Employee Team Codes

Create and manage groups of employees assigned to teams for use in **Referrals > Employees** and the **Messaging** feature.

Overview

Employee Team Codes allow you to build groups of staff (e.g., nurses, aides, or regional teams). Teams can be used to quickly assign employees in the Referral or send group messages in the Messaging feature.

Create an Employee Team

1. Go to **Office > Codes > Status Codes > Employee Teams**.
2. Enter a two-digit **Number**, **Code** (optional), and **Description**.
3. Click **Save**. The available employee lists appear on the far right.
4. Click the employee name to move them into *Employees on Team#* column.
5. If added by mistake, select the name in the team list to move them back.

6. Click **Save** once all employees are assigned.

Optional: The Code field is an extra way to divide teams for larger mapped areas. It also displays in the description when searching codes.

> **Note:** If an employee does not appear in the list, verify they have both a **Revenue Code** and **Job Code** assigned under *Codes > Other Basic Codes > Employees*.

Modify an Existing Team

- Select an existing team number to view or edit.
- Add or remove employees from the *Available Employees* list.
- Click **Save** when done.

Using Teams in Referral > Employees

Teams make it easier to assign groups of staff to a patient referral:

1. In **Referrals > Employees**, enter a **Team number** in *Assign Employees by Team*.
2. The team name appears under *Assigned Teams*, and members are added to the employee list.

3. Remove an employee by clicking the **X** next to their name, or add individuals under *Assign Individual Employees*.

The original **Primary Team#** field remains on the far right and functions the same as before.

Using Teams in Messaging

Employee Teams work with Barnestorm Message, Email, and Text Message:

- In **Messaging**, click **New Message**.
- Select **Teams** and enter the Team number.
- Enter the message information and **Send**.

☐☐ Related:
Messaging Setup
Message Report

☐☐ Need help? Contact Barnestorm Support

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle51362.aspx