

Rate Has Changed: How do I fix charge amount on visits already entered?

Update Job Code Rate (If the job code rate has already been updated, skip to next section.)

- Go to **Codes > Rates > Job Codes**. Type in the job code#.
- At the bottom, select **Add a New Rate Date**
- Type in the effective date (important to select the correct starting date), along with the new rate amount
- Press **Save Job Code and Rate**

Update Charges Already Entered

RATE CHANGE EXAMPLE: Today is 07/30/2020. Our SN rate changed on 04/01/2020. We've updated the rates in Codes>Rates>Job Codes today, but the claim is still showing the old amount. How do we fix charges on visits that have already been entered?

- Go to Billing>Other>Recalculate Visit Charges
- On the left side of the screen, enter the from/thru date. For example, if the effective date of the new rate was 04/01/2020 and you entered the rate change today, the from date would be 04/01/2020 and the through date would be the current days date to ensure all charges get corrected.
- On the right side of the screen, enter the Program and Job Code that had the rate adjustment.
- **Optional:** Select a single patient, by checking the "Just one patient" box. Type in the chart number or the patient last name to search for the patient. Once you select the chart, the from date defaults to the patient's admit date. Make any changes to the From/Thru date as needed.
- Click the ReCalculate Visit Charges button. The charges will recalculate. Print the report if needed. Then click **Close**.

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Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51013.aspx>