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Virtual Instructor-Led Training

These classes are perfect for single topics or customized training needs. Students learn from their home or office while still getting the individual attention and hands-on time provided in a classroom setting.

Professional EHR

Capitalize on Reporting Basics

Course ID: EDVT4005 ***Standard***, $225 per seat

Explore the power of Reporting Module basics! Learn how to transform clinical data into customized reports that can profile and describe how the Economic Stimulus affects your practice and revenue cycle. In this economic environment, it pays to capitalize on the information tools you need to meet the practice management challenges of today.

Target Audience: Super Users, Administrators

Duration: 2 Hours

Meaningful Use Stage 2 - Part I - Configuration

Course ID: EDVT4024 $100 per seat

Learn what your practice needs to know about the configuration and setting up of your system for Meaningful Use Stage 2, including how to mark Encounter Types as unique patient and office visits, choose CDS Recommendations, Mapping Loinc codes, and more.

Target Audience: Super Users, Administrators, Providers, Clinicians

Duration: 1 Hour

Meaningful Use Stage 2 - Part II - Core Objectives 1-12

Course ID: EDVT4021 $200 per seat

Understanding Meaningful Use Stage 2 Core Objectives and how it pertains to your practice is essential. This course is an introduction to Meaningful Use II Core Objectives 1-12 and an illustration of how these objectives are documented in the Professional EHR program.

Target Audience: Providers, Administrators, Super Users, Clinicians

Duration: 2 Hours

Meaningful Use Stage 2 - Part III - Core Objectives 13-17, Menu Set Objectives, and CQMs

Course ID: EDVT4022 $200 per seat

Participants will see the documentation needed for Core Objectives 13-17, plus a discussion on each of the 6 Menu Set measures, along with a peek at the Clinical Quality Measures.

Target Audience: Providers, Administrators, Super Users, Clinicians

Duration: 2 Hours

Explore the Allscripts Professional Billing Interface I

Course ID: EDVT4001 $225 per seat

Move away from encounter forms with this two-part training series that covers topics related to the preparation of the billing interface for Allscripts Professional EHR and Professional PM. Understand the workflow and documentation in Professional EHR, signing off charts, and Professional PM File Maintenance pertaining to importing charges. The second session will train users on how to import charges into Allscripts Professional PM.

Target Audience: Super Users, Administrators, Billing Staff, Provider Representatives

Duration: 2 Hours

Get Started with Output Manager

Course ID: EDVT4002 ***Standard***, $225 per seat

Does Output Manager play nicely with your Clinical Module? Learn about the perfect relationship between printing in the Clinical Module and OM, how to edit system-delivered templates to suit your needs, and how to build custom document templates.

Target Audience: Super Users, Administrators

Duration: 2 Hours

ICD-10 for the EHR Provider

Course ID: EDVT4025 $225 per seat

The ICD-10 code sets are now used to report medical diagnoses and inpatient procedures. This course will help the end user navigate this new code set by: demonstrating how to access the code set within the Allscripts Professional EHR, selecting the appropriate ICD-10 code, and identifying the documentation needed to support the chosen ICD-10 diagnosis.

Target Audience: Providers

Duration: 2 Hours

Reporting for Meaningful Use

Course ID: EDVT4026 $225 per seat

Explore the power of the Reporting Module and Allscripts Analytics Portal! Learn how to transform clinical data into customized reports that can profile and describe how Meaningful Use Stage 2 affects your practice. In this economic environment, it pays to utilize these tools to help you attest for Meaningful Use Stage 2.

Target Audience: Super Users, Administrators

Duration: 2 Hours

Manage Faxing within Professional EHR

Course ID: EDVT4020 ***Standard***, $225 per seat

In this course, you will learn how to use the faxing functions built into the Allscripts Professional EHR.

Target Audience: Administrators, Clinicians, Providers

Duration: 2 Hours

Understand New Features of Professional EHR 14.0

Course ID: EDVT4037 $225 per seat

Upon completion of this course, participants will be able to summarize the new functionality and enhancements present in the current version of Professional EHR. Features include, but are not limited to, one note, ePHI import of labs, and printing improvements.

Target Audience: Administrators, Clinicians, Providers

Duration: 2 Hours

Explore the Allscripts Professional Billing Interface II

Course ID: EDVT4501 $225 per seat

Part 2 of the 2-part training series on importing charges into Allscripts PM. This second session will train users on how charges are imported into Allscripts PM. Topics include: an overview of the Import Charges screen, available import options, imported charge statuses, discarding charges, and filtering charges. You will also see a demonstration of a full visit through both applications, from scheduling the patient appointment to importing the charge after it has been signed off in ProEHR. Allscripts PM File Maintenances that pertain to importing charges are also reviewed.

Target Audience: Administrators, Billing Managers, Charge Entry Staff

Duration: 2 Hours

Prerequisite: Explore the Allscripts Professional Billing Interface I

Practice Management

Entering Charges

Course ID: EDVT4503 ***Standard***, $225 per seat

Understand the basic charge entry processes in Allscripts PM. This class will take you through the work that is done in the Transactions function: opening a batch, entering charges, using the Validate Batches and Verify Claims tabs, and balancing/closing a batch. Toolbar functionality included: Quick Note, Print Claim, and Apply Oldest Self Pay. In Financial Processing, the Financial Inquiry function is included. Correcting charges that are in an open batch will also be shown.

Target Audience: Administrators, Billing Managers, Charge Entry Staff

Duration: 2 Hours

Billing Insurance and Processing Statements

Course ID: EDVT4507 ***Standard***, $225 per seat

It's time to submit the claims to your insurance carriers and send statements to your patients. You'll start in the Financial Posting function to update closed batches. Once the batches have been updated, this class will take you through the key steps of billing used within the Insurance Billing (to Validate, Prepare and Print claims), Statement Processing (to create statements) and Claims Review functions (to correct failed claims and to follow up on unpaid claims). Toolbar functionality included: Quick Note, Account Management, and Account Ledger.

Target Audience: Administrators, Billing Managers, Insurance and Self Pay Billers

Duration: 2 Hours

ICD-10 for Administrators

Course ID: EDVT4525 $225 per seat

Identify all areas where the ICD-10 and ICD-9 code sets display within the application and learn to properly display and output them. Identify the functionality used to import various ICD mapping file types and recognize the new data and mapping fields available in Diagnosis Code Maintenance. Review maintenance tables and functionality to set effective dates so new codes will properly output on patient claims.

Target Audience: Administrators, Billing Managers

Duration: 2 Hours

ICD-10 for End Users

Course ID: EDVT4526 $225 per seat

Identify all areas within Allscripts PM where both ICD-10 and ICD-9 code sets display within the application, and review when new code mapping is appropriate. Learn to associate the new codes with patient charges and recognize when to use the new versus the old code set.

Target Audience: Billing Managers, Charge Entry Staff, Insurance Billers

Duration: 2 Hours

ICD-10 for the PM and Pro EHR Administrator

Course ID: EDVT4527 $225 per seat

Learn to configure the Pro EHR application to display ICD-9 and ICD-10 codes for your clinicians. Identify all areas where the ICD-10 and ICD-9 code sets display within the application and learn to properly display and output them. Identify the functionality used to import various ICD mapping file types and recognize the new data and mapping fields available in Diagnosis Code Maintenance. Review maintenance tables and functionality to set effective dates so new codes will properly output on patient claims.

