

Update Job Code Rate

- If the job code rate has already been update, skip to next section.
- Go to **Codes > Rates > Job Codes**
- Pull up 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 one chart number only. When you select the chart the from date defaults to the admit date. Pay attention if you need to change these dates.
- Click the ReCalculate Visit Charges button
- Print the report as needed then click on **Close**.

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

| | | | |
|--|-----------|---|-----|
| From Date | 4/ 1/2020 | Enter Program Number(s) to be recalculated. Leave blank to do all programs. | 01 |
| Thru Date | 7/30/2020 | Enter Job Code(s) to be recalculated. Leave blank to do all job codes. | 004 |
| Visits with less than 8 minutes (.13 hours) will have a visit charge of 0. | | | |
| <input checked="" type="checkbox"/> Just one patient | | | |
| Patient: 888888 | | TEST, PATIENT J | |
| ReCalculate Visit Charges | | | |

Knowledgebase

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