



HEALTHCO
INFORMATION SYSTEMS INC

Training Classes

Centricity Practice Solution Logical Innovations Visual Form Editor

May 2010

Portland Office

5/4 – 5/6/2010 Visual Form Editor (3 day class)
5/27/2010 Advanced Billing and Accounts Receivable*
5/28/2010 Collections* - ½ day class

Kirkland Office

5/7/2010 Reports - ½ day class
5/12/2010 Scheduling & Registration
5/13/2010 Billing for New Users

June 2010

Portland Office

6/9/2010 Scheduling & Registration
6/16/2010 Billing for New Users
6/17/2010 Reports - ½ day class

Kirkland Office

6/8/2010 Advanced Billing and Accounts Receivable*
6/9/2010 Collections* - ½ day class

***** Please See Reverse for Additional Information *****

**Please pre-register for classes by calling HealthCo Information Systems
@ (503) 612-1666 or (888) 740-7734.**

Classes are held at Healthco's training facilities in Kirkland, WA and Tualatin, OR. The Tualatin classes are limited to 9 students*. The Kirkland training facility is limited to 6 students. The cost for each training class is \$200.00*. Full day classes are from 8:30am until 4:30pm with an hour break for lunch. Half-day classes (Reports and Collections) are \$100.00 for each half-day session, and are from 8:30am – 12:30 pm.

Important Schedule Notes

All classes except Visual Form Editor are trained on the Centricity Practice Solution 2006 software.

All classes require Pre-Registration. Classes with less than 4 participants are subject to cancellation. 48 hours notice will be given to customers if a class is cancelled due to low enrollment.

The ***Billing for New Users*** class is designed to give new Centricity billing staff an overview of Batches, Charge Entry and Payment posting in the Centricity product.

*If you purchased the classroom training option, a follow up Advanced Billing & Accounts Receivable and a Collections class is included as part of your training package. As with your initial training, you may send up to 3 people to these classes.

* A portion of the Collection class requires a working knowledge of Microsoft Word to create mail merge collection letters.

*** New Customer Training Schedule (New User Training)**

Day 1 – Patient Registration, Appointment Scheduling, Scheduling Reports

Day 2 – Scheduling Administration (Clinic Controls, templates); Advanced Scheduling Chains & Sets

Day 3 – Advanced Scheduling continued; Overview of Billing (Batches, Charges, Payments, Adjustments)

Day 4 – Build Administrative Controls, Review Administrative Reports, Security Settings

Day 5 - Continue Administrative controls. Review topics and discuss special practice specific scenarios, continue to build database. Train the Trainer dry run presentations for class participants.

* Customers attending the New User Training need to register for the entire week, Day 1 through Day 5. The same staff members are required to attend all days. If you are interested in additional training options, please call our office and speak with the Director of Professional Services.