Target Audience: Administrators, Billing Managers

Duration: 2 Hours

Introduction to Crystal Reports

Course ID: EDVT4510 ***Standard***, $225 per seat

Discover ad-hoc terminology such as ODBC connections and General Views and learn how to create and edit basic Crystal reports based on your PM data.

Target Audience: Electronic Custom Report Writers

Duration: 2 Hours

Intermediate Crystal Reporting

Course ID: EDVT4511 ***Standard***, $225 per seat

Go beyond the basics to make your reports more focused. Advanced features covered: Creating Parameters, Building Formulas, Inserting Charts, Using Top N, and saving results as a Mail Merge.

Target Audience: Electronic Custom Report Writers

Duration: 2 Hours

Posting Payment in Transactions

Course ID: EDVT4509 ***Standard***, $225 per seat

Understand the basic payment entry processes in Allscripts PM. This class will take you through the work that is done in the Transactions function: opening a batch in Batch Management, entering payments (both insurance and self pay will be shown) on the Payment Entry tab and balancing/closing a batch. Toolbar functionality included: Quick Note. In Financial Processing, the Financial Inquiry function is included. Correcting payments, refunds, and insurance take backs will also be shown.

Target Audience: Administrators, Billing Managers, Payment Posters

Duration: 2 Hours

Registering Patients

Course ID: EDVT4519 ***Standard***, $225 per seat

In Allscripts PM, it all starts with the patient! This class will provide an in-depth look at using the Registration function to search for patients, register new patients and update existing patients. Toolbar functionality included: Quick Notes, Quick Documents, Ailment Information, Images and MSP Questionnaire. Other functions in Patient Management (the folders for Notes, Documents and Service Inquiry) are included. Inactivating a patient and combining duplicate patient records will also be shown.

Target Audience: Administrators, Registration Staff, Scheduling Staff, Billing Staff, New Operators

Duration: 2 Hours

Reports To Work and To Manage Your PM System

Course ID: EDVT4524 ***Standard***, $225 per seat

How do you effectively monitor and manage the financial health of your practice? Monitoring starts with the "working" reports. These suggested reports are run on the work that is done in your office to prevent today's small problem from becoming tomorrow's big problem. The working reports would be run on a regular daily, weekly or monthly basis and could be given to staff to work. The "management" reports are your measurement of the health of your A/R, using key financial, managerial and administrative reports to more effectively manage your office.

Target Audience: Administrators, Registration Managers, Scheduling Managers, Billing Managers

Duration: 2 Hours

Recommended Prerequisite: The Basics of Reporting

Review New Features in Allscripts Professional PM Version 10.5

Course ID: EDVT4512V105 $225 per seat

This class will address the enhancements delivered in the 10.5 release of Allscripts PM.

Target Audience: Administrators

Duration: 2 Hours

Scheduling Appointments

Course ID: EDVT4515 ***Standard***, $225 per seat

The schedule is set but now what? This class will take you through the work that is done in the Appointment Scheduling function: scheduling patients, canceling or rescheduling appointments, confirming appointments and checking-in patients. Toolbar functionality included: Quick Payment, Quick Document, Ailment Information, Images and MSP Questionnaire. Other functions in Scheduling (the folders for Scheduling Activities and Scheduling Reports) are included.

Target Audience: All Staff with Appointment Scheduling Privileges

Duration: 2 Hours

Setup for Scheduling Appointments

Course ID: EDVT4518 ***Standard***, $225 per seat

Need to build a new schedule or edit an existing one? This class will cover what is needed for building/editing your scheduling files, creating your scheduling templates, and then blocking your schedule in Schedule Planning.

Target Audience: Scheduling Managers

Duration: 2 Hours

Setup for Using Collection Activities

Course ID: EDVT4523 ***Standard***, $225 per seat

Register only if "LIVE" 45-60 days prior to class offering date. Ready to use Collections for your overdue self pay balances? This class will cover the files that you'll need to build to use the Collection module in your office: the Practice Options and the various related file maintenances. A separate course is available, titled Using Collection Activities, for to instruct collectors on using the module.

Target Audience: Collections Managers, Billing Managers

Duration: 2 Hours

Using Collection Activities

Course ID: EDVT4502 ***Standard***, $225 per seat

Register only if "LIVE" 45-60 days before class offering date. Prior to sending overdue balances to an outside Collection Agency, learn what can be done in Allscripts PM to follow up on unpaid self pay balances. This class will show you how to find self pay vouchers and set up a guarantor on a payment plan, which happens outside of Collections. Then you'll learn to use the Collections functions: Collection Planning to bring accounts into the collection module and Collection Activities to work the collection accounts. When collection accounts are deemed uncollectible, they can be transferred to a Collection Agency carrier and a report generated for your Collection Agency. A separate course is available, Setup for Using Collection Activities, to learn the file setup required to use Collection Activities.

Target Audience: Administrators, Collections Managers, Collections Staff

Duration: 2 Hours

The Basics of Reporting

Course ID: EDVT4514 ***Standard***, $225 per seat

This class presumes a working knowledge of the Allscripts PM application. This class will help you to understand the basics of reporting: Report Preferences and selections, what the different data types available are, and how Voids impact reports. The steps to begin a new Reporting Period will also be shown.

Target Audience: Administrators, Super Users

Duration: 2 Hours

e-Learning

This self-paced form of training is scalable for small offices that need to schedule training around a busy office routine or for very large organizations that have more staff to train than they can physically reach.

Professional EHR

Allscripts FollowMyHealth Dashboard

Course ID: EDWB4366V1

This experiential learning based course introduces FollowMyHealth Administrators to the top-level Dashboard settings that control how information flows from an EHR, through the Portal, and to the patient.

Target Audience: Administrators, Super Users

Duration: 0.5 Hour

Allscripts Professional ICD-10

Course ID: EDWB4600V001

This course provides an overview of enhancements made to Allscripts PM and Allscripts Pro EHR to support ICD-10 compliance.

Target Audience: Administrators, Clinicians, Providers, Super Users

Duration: 1 Hour

Allscripts Professional EHR Release 10 Overview

Course ID: EDWB4000V10

In this course, you will learn how to add vitals in the Pro EHR, close an encounter, order procedures, enter a patient diagnosis, and use add-ons. You will also work with the appointment screen and ePHI wizard as well as identify the Quick Hits for the 10.0 release.

Audience: All

Duration: 1 Hour

Professional EHR 12.0 Release

Course ID: EDWB4217V120

This course provides an overview of enhancements and Voice of Clients made to the Allscripts Professional EHR in the 12.0 upgrade. Some of the features included are how to use eCoupons, enhancements made to the medication search in Assessment/Plan, and improvements to the search for diagnosis and incorporation of ICD-10 features.

Target Audience: All

Duration: 1 Hour

Professional EHR 12.1 Release

Course ID: EDWB4230V121

In this course, you will learn about enhancements made in the 12.1 upgrade. Some of the topics covered include the new bulk upload features, the new results management screen, and ICD-10 codes compliance to third parties.

Target Audience: All

Duration: 1 Hour

Professional EHR 12.1 Service Pack 3 Release

Course ID: EDWB4232V121

This course provides an overview of the Patient Tracking enhancement made to the Allscripts Professional EHR in the 12.1 Service Pack 3 upgrade. Highlights include patient tracking for end users and patient tracking setup in the administration module.

Target Audience: All

Duration: 1 Hour

Professional EHR 13.0 Release

Course ID: EDWB4358V130

This course provides an overview of enhancements made during the 13.0 release of the Allscripts Professional EHR. Some of the features included are: searching electronic notes, care plans and goals, language short lists, InfoButton, age of consent, and many more.

