Question: I have a treatment authorization number for non-PPS claim. Where Do I Put It?

- Pull up the patient on the Barnestorm Office **Select Patient** screen.
- Click the **Referrals** tab.
- Click the **Payers** tab and select the payer.
- Click the **Extra Billing Info** tab.
- 1) Select **Add A New "From Date."** Type in the From and Thru Date of the Authorization Period; or 2) Do not add a From and Thru date to allow the authorization to appear on all claims.
- Type in the Treatment Authorization Number in the **Treatment Auth** field.
- Hit **Save**. The Treatment Authorization Number will now be included on the claim.

Question: Where can I find a listing of all active patients with authorization numbers?

- In Barnestorm Office go to Reports > Billing > 02.64 Active Patients Auth Numbers.
- Click the **Print the Report** tab at the top to view/print the report.

Question: Where can I find a listing of authorizations per admission?

- In Barnestorm Office go to Reports > **Audit** > 17.50 Admit Pts Authorization.
- Click the **Print the Report** tab at the top to view/print the report