This screen allows you to find locked visits that clinicians created in POC and import the supplies into Office for billing.

In Barnestorm Office, go to: Supplies > Import Supply Charges.

(**NOTE**: If you do not see that option in your dropdown, this means your agency's global setting has not been set up to import supplies. If the top of your screen shows "No Supplies Import CutOff Date Has Been Established," your agency is not set up to Import Supplies. Have the appropriate member of staff go to Codes > Security > Global Setting > Supply Charges to make the appropriate changes. Make sure Items 0300, 0301, and 0310 are filled in properly. Please view this link as a review of those global settings, here.)

From and Thru dates: You can manually select the from and thru date of the visit assessment dates you want to search for. The default dates will depend on how the global setting is setup. To change the dates, click on the drop down arrow and select a date from the calendar. The Thru date will not allow you to select a date after the number of days given in the global setting screen (**Codes** > **Security** > **Global Settings** > **Supply Charges** > **0301**).

View the Supplies to be Imported: After your dates are selected, Barnestorm will search for any visit assessments that are in the Locked status and has a time in dated between the From and Thru date you have selected. This process will skip any visit assessments that have the status of incomplete or completed. You have 3 SORT BY options: By Patient; By Employee and By Date.

Find Oldest UnPosted Supply: Finds the oldest visit that has supplies not posted and changes the From date to that assessment date.

Edit Highlighted Entry: If the clinician has entered an incorrect piece of information, you can edit it by selecting the entry and click on this button. Note: Saving changes here does not update the assessment information.

Find Incomplete UnPosted Supplies: This button searches for assessments that have an invalid Chart#, Payer, supply code or employee#. If none are found, a message will appear “None Found” and it will now reload the import list.

Load Supply Charges: Click this button when the list of supplies given

is accurate and are ready to show up on a claim.

***Barnestorm also has the capability to Import Supplies Into The Assessment. After a supply requisition has been created, you can import those supplies directly into your visit. Please view this article for more detailed information: Import Supplies Into Visit