Target Audience: All

Duration: 1 Hour

Professional EHR 13.0 SP1 Release

Course ID: EDWB4361V130

This course provides an overview of enhancements made during the 13.0 SP1 release of the Allscripts Professional EHR. Some of the features included are: patient paid services, risk-stratified care management, new faxing features, voice of the clients enhancements, and many more.

Target Audience: All

Duration: 1 Hour

Professional EHR 13.0 SP2 Release

Course ID: EDWB4362V130

This course provides an overview of enhancements made during the 13.0 SP2 release of the Allscripts Professional EHR. Some of the features included are: display of secondary codes, training patients and the immunization registry, new faxing features, voice of the client enhancements, and more.

Target Audience: All

Duration: 1 Hour

Professional EHR 14.0 Release

Course ID: EDWB4365V140

This course provides an overview of enhancements made during 14.0 release of the Allscripts Professional EHR. Some of the features included are: medications no longer available by Medi-Span, new H&P template capabilities, new features for immunization/ immunization registry new faxing features, voice of the client enhancements, and more.

Target Audience: All

Duration: 1 Hour

Professional EHR 14.1 Release

Course ID: EDWB4378V141

This course provides an overview of enhancements made during the following upgrade release: 14.1 in the Allscripts Professional EHR. Some of the features included are: OB Module Enhancements, Batch Terminology Mapper, Ability to mark a patient message erroneous, Patient Safety: Workflow changes for using Cancel Contact, and many more.

Target Audience: All

Duration: 1 Hour

Professional EHR – Full Patient Portal for Administrators

Course ID: EDWB4215V100

This course is designed for office administrators and super users who will be responsible for set-up and maintenance of Allscripts Patient Portal and Allscripts Professional EHR. The topics that will be covered include accessing the Patient Portal, patient and provider perspectives of Patient Portal, and ProEHR workflows.

Target Audience: Administrators

Duration: 4 Hours

Professional EHR – Full Patient Portal for End User

Course ID: EDWB4216V100

In this course, you will receive an overview of the Allscripts Patient Portal, learn how to access Patient Portal, see a patient's perspective of Patient Portal, and view the provider's perspective as well as ProEHR workflows.

Target Audience: End Users

Duration: 2 Hours

Professional EHR Meaningful Use Stage 1 2013

Course ID: EDWB4359V130

This course provides an overview of enhancements made to the Allscripts Professional EHR for Meaningful Use Stage 1 2013. You will learn about the meaningful use core objectives, menu objectives, and basic patient portals for end users and administrators.

Target Audience: All

Duration: 1 Hour

Professional EHR Meaningful Use Stage 2

Course ID: EDWB4360V130

This course provides comprehensive training to identify the workflows necessary to meet the Meaningful Use Stage 2 objectives. For each workflow, there is a brief introduction explaining what the objective is and why you should learn more about it. Included in the training are simulations that guide you on the tasks to perform. These objectives are broken down into the new 17 Core objectives and 6 Menu objectives.

Target Audience: All

Duration: 2 Hours

EHR OB

Course ID: EDWB4367v130

In this course, you learn how to document several different types of OB/GYN visits, including a new patient visit, a routine visit, a high risk visit, and a sick visit. You will also work with the customized OB/GYN shorts lists for quicker documentation in the clinical module.

Lessons:

- Initial OB Visit
- Routine OB Visit
- OB Sick Visit
- High Risk Pregnancy

Duration: 33 Minutes

EHR General Surgery

Course ID: EDWB4368v130

In this course, you learn how to document a General Surgery visit. You will also work with the customized General Surgery short lists and templates, enabling you to quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Documentation of a Visit
- Complete Documentation of a Visit
- Document Procedure Results

Duration: 17 Minutes

EHR Cardiology

Course ID: EDWB4369v130

In this course, you learn how to document a Cardiovascular visit. You will also work with customized Cardiovascular short lists and templates, enabling you to quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Documentation of a Visit
- Complete Documentation of a Visit

Duration: 17 Minutes

EHR Urology

Course ID: EDWB4370v130

In this course, you learn how to document a Urology visit. You will also work with customized the Urology short lists and templates, enabling you to quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Documentation of a Visit
- Complete Documentation of a Visit

Duration: 16 Minutes

EHR Neurology

Course ID: EDWB4371v130

In this course, you learn how to document a Neurology visit. You will also work with the customized Neurology short lists and templates, enabling you to more quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Documentation of a Visit
- Complete Documentation of a Visit

Duration: 15 Minutes

EHR Pediatrics

Course ID: EDWB4372v130

In this course, you learn how to document a Pediatric well visit and sick visit. You will also work with the customized Pediatrics short lists and templates, enabling you to quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Document a Well Visit
- Complete a Well Visit
- Document a Sick Visit
- Complete a Sick Visit

Duration: 22 Minutes

EHR Internal Medicine

Course ID: EDWB4373v130

In this course, you learn how to document an Internal Medicine well visit and sick visit. You will also work with the customized Internal Medicine short lists and templates, enabling you to quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Begin Documentation of a Well Visit
- Complete a Well Visit
- Begin Documentation of a Sick Visit
- Complete a Sick Visit

Duration: 20 Minutes

EHR Gastroenterology

Course ID: EDWB4374v130

In this course, you learn how to document a Gastroenterology visit. You will also work with the customized Gastroenterology short lists and templates, enabling you to more quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Document a Visit
- Complete a Visit

Duration: 12 Minutes

EHR Orthopedics

Course ID: EDWB4375v130

In this course, you learn how to document an Orthopedics visit. You will also work with the customized Orthopedics short lists and templates, enabling you to quickly and efficiently document a visit by pulling in the information that is most relevant to your practice.

Lessons:

- Documentation of a Visit
- Complete Documentation of a Visit

Duration: 15 Minutes

Pro EHR Basics

Course ID: EDWB4300V13

In this course, you learn how to navigate the Clinical Desktop and use the Appointments screen. You will view and filter appointments, use icons to see important messages and action items, and navigate to other areas within the clinical module in this simulation.

Lessons:

- Navigate the Clinical Desktop
- View the Daily Schedule
- Check in, Start, And Check Out Appointments

Duration: 10 Minutes

Navigate the Chart

Course ID: EDWB4301V13

In this course, you learn how to pull and navigate the patient chart. You will handle the patient's chart three different ways in this simulation: pulling the chart, filing the chart, and sending the chart to another caregiver.

Lessons:

- Search for a Patient
- Navigate the Patient Chart
- Add a Care Plan

Duration: 7 Minutes

Patient Manager

Course ID: EDWB4340V13

In this course, you learn how to navigate Patient Manager to view reminders, messages, results, and appointments. You will also manage a patient's outstanding medical record items and view recommendations for preventative health maintenance needs.

Lessons:

- Patient Manager Overview
- Clinical Decision Support
- Care Management Guidelines

Duration: 7 Minutes

Demographics

Course ID: EDWB4302V132

In this course, you learn how to view and update demographics in Pro EHR. In the Demographics screen, you will add additional information such as pharmacy, emergency contact, employer information, patient picture, consents, provider information, and other personal information.

Lessons:

- Documenting Patient Demographics

Duration: 7 Minutes

Reminders

Course ID: EDWB4303V13

In this course, you learn how to create health maintenance reminders on a patient's chart, which can be viewable to one caregiver or all caregivers. You will create reminders that display at a specified date and time and that display every time a patient's chart is pulled.

