



DAShealth[™]

HEALTH IT & MANAGEMENT SOLUTIONS

Billing Training Syllabus



DAS HEALTH TRAINING SYLLABUS

Course name: Billing Training

Class allotted time: 3 hrs.

Recommended attendees: Practice Administrators and Billing Staff

Summary	Billing training will give you the knowledge and skills to be able to process claims, fix errors, understand a superbill, review batches, allocate payments, track and refund patient credits and how to process patient statements.
Course Description	This class is ideal for users who have prior experience with working in Aprima, users that have a high skill level, or users who have taken a class before and need a refresher.
Instructor	Support Specialist Beth Fisher or Chelsea Tovar
Registering for a Class	Submit a training request at https://dashealth.com/trainings , with all required information documented including practice, user attending, contact name and phone number.
Required Material	Notebook, Paper, Pen or Pencil
Recommended Material	Laptop if available
Supplied Material	User manuals can be distributed via e-mail.
Course Format	<ol style="list-style-type: none"> 1. Learn how to navigate the basic steps of billing. 2. Learn advanced scenarios and customization. 3. Assessment to determine proficiency of the material.

LEARNING OBJECTIVES

AREAS OF THE SYSTEM THAT WILL BE COVERED:

- ▲ Create and modify batches
- ▲ Patient Demographics and Patient Menu
- ▲ Scheduling
- ▲ Track Superbills
- ▲ Track Payments
- ▲ Track Payer Credits
- ▲ Process Claims
- ▲ Superbill Reports
- ▲ Track EDI Responses
- ▲ Select List Editor Customization
- ▲ Select Reports
- ▲ Practice Insight

CLASS POLICIES

ATTENDANCE:

Please be on time for class as users from other locations may also be attending. Class space is frequently limited due to demand. Please notify us at least two (2) business days in advance if you will not be able to attend so that others may have the opportunity to attend. There is no additional charge to attend. Failure to attend or provide timely cancellation notice, however, will result in a \$250 no-show charge to your Practice, except in the rare case of an unanticipated emergency.

CELL PHONE USE:

Please refrain from using your cell phone during class. If you need to make/take a call, please step outside.

RECORDING:

Audio and/or video recording of any class is prohibited.

ADDITIONAL INFORMATION

- ▲ There will be a Question and Answer session at the end of class for specific questions pertaining to individual practices.
- ▲ There will be an assessment given after class completion and all users are required to participate.
- ▲ Any user that was unable to pass the assessment or requires additional training will be given dates to attend another class



Adaptability | Strategic thinking | People | Integrity | Results | Excellence

