

**Medisoft
Comprehensive
Billing Training with
Revenue
Management
Syllabus**

DAS HEALTH TRAINING SYLLABUS

Course name: Medisoft Comprehensive Billing Training with Revenue Management

Class allotted time: 3 hrs

Recommended attendees: practice administrators, front office staff and billing staff

Summary	Medisoft Comprehensive Billing Training with Revenue Management will give you the knowledge and skills to be able to schedule and check in patients, enter charges, send claims through Revenue Management, check reports in Revenue Management Reports, post payments manually, send statements manually, and run reports.
Course Description	Medisoft Comprehensive Billing with Revenue Management – Covers all of the Medisoft program in one class, from front to back, including your Revenue Management claims billing module.
Instructor	Support Specialist Julianna Ciaglia
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. Q&A session at the end of the training

LEARNING OBJECTIVES

AREAS OF THE SYSTEM THAT WILL BE COVERED:

- ▲ Basic program navigation and set up
- ▲ Scheduling
- ▲ Patient Demographics and Patient List
- ▲ Create claims
- ▲ Process Claims
- ▲ Get Reports
- ▲ Post Payments
- ▲ Statements
- ▲ Common Reports
- ▲ Focuses on your specific claim module

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