Lessons:

- Create a Reminder

Duration: 5 Minutes

Reason for a Visit

Course ID: EDWB4304V121

In this course, you learn how to document a patient's chief complaint using the Reason for Visit section.

Lessons:

- Document a Reason for Visit

Duration: 7 Minutes

Enter and View Vital Signs

Course ID: EDWB4306V13

In this course, you learn how to maintain accurate and up to date documentation of your patients' vital signs. On the Vitals screen, you will view and document vital signs in Pro EHR.

Lessons:

- Enter Vital Signs

Duration: 5 Minutes

Patient History

Course ID: EDWB4305V121

In this course, you learn how to document patient history. You will work with the History screen of Pro EHR, where you can view all of a patient's documented clinical history, include or clear history items in the current encounter, and add encounter notes.

Lessons:

- Problem List/Past Medical History
- Allergy
- Family History
- Social History
- Medications
- Historical Immunizations

Duration: 35 Minutes

Document a Review of Systems

Course ID: EDWB4307V13

In this course, you learn how to document a review of systems. You will explore the templates provided by Allscripts Professional EHR to assist in documenting your Review of Systems, as well as document directly, without the use of a template.

Lessons:

- Document a Review of Systems

Duration: 7 Minutes

Document a Physical Exam

Course ID: EDWB4308V13

In this course, you learn how to document physical exam findings based on templates or previous encounters documentation, as well as from scratch.

Lessons:

- Document a Physical Exam

Duration: 10 Minutes

Assessment and Plan

Course ID: EDWB4309V121

In this course, you learn how to document in the Assessment and Plan. You will specify diagnoses and treatments, order and prescribe medications, and order labs and procedures. You will also explore documenting patient education, discharge plans, nursing services, and referrals.

Lessons:

- Add a Diagnosis
- Prescribe a Medication
- Place an Order
- Text Templates and Editing Orders
- Cancel/Delete an Order
- Place Orders for Patient Education, Referral, & Protocols

Duration: 40 Minutes

E and M Calculator

Course ID: EDWB4313V132

In this course, you learn how to use the E&M calculator which provides a billing level and summary based on the documentation recorded in an encounter.

Lessons:

- Medical Decision Making

Duration: 7 Minutes

Sign Off

Course ID: EDWB4314V121

In this course, you learn how to review and sign off on the History and Physical when a patient's chart is complete.

Lessons:

- Sign Off

Duration: 5 Minutes

Documenting a Follow Up Visit

Course ID: EDWB4315V13

In this course, you learn how to make follow up documentation faster and more efficient by reusing patient documentation from previous encounters

Lessons:

- Document a Follow Up Visit

Duration: 17 Minutes

Security Utility for HIPAA and Patient Paid Services

Course ID: EDWB4377V132

In this course, you learn how to restrict patient information, a Meaningful Use requirement. You will discover the Restricted Disclosure feature in Pro EHR, providing a way to prevent designated information in a patient's chart from being shared with other entities if the patient requests.

Lessons:

- Restrict Patient Information

Duration: 8 Minutes

Immunizations

Course ID: EDWB4310V132

In this course, you learn how to document immunizations and injectable medications. You will also discover how immunizations can be exported to state registries.

Lessons:

- Document Immunization
- Document an Injectable Medication

Duration: 25 Minutes

Result and Review Lab Procedures

Course ID: EDWB4311V121

In this course, you learn how to navigate the Results sections to review and finalize labs and procedure orders placed in the Assessment and Plan.

Lessons:

- Resulting Labs/Procedures
- Review Results
- Create Default Views

Duration: 18 Minutes

Order Entry

Course ID: EDWB4341V132

In this course, you learn how to manage lab and procedure orders, create and manage lab requisitions, and send lab orders in batches for lab tests and panels from Order Entry in Allscripts Professional EHR.

Lessons:

- Lab Orders
- Lab Requisitions
- Lab Batches
- Procedure Orders

Duration: 10 Minutes

Messaging

Course ID: EDWB4320V121

In this course, you learn how to communicate internally with other caregivers within Clinical Module through messages. You will send mail and patient messages, PHI requests, and refill requests.

Lessons:

- Mail Message
- Patient Message
- PHI Request
- Refill Request

Duration: 17 Minutes

Inbox for Providers

Course ID: EDWB4325V121

In this course, you learn how to view and manage items in your inboxes to address messages, maintain up-to-date patient documentation, and communicate within your practice.

Lessons:

- Open Encounters
- Result Notifications
- Messages
- Refill Requests
- eRefill Requests
- Documents
- Received Charts

Duration: 45 Minutes

Print and Fax for Providers

Course ID: EDWB4317V132

In this course, you learn how to output documents using the print icon and output queue. You will print, fax, and export documents from the Clinical Module using document templates. You will also discover how to default how document templates are available and queue, save to log, or preview all documents based on any selected template.

Lessons:

- Print Icon
- Encounter Packs for Printing/Faxing
- Output Queue to Resend

Duration: 25 Minutes

Input Manager

Course ID: EDWB4330V13

In this course, you learn how to scan documents and input both internal and external transcription into Allscripts Professional EHR through Input Manager.

Lessons:

- Scanning
- Send Scanned Documents
- Transcription

Duration: 15 Minutes

Chart Attachment

Course ID: EDWB4318V13

In this course, you learn how to add free-text notes and import documents such as letters, EKG reports, and laboratory reports to a patient’s chart.

Lessons:

- Add Chart Attachment Text
- Import Chart Attachments

Duration: 10 Minutes

Queues

Course ID: EDWB4323V121

In this course, you learn how to view statues and manage lists of tasks, including prescriptions that have been sent electronically, PHI requests, and ePHI imports.

Lessons:

- eRx Queue
- PHI Request Queue
- ePHI Import Queue

Duration: 15 Minutes

Personalize EHR

Course ID: EDWB4319V13

In this course, you will be introduced to caregiver options and auto-replace text. You will learn how to customize your displays and set many preferences for easier navigation through the Clinical Module and create faster, more efficient text entry.

Lessons:

- Set Caregiver Options
- Create Auto-Replace Text

Duration: 17 Minutes

WAND Configuration

Course ID: EDWB4321V13

In this course, you will be introduced to the Allscripts WAND application, which is a streamlined version of your electronic health record base application that you can carry with you all day long. You will learn how to navigate this iPad application in order to remove the complexity of the base application and increase the proficiency of your provider.

Lessons:

- Using the Wand iPad Application

Duration: 20 Minutes

Office Administration

Course ID: EDWB4322V121

In this course, you will learn how to view work logs for caregivers, work stations, and patients; view billing details by provider, location, and patient; see a list of open encounters; and merge patient records.

Lessons:

- Work Log
- Billing Reconciliation
- Audit Encounters
- Active Users
- Patient Merge

Duration: 20 Minutes

Print and Fax for Front Desk

Course ID: EDWB4316V132

In this course, you learn how to output documents using the print icon, encounter packs, fax icon, and output queue. You will print, fax, and export documents from the Clinical Module using document templates. You will also discover how to default how document templates are available and queue, save to log, or preview all documents based on any selected template.

Lessons:

- Print Icon
- Output Queue to Resend

Duration: 10 Minutes

Inbox for Front Desk

Course ID: EDWB4326V121

In this course, you learn how to view and manage items in your inboxes to address messages, maintain up-to-date patient documentation, and communicate within your practice.

