

## Entering Treatment Authorization Number - NonPPS Payers

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

- a. Pull up the patient on the Barnestorm Office **Select Patient** screen.
- b. Click the **Referrals** tab
- c. Click the **Payers** tab and select the payer.
- d. Click the **Extra Billing Info** tab.
- e. 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.
- f. Type in the Treatment Authorization Number in the **Treatment Auth** field.
- g. 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 > Main Menu**:

- a. Click the **Reports** tab
- b. Click the **Billing** tab
- c. Select **02.64 Active Patients Auth Numbers**
- d. Click the **Print the Report** tab at the top to view/print the report

NOTE: This type of Treatment Authorization Number is different from the Treatment Authorization Number assigned to claims for PPS payers. The [Treatment Authorization Number for PPS payers](#) are generated from the OASIS.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51108.aspx>