

HarmoniMD™ Training Tip

Adding Barcodes to Chargeable Items

Staff affected: Users who add items to the inventory or Item Master (Pharmacy, Consumables, and Billing).

BACKGROUND

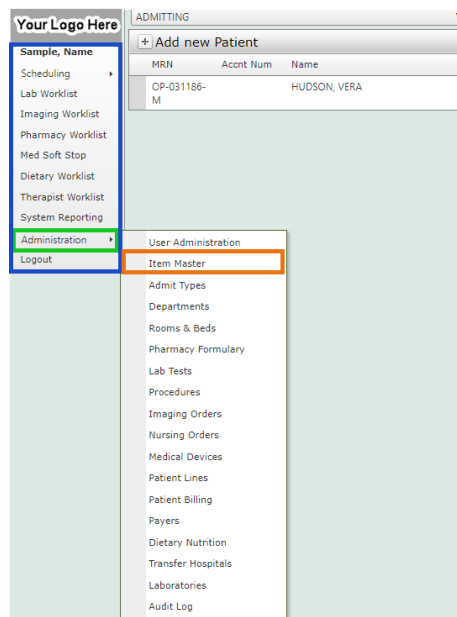
Each item in the Item Master comes with an auto-generated QR code for scanning charges into Patient Charts. A list of QR Codes can be printed using the report *Item Master QR Codes by Department*, found in the System Reporting option in the HarmoniMD™ Main Menu.

For inventory or purchasing purposes, if a product has a barcode, whether it is chargeable or not, you may want to also have that barcode in the product's Item Master record. [In the case of a Kit, you can add multiple bar-codes into the Kit's Item Master record. (Kits are not yet available.)]

To add barcodes, you need a scanning device and access to the Item Master in the HarmoniMD™ Administration Menu. If you don't have this access and think you need it, contact your manager for approval. (The IT Department grants access.)

Adding Barcodes

From the HarmoniMD™ Main Menu (BLUE rectangle), select Administration (GREEN rectangle), then select Item Master (ORANGE rectangle):



The Administration Menu in HarmoniMD™

Note: Your name will appear at the top of the Main Menu where it says "Sample, Name."

Please note: The options in both the Main Menu and the Administration Menu will likely be less than what is shown in this example, since these are determined by your access rights.

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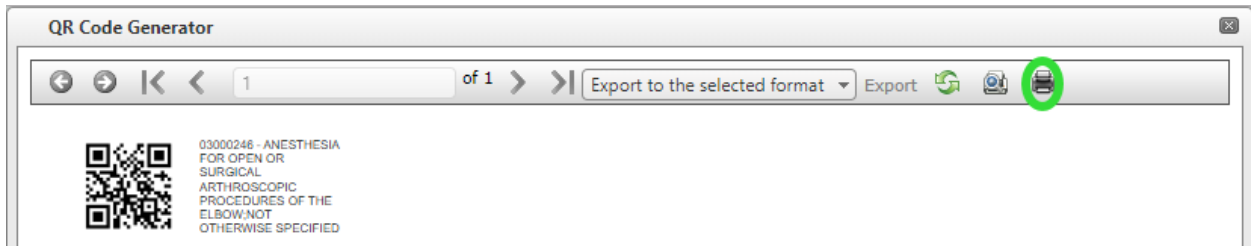
This will open the Item Master Window:

Status	Type	Category	Item Name	External Id	Item Number	Revenue Code	Alternate Code	Cost	Base Price	Reorder QTY	EAN13 Barcode	Inventory	Print Labels
Active	Patient Care Services	Procedures	ANESTHESIA FOR OPEN OR SURGICAL ARTHROSCOPIC PROCEDURES OF THE ELBOW;NOT OTHERWISE SPECIFIED		03000246	0370	01740						QR Barcode
Active	Patient Care Services	Procedures	CALORIC VESTIBULAR TEST EACH IRRIGATION (BINAURAL BITHERMAL STIMULATION CONSTITUTES 4 TESTS)			0920	92533						QR Barcode
Active	Patient Care Services	Procedures	INSERTION OF NON-INDWELLING BLADDER CATHETER (EG STRAIGHT CATHETERIZATION FOR RESIDUAL URINE)			0361	51701		527.00				QR Barcode

The Item Master section of the Administration Menu in HarmoniMD™

Note: You must scroll to the right so see the entire screen.

NOTE: You can print an item's QR Code by pressing the **QR Barcode** button, listed at the end of each record (RED rectangles above). This opens a QR Code Generator window. Select the Print icon (GREEN circle) to print:



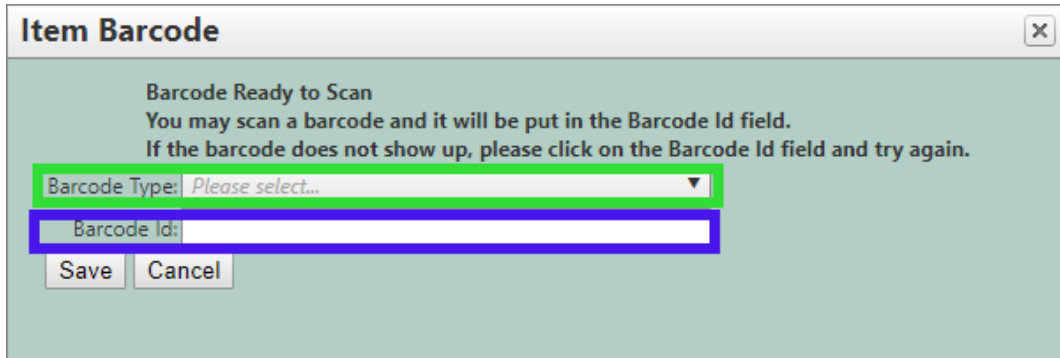
QR Code Generator window

Search for the record—a procedure, lab order, imaging order, inventory item, Kit, etc.—with any of the twelve search fields (GREEN rectangle). Once you find the record, click on the arrow (ORANGE circle) to expand the record and reveal the *Add Item Barcode* option (RED rectangle). Then click on that option:

Status	Type	Category	Item Name	External Id	Item Number	Revenue Code	Alternate Code	Cost	Base Price	Reorder QTY	EAN13 Barcode
Active	Patient Care Services	Medical Services	DISCHARGE Memory At least 1% Impaired/less than 20% Impaired	07410051	07410051	0440	G9170CI		0.01	0.01	

+ Add Item Barcode


This opens the *Item Barcode* window:



The *Item Barcode* window

Select the kind of barcode you need to add from the Barcode Type dropdown list (GREEN rectangle). Then place the cursor in the Barcode ID field (PURPLE rectangle) and scan the barcode associated with the product. [For Kits, repeat this process as many times as needed. (Kits are not yet available.)]

Deleting Barcodes

The only way to delete barcodes from an Item Master record is to delete the barcode record by clicking the  icon in the barcode grid.

Making an Item Master Record Inactive

Item Master records cannot be deleted: They can only be made inactive by changing the record's Status from *Active* to *Canceled*. This happens in two different ways—

- 1) Item Master records entered directly in the Item Master are cancelled in the Item Master.
- 2) Item Master records automatically created when a record is created via one of the Administrative Menu options (Pharmacy Formulary, Lab Tests, Procedures, Imaging Orders, etc.) cannot be canceled in the Item Master. They must be made inactive within the Administrative Menu option where they were created. For example, medication Item Master records are made inactive when the associated Pharmacy Formulary record is made inactive.

Please report any issues to your IT Department as soon as they are recognized as it is much easier to resolve them when the information is current.

Thank you, *The HarmoniMD™ Team*