Lessons:

- Open Encounters
- Messages
- Refill Requests

Duration: 45 Minutes

Clinical Customization Module - Lab Catalog

Course ID: EDWB4336V121

The Lab Catalog provides a comprehensive system-created list of standard lab tests. In this course, you learn how to make edits to the lab catalog and create a new in-house lab test, panel, and super panel.

Lessons:

- Edit a Lab from the Lab Catalog
- Create an In-house Lab Test
- Create a Panel
- Create a Super Panel

Duration: 27 Minutes

Professional EHR Experiential Learning*

Program Name	Program Description
Allscripts Professional EHR General Provider Program	This program includes content focused on the Electronic Health Record for providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR OB Provider Program	This program includes content focused on the Electronic Health Record for OB providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR General Surgery Provider Program	This program includes content focused on the Electronic Health Record for General Surgery providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Cardiology Provider Program	This program includes content focused on the Electronic Health Record for Cardiology providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Urology Provider Program	This program includes content focused on the Electronic Health Record for Urology providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Neurology Provider Program	This program includes content focused on the Electronic Health Record for Neurology providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Pediatrics Provider Program	This program includes content focused on the Electronic Health Record for Pediatric providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Internal Medicine Provider Program	This program includes content focused on the Electronic Health Record for Internal Medicine providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Orthopedics Provider Program	This program includes content focused on the Electronic Health Record for Orthopedic providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Gastroenterology Provider Program	This program includes content focused on the Electronic Health Record for Gastroenterology providers. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.

***Continued on next page...**

Program Name	Program Description
Allscripts Professional EHR Nurse/MA Program	This program includes content focused on the Electronic Health Record for nurses and medical assistants. Courses are focused on navigating the EHR, managing the patient visit, managing orders and results, messaging, managing documents, personalizing the EHR and using WAND.
Allscripts Professional EHR Scheduler Program	This program contains content for staff that performs scheduling functions, including basic EHR navigation and navigating the chart.
Allscripts Professional EHR Front Desk Program	This program contains content regarding front office functionality, including basic EHR navigation, messaging and printing, and personalizing the EHR.
Allscripts Professional EHR Configuration Program	This program is focused on the configuration tasks necessary to implement the EHR. Courses are focused on system set up, WAND configuration, the Administration module, clinical customization, Input Manager, the Reporting module, and Output Manager.
Allscripts Professional EHR Administration Program	This program is focused on the tasks necessary for an administrator. Courses are focused on all usage tasks and clinical customization.

Practice Management

Allscripts PM 10.1

Course ID: EDWB4002V101

This course provides an overview of enhancements made to Allscripts PM in the 10.1 upgrade. These features include the new password authentication features, changes to reporting, changes to the sliding fee scale, associating ailments to appointments and insurance carriers, using the new automated MSP Questionnaire, various changes to posting charges, processing credit card payments using Intuit/QBMS, and the new split billing and practice option features.

Target Audience: Administrators

Duration: 1 Hour

Allscripts PM 10.2

Course ID: EDWB4001V102

This course provides an overview of enhancements made to Allscripts PM in the 10.2 upgrades. These features include changes to applications within System Configuration, Register Patients, Schedule Patients, Post Charges, and Process Insurance & Patient Billing. Key highlights include discussing the changes to the TX Ambulatory Export, outputting a Subscriber's SSN, and identifying the new check box in the RHC Billing Tab.

Target Audience: Administrators

Duration: 1 Hour

Allscripts PM 10.3

Course ID: EDWB4002V103

This course provides an overview of enhancements made to Allscripts PM in the 10.3 upgrade. These features include changes to applications within System Configuration, Schedule Patients, Post Charges, and Insurance & Patient Billing. Key highlights include the addition of expanded HCC DX Codes, changes to the Appointment Confirmation Result Code E, and changes related to adding a claims message to a voucher.

Target Audience: Administrators

Duration: 0.75 Hour

Allscripts PM 10.4

Course ID: EDWB4003V104

This course provides an overview of enhancements made to Allscripts PM in the 10.4 upgrade. In particular, this course covers all enhancements made to support ICD-10 compliance. In addition this course covers the following Quick Hit topics: including changes made to Interest Payment Posting, Voucher Additional Information, Self-pay Remittances, Co-Pay Display, and MRN Enterprise Search.

Target Audience: Administrators

Duration: 1 Hour

Allscripts PM 10.5

Course ID: EDWB43645V105

This course provides an overview of enhancements made during the 10.5 release of Allscripts Practice Management. Some of the features included are: the new Alias Insurance feature, the new Credit Balance Management tab, updates to Security Manager, Zip Code Validation, and the Patient Additional Information tab as well as additional features for ICD-10, MU-2, CMS and more.

Target Audience: Administrators

Duration: 0.5 Hour

Allscripts PM 10.6

Course ID: EDWB4006v106

This self-paced eLearning course demonstrates updated features for PM 10.6. Topics include Alpha II Claimstaker Code, Collections by Division, Statements by Division, and Transaction Acknowledgement Options.

Target Audience: Administrators

Duration: 0.25 Hour

ProSuite Custom Reporting (formerly SSRS)

Course ID: EDWB4590V30

This course will introduce you to the features of the Report Builder tool including how to create and format ad hoc custom reports. After completing the course, you should be able to: List key features and benefits of SSRS, Log in and connect to a database, Access a data set, Create a report, Format a report, Perform additional formatting, and Export a report.

Target Audience: Practice Managers and Administrators using the Allscripts 'Hosted' server configuration.

Duration: 0.5 Hour

Payerpath Basics for Claims and Reports

Course ID: EDWB4100v2

In this course you will be introduced to Payerpath and all of its basic functionality as well as how it interacts with Allscripts PM. In this course, you will learn to get started, navigate claims, navigate reports, and explore eligibility.

Target Audience: All Payerpath Users

Duration: 1.5 Hour

Payerpath Reimbursement Reports

Course ID: EDWB4103V1

In this course, you will learn how to use the Reimbursement Report Interface to run queries and generate reimbursement reports. One key highlight is learning to better control and simplify the reimbursement process. Other topics discussed include the features of reimbursement reports, add and assigning a payer group in the maintenance tab, and using the support tab.

Target Audience: Administrators, Billing Managers, Payment Entry Staff

Duration: 1 Hour

Introduction to Allscripts PM

Course ID: EDWB4400V105

In this course, you learn how to log on and off Allscripts Practice Management, how to navigate the workspace, and how to search for a patient.

Lessons:

- Log On and Off
- Navigate the Workspace
- Search for a Patient
- Use the Lock Application Icon

Duration: 20 Minutes

Register a New Patient

Course ID: EDWB4401V105

Registering a new patient is fast and easy with Allscripts PM. You enter and save new-patient information on various registration tabs. In this course, you learn how to add patient demographic information, account information, insurance policies, and additional patient data.

Lessons:

- Add Patient Demographic Information
- Add Account Information
- Add a Policy
- Add Additional Information

Duration: 24 Minutes

Update an Existing Patient

Course ID: EDWB4402V105

It is very important to maintain up-to-date patient registration data, especially insurance and patient contact information. In this course, you learn how to update patient demographic information, account data, and insurance policies.

Lessons:

- Update Patient & Account Info
- Add a Policy
- Update Patient Insurance

Duration: 14 Minutes

Check In a Patient

Course ID: EDWB4409V105

Most practices have a specific procedure for checking in patients who arrive for appointments. This course is designed to show the check in functionality following a common workflow.

