start / Patient Information Tab

- When entering the patient name, there cannot be a slash (/) in the name. This may cause issues pulling up certain screens within Barnestorm.
- The County code must be listed. If not listed, this will affect the CBSA and Wage Index, causing the HIPPS code for the episode to be low. An empty field will also affect "counts" in reports that include the county code.
- The Gender and the Date of Birth must be filled in. Otherwise, it will cause an error in billing screen and cause a delay in the billing of the NOA.

Payers Tab

- The Program and Payer must be listed. If not listed, the POC user(s) will not be able to access the patient. A blank program/payer field may also cause an issue with the NOA getting out timely.
- Under the **Payers** tab > **Extra Billing Info**: The condition code 47 is required for all admissions where the patient was recently transferred/received from another Home Health Agency (HHA). If this code is not entered, the NOA will deny, causing your NOA submission to be late. You will need to notify your billing staff, ASAP, to ensure this code gets appended to the NOA claim prior to submission.

Referral Information Tab

- The Admit Date must reflect the patients start of care

date. If it is not correct it may cause issues with the SOC assessment date, episodic billing, dates on the 485, and the Notice of Admission (NOA) date will be incorrect, causing the NOA to be billed incorrectly or late.

Discharging a Patient

To properly discharge a patient, documentation must be keyed in under these 2 tabs: The **Payers** tab, and the **Referral Information** tab. Otherwise, the patient will not be "completely" discharged. For more information on how to discharge a patient click here.

Important Notes

Follow these key points in completing the patient referral. If the referral is not completed, or filled out correctly, it may cause direct issues with billing. Some fields are required, while others are optional. All fields are important. We recommend that you fill in all the fields using the information you have for the patient.

Click HERE to see "How To Find Out If Patient Is Missing Information From Referral Screen."

☐☐ Last updated: 8/12/2025

☐☐ Need help? Contact Barnestorm Support

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50967.aspx