Lessons:

- Verify, Update, & Scan Patient Info
- Quick Pay & Acknowledge the Patient

Duration: 12 Minutes

Check Out a Patient

Course ID: EDWB4491V105

Most practices have a specific procedure for checking out patients as they leave appointments. This course is designed to show the check-out functionality following a common workflow.

Lessons:

- Schedule a Recall

Duration: 6 Minutes

Print Documents

Course ID: EDWB4427V103

In this course, you learn how to print documents for a single patient using the Quick Document icon and how to print documents for multiple patients from the Scheduling Reports tab.

Lessons:

- Print Quick Documents
- Print Multiple-Patient Documents

Duration: 10 Minutes

Manage Referrals

Course ID: EDWB4410V103

An incoming referral is when a provider outside of your practice refers a patient to a provide inside your practice. Conversely, an outgoing referral is when one of your providers refers a patient to an outside practitioner. In this course, you learn how to manage both incoming and outgoing referrals.

Lessons:

- Create an Incoming Referral
- Create and Outgoing Referral

Duration: 17 Minutes

View and Update Patient Information

Course ID: EDWB4403V105

In this course, you learn how to view and update patient notes and view document history and service history for a selected patient.

Lessons:

- Add and Delete Notes
- View Patient Documents

Duration: 9 Minutes

Book Appointments via Appointment Book

Course ID: EDWB4405V105

The Appointment Scheduling subfolder contains two tabs that are used for scheduling patient appointments: Patient Scheduling and Appointment Book. In this course, you learn how to schedule patient appointments using the Appointment Book tab.

Lessons:

- Orient to Appointment Book
- Schedule an Appointment

Duration: 10 Minutes

Appointment Activities

Course ID: EDWB4406V105

In this course, you learn how to use the Appointment Activity tab. This tab is useful if a patient calls because they cannot remember when an appointment is scheduled, or they need to cancel or reschedule.

Lessons:

- Reschedule an Appointment

Duration: 6 Minutes

Schedule Appointments via Patient Scheduling

Course ID: EDWB4404V105

The Appointment Scheduling subfolder contains two tabs that are used for scheduling patient appointments: Patient Scheduling and Appointment Book. In this course, you learn how to book patient appointments using Patient Scheduling.

Lessons:

- Schedule via Open Times
- Schedule via Use Book

Duration: 8 Minutes

Appointment Management

Course ID: EDWB4408V105

Patient appointments are constantly changing. As new appointments are booked, other appointments are changed, cancelled, bumped, wait-listed, or sometimes missed altogether. In this course, you learn how to manage bumped appointments and no-show appointments. You also learn how to cancel appointments.

Lessons:

- Manage Bumped Appointments
- No Show Patients
- Cancel an Appointment

Duration: 8 Minutes

Beginning of Day

Course ID: EDWB4407V103

Most medical practices have a checklist of tasks that must be performed at the start of each day. In this course, you learn how to use Allscripts PM to perform beginning-of-day tasks, such as creating a daily payment batch and printing schedules and encounter forms.

Lessons:

- Set Up the Batch
- Print Schedules and Encounters

Duration: 12 Minutes

End of Day

Course ID: EDWB4418V103

Most medical practices have a checklist of tasks that must be performed at the end of each day. In this course, you learn how to use Allscripts PM to perform end-of-day tasks, such as balancing quick-payment batches, run end-of-day reports, manage unassigned payments, and close batches.

Lessons:

- Balance Quick-Payment Batches
- Run Encounter & Bank Rec. Reports
- Manage Unassigned Payments
- Close the Batch

Duration: 20 Minutes

Enter Charges

Course ID: EDWB4411V105

Allscripts PM recognizes three transaction types: charges, payments, and voids. Transactions are entered in separate batches on a daily or regular basis. In this course, you learn how to set up the charge batch, enter charges in a batch, assign payments, and review and close a charge batch.

Lessons:

- Set Up the Charge Batch
- Enter Charges in a Batch
- Assign Payments
- Review and Close a Charge Batch

Duration: 30 Minutes

Import Charges

Course ID: EDWB4412V105

Importing is the process of interfacing information regarding specific encounters from patients' electronic health records into Allscripts PM. In this course, you learn how to review and process imported charges, process imported charges by patient, and print and close import batches.

Lessons:

- Import Charges
- Process Imports
- Process Import Charges by Patient
- Print and Close Import Batches

Duration: 25 Minutes

Update Batches

Course ID: EDWB4413V105

In this course, you learn how to update batches, the last step in the process of entering charges and posting payments. Updating creates permanent entries in patient accounts and allows insurance claims and patient statements to be sent.

Lessons:

- Update Batches

Duration: 10 Minutes

Void Charges and Payments

Course ID: EDWB4414V105

Once batches are updated, you can still make certain corrections. In this course, you learn how to edit and void charges and payments, void quick payments, and void and re-enter vouchers.

Lessons:

- Edit Charges and Payments
- Void Charges and Payments
- Void Quick Payments
- Void and Re-enter Charges

Duration: 20 Minutes

Verify and Validate Transactions

Course ID: EDWB4415V103

Allscripts PM incorporates two different claim scrubbers: the internal Allscripts PM scrubber and the external Alpha II ClaimStaker scrubber. In this course, you learn how to validate transactions using Allscripts PM COMpanion, validate transactions via charge entry, and verify transactions using the Alpha II ClaimStaker application.

Lessons:

- Validate Transactions via COMpanion
- Validate Transactions via Charge Entry
- Verify Transactions

Duration: 20 Minutes

Post Payments - Part 1

Course ID: EDWB4416V105

Accurately posting payments received for services performed is a critical part of any medical practice. In this course, you learn how to post self-pay, Medicare, insurance, and secondary insurance payments.

Lessons:

- Post Self-Pay Payments
- Post Medicare Payments
- Post Insurance Payments
- Post Secondary Insurance Payments

Duration: 17 Minutes

Post Payments - Part 2

Course ID: EDWB4417V105

In the Post Payments Part 1 course, you learned how to post self-pay, Medicare, insurance, and secondary insurance payments. In this course, you learn how to tag service lines, pend denied claims, and handle refunds.

Lessons:

- Tag Service Lines
- Pend Denied Claims
- Handle Refunds

Duration: 15 Minutes

Process Claims

Course ID: EDWB4419V105

After batches have been closed and updated, you are ready to process claims, which involves validating claims to identify and correct errors that could cause them to be rejected. In this course, you learn how to validate claims, handle failed claims, prepare and submit electronic claims, and print paper claims.

Lessons:

- Validate Claims
- Handle Failed Claims
- Prepare & Submit Electronic Claims
- Print Paper Claims

Duration: 20 Minutes

Process Statements

Course ID: EDWB4420V105

Statements are generally sent to patients who have outstanding self-pay balances. In this course, you learn how to submit electronic statements and preview the statement audit list.

Lessons:

- Submit Electronic Statements
- Preview the Statement Audit List

Duration: 10 Minutes

Process Month End

Course ID: EDWB4421V105

Most medical practices have established month-end procedures. In Allscripts PM, closing a month involves running three reports to verify the integrity of financial data. In this course, you learn how to run the Aged Trial Balance, Transaction Update Summary, and A/R Analysis reports. You also learn how to start a new reporting period and store month-end reports.

Lessons:

- Run the Aged Trial Balance Report
- Run Transaction Update Summary Report
- Run the A/R Analysis Report
- Start a New Reporting Period
- Store Month-End Reports

Duration: 17 Minutes

Manage Financial Inquiry

Course ID: EDWB4422V105

Questions often arise regarding claims, billing, payments, coverage, or services. Allscripts PM provides easy access to finance-related practice information to help you respond to inquiries from patients, carriers, and employers. In this course, you learn how to view account inquiry and payment history.

Lessons:

- View Account Inquiry
- View Payment History

Duration: 17 Minutes

Automatic Transactions

Course ID: EDWB4423V103

Allscripts PM provides the functionality to transfer balances from one type of payer to another type of payer in groups. In this course, you learn how to transfer and adjust balances.

Lessons:

- Transfer and Adjust Balances

Duration: 10 Minutes

Follow Up on Unpaid Claims

Course ID: EDWB4424V105

Allscripts PM makes it easy to create a list of unpaid insurance claims, so insurance carriers can be contacted to identify errors and supply missing information in order to receive payment. In this course, you learn how to run the Unpaid Claims Report and how to manage unpaid claims.

Lessons:

- Run the Unpaid Claims Report
- Manage Unpaid Claims

Duration: 60 Minutes

Manage Occupational Invoice

Course ID: EDWB4425V105

Invoices are sent to employers to collect payment for occupational medicine serves. In this course, you will learn how to manage occupational medicine invoices as well as print reports to follow up on unpaid invoices.

Lessons:

- Print Invoices and Run Reports

Duration: 10 Minutes

Manage Collections

Course ID: EDWB4426V103

The collections process focuses primarily on outstanding patient self-pay balances. The Allscripts PM Collections folder allows practices to plan collection activities and print collection reports. In this course, you learn how to print past due letters, prepare and assign collection accounts, perform collection activities, and run collection reports.

Lessons:

- Print Past Due Letters
- Prepare & Assign Collection Accounts
- Perform Collection Activities
- Run Collection Reports

Duration: 27 Minutes

Professional PM Experiential Learning

Program Name	Program Description
Allscripts Practice Management Nurse/MA Program	This program contains practice management content for nurses and medical assistants. Courses are focused on navigating the Allscripts PM, managing the patient visit, and managing referrals.
Allscripts Practice Management Scheduler Program	This program contains content for staff that performs scheduling functions. Courses are focused on navigating the Allscripts PM, registering and updating patients, scheduling and managing appointments, managing visits and referrals.
Allscripts Practice Management Front Desk Program	This program contains content regarding front office functionality. Courses are focused on navigating the Allscripts PM, registering, scheduling, managing appointments, referrals and the end of day process.
Allscripts Practice Management Biller Program	This program includes content regarding the billing functionality. Courses are focused on navigating the Allscripts PM, registering, scheduling, managing appointments, referrals, end of day process, charges, payments, posting payments, processing claims, month end process, unpaid claims and collections.
Allscripts Practice Management Configuration Program	This program is focused on the configuration tasks necessary to implement the Allscripts Practice Manager. Courses are focused on system set up, practice set up and maintenance.
Allscripts Practice Management Administration Program	This program is focused on the tasks necessary for an administrator. Courses are focused on all usage tasks.
Allscripts Practice Management Security Maintenance Program	This program is focused on the tasks necessary to set up and maintain security settings. Courses are focused on a security overview, setting security permissions, and user maintenance.

Instructor-Led Training

Held in our Raleigh training facilities where individual attention is given to each student. These classes include extensive training materials, hands-on exercises and interactive discussions. Some classes can also be held at your location for a more personal instructor focus on your organization's specific needs.

Professional EHR

Core Functionality-Week 1

Course ID: EDIL4001

$3,000 per seat

On completion, the student will demonstrate a working knowledge of the EHR Clinical Module including, but not limited to: Desktop Navigation, Messaging, Face Sheet, Demographics, Patient History, Documenting an Encounter, Lab and Procedure results, Result Summary, Chart Management, Patient Manager, Care Management, Options Menu, Immunization Record, Basic Printing and the Pregnancy Tool.

Target Audience: Super Users, Providers, Clinicians, Administrators

Duration: 40 Hours/M-F

Customization and System Admin-Week 2

Course ID: EDIL4002

$3,000 per seat

On completion, the student will demonstrate a working knowledge of the Administration Module and Clinical Customization Module within the EHR including, but not limited to: Short Lists, Protocols, Exam Templates, Knowledge, Procedure Entry Rules, Fast Track, Flow Sheet Templates, Immunization Catalog, Prescription Templates, Result Summary Templates, and Care Management Guidelines.

Target Audience: Super Users, Providers, Clinicians, Administrators

Duration: 40 Hours/M-F

Prerequisite: Pro EHR Core Functionality

Advanced Functionality-Week 3

Course ID: EDIL4003

$3,000 per seat

On completion, the student will demonstrate a working knowledge of: Reason for Visit Knowledge, Output Manager, Printing Administration, Lab Catalog, Lab Order Entry, Scanning and Indexing, Reporting, Transcription, Patient Merge, and Referral Workflow.

Target Audience: Super Users, Providers, Clinicians, Administrators

Duration: 40 Hours/M-F

Prerequisites: Pro EHR Core Functionality, Pro EHR Customization & System Administration

Practice Management

System Configuration-Week 1

Course ID: EDIL4501

$3,000 per seat

On completion of the System Configuration session the attendee will have an understanding of how to set up a new Practice Management database. The topics covered are setting the system parameters, building master tables, and how these items affect PM registration, scheduling and billing functionality, integration with EHR, and collections and reporting. The course is held Monday through Friday. Each attendee has access to a Practice Management database.

Target Audience: Super Users

Duration: 40 Hours/M-F

Application Functionality-Week 2

Course ID: EDIL4502

$3,000 per seat

On completion of the Application Functionality session, the attendee will have an understanding of how a patient's information flows through the Practice Management application. The attendee will be instructed on the PM application's ability to manage patients' registration, scheduling, charge entry, claim and statement processing, payment posting, and Month End and Year close process.

Target Audience: Super Users

Duration: 40 Hours/M-F

Prerequisite: Allscripts PM System Configuration Session

Advanced Application Functionality and Reports-Week 3

Course ID: EDIL4503

$3,000 per seat

On completion of this course, the attendee will have an understanding of the Practice Management system Financial Reports, Industrial Accounts Billing, Self Pay/Guarantor Collections, Small Balance Write Offs, Refund Processing, the Office Manager task driven work lists, Importing Charges and Patient Demographic, Electronic Remittances Processing, Ad Hoc Reporting, using the Allscripts PM General Views, and Modifying Encounter Forms, Sliding Fee Scales processing, and Institutional Billing.

Target Audience: Super Users

Duration: 40 Hours/M-F

Prerequisites: Allscripts PM System Configuration Session, Allscripts PM Application Functionality

Raleigh Office

Raleigh Learning Facility Address:

8529 Six Forks Road
Forum IV, First Floor
Raleigh, NC 27615

Airport:

Raleigh-Durham International Airport (RDU).

Transportation:

Raleigh-Durham International Airport has eight rental-car companies operating on airport property.

Some hotels offer airport and office shuttle service.

Other Options:

- White Horse Transportation: (919) 782-5893
- Amigo Taxi: (919) 862-6262
- Taxi Taxi: (919) 333-3333

Visitor Parking:

The Raleigh office offers free visitor parking.

Hotels:

A map of nearby hotels can be found on the following page.

Facilities Details:

Once you arrive at our Raleigh office for training, you'll check in at the reception desk. From there, you will be directed to your appropriate classroom.

For More Information:

After registering for a class, you'll be sent more details about when and where to be for your training.

Raleigh Hotels

Following is a list of preferred hotels within a 5-mile radius of the Allscripts office. When you contact the hotel, ask them for the Allscripts rate.

Regular Hotels:

1 Renaissance-North Hills
4100 Main at North Hills Street
Raleigh, NC 27609
(919) 571-8773
(offers Internet)

2 Marriott-Crabtree Valley
4500 Marriott Drive
Raleigh, NC 27612
(919) 781-7000
(offers Internet, airport and office shuttle service)

3 Hilton-North Raleigh
3415 Wake Forest Road
Raleigh, NC 27609
(919) 872-2323
(offers breakfast, Internet, airport and office shuttle service)

4 Embassy Suites-Crabtree Valley
4700 Creedmoor Road
Raleigh, NC 27612
(919) 881-0000
(offers breakfast, Internet, airport and office shuttle service)

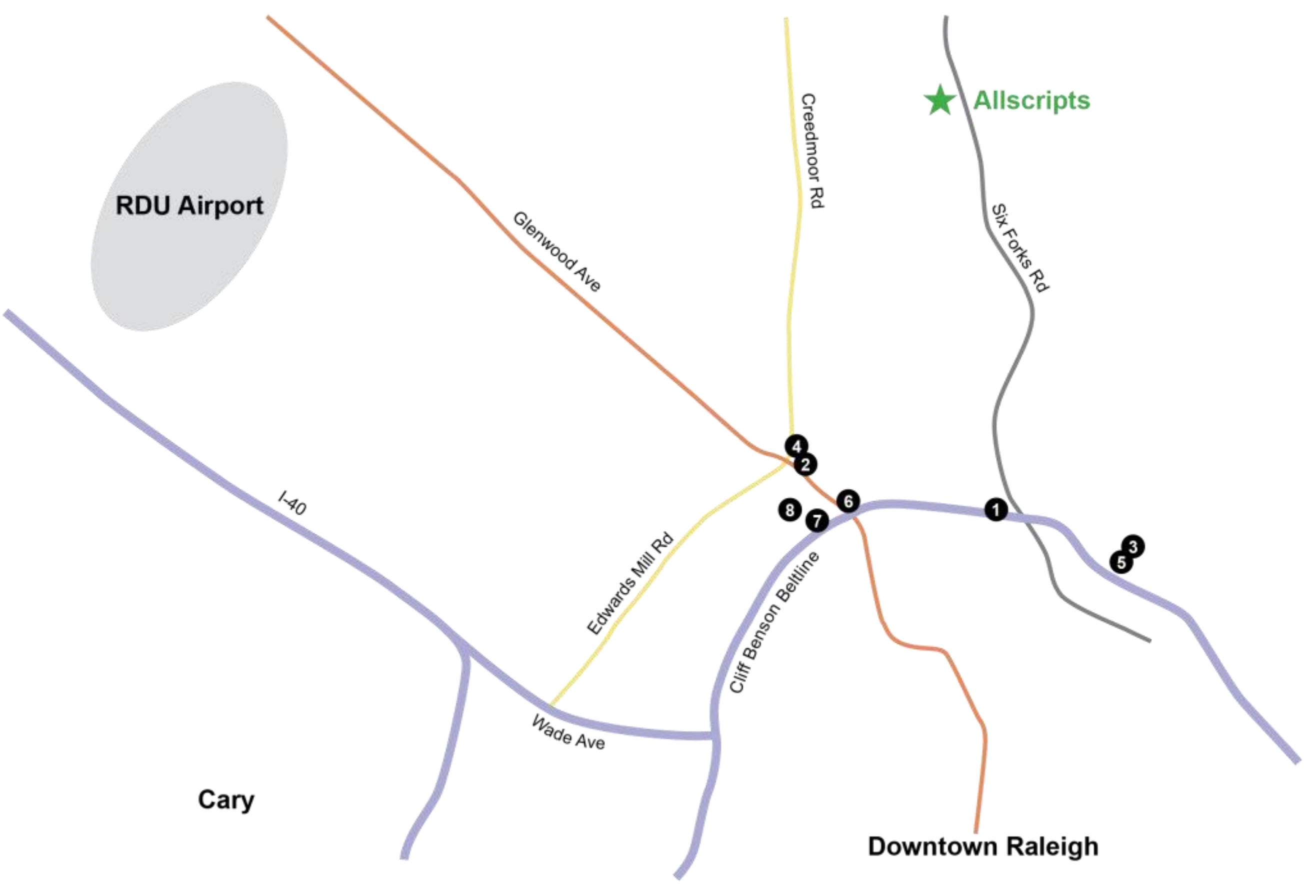
5 Hyatt Place
1105 Navaho Drive
Raleigh, NC 27609
(919) 877-9997
(offers breakfast)

6 Holiday Inn-Crabtree Valley
4100 Glenwood Avenue
Raleigh, NC 27612
(919) 782-8600
(offers Internet, airport and office shuttle service)

Extended-Stay Hotels:

7 Residence Inn-Crabtree Valley
2200 Summit Park Lane
Raleigh, NC 27612
(919) 279-3000

8 Homewood Suites-Crabtree Valley
5400 Homewood Banks Drive
Raleigh, NC 27612
(919) 785-1131
(offers breakfast all week, dinner Mon-Thurs, Internet, office and airport shuttle service)



Atlanta Office

Atlanta Learning Facility Address:

10 Glenlake Parkway NE
North Tower, 5th Floor
Sandy Springs, Georgia 30328

Airport:

Atlanta Hartsfield-Jackson International Airport (ATL)

Transportation:

Atlanta Hartsfield-Jackson International Airport has several rental-car companies operating on airport property.

Some hotels offer airport and office shuttle service.

Other Options:

- Airport Superior Shuttle: (770) 457-4794
- MARTA (Metropolitan Atlanta Rapid Transit Authority): (404) 848-5000
- Embassy Row Shuttle (from MARTA to office): (770) 394-4540

Visitor Parking:

The Atlanta office offers free visitor parking.

Hotels:

A selection of nearby hotels can be found on the following page.

Facilities Details:

Once you arrive at our Atlanta office for training, please proceed to the elevators and come to the 5th floor. If and only if you are stopped and questioned in the lobby, please tell them you are here for an Allscripts training class, and you will be allowed to continue. Once on the 5th floor, you'll see the reception desk and from there, you will be directed to your appropriate classroom.

For More Information:

After registering for a class, you'll be sent more details about when and where to be for your training.

Atlanta Hotels

Following is a list of preferred hotels within a 5-mile radius of the Allscripts office. When you contact the hotel, ask them for the Allscripts rate.

Regular Hotels:

1 **Hyatt Place Atlanta Perimeter**
1005 Crestline Pkwy
Atlanta, GA 30328
(770) 730-9300
(offers internet, breakfast, and shuttle service)

2 **Sonesta ES Suites**
760 Mt. Vernon Highway Northeast
Atlanta, GA 30328
(404) 250-0110
(offers breakfast, internet, and shuttle service)

3 **Hilton Suites Atlanta Perimeter**
1005 Crestline Pkwy
6120 Peachtree Dunwoody Rd.
Atlanta, Georgia 30328
(770) 668-0808
(offers breakfast, internet, and shuttle service)

4 **Fairfield Inn Atlanta Perimeter**
1145 Hammond Drive
Atlanta, Georgia 30328
(770) 350-0000
(offers internet, breakfast, and shuttle service)