



# Medisoft® Customization Class Syllabus



# MEDISOFT CUSTOMIZATION TRAINING SYLLABUS

**COURSE NAME:** Medisoft® Customization

**CLASS ALLOTTED TIME:** 3 hours

**RECOMMENDED ATTENDEES:** Administrative Staff and Billers

<b>Summary</b>	In this class, you will learn the basic functionality of the latest version of Medisoft.		
<b>Course Description</b>	This class will give you the knowledge and skills to be able to customize your Medisoft Database.		
<b>Instructor</b>	<b>Implementation Specialist</b>		
	David Cretul		
<b>Contact for Scheduling</b>	<b>Training Team</b>	<b>Phone Number</b>	<b>E-mail Address</b>
	Support	813-774-9800 x3	Support@DAShealth.com
<b>Registering for a Class</b>	Submit a training request at <a href="https://dashealth.com/trainings">https://dashealth.com/trainings</a> , with all required information documented including practice, user attending, contact name and phone number.		
<b>Required Material</b>	Notebook, Paper, Pen or Pencil		
<b>Recommended Material</b>	Laptop		
<b>Supplied Material</b>	User manuals can be distributed via e-mail.		
<b>Course Format</b>	<ol style="list-style-type: none"> <li>1. Learn how to create and customize your Medisoft database</li> <li>2. Demonstrate Proper workflow of Medisoft</li> <li>3. Assessment to determine the understanding of the class</li> </ol>		

# LEARNING OBJECTIVES

## AREAS OF MEDISOFT THAT WILL BE COVERED

- ▲ Navigation of Medisoft
- ▲ Creating Practice & Providers
- ▲ Entering Referring Provider Information
- ▲ Setting up New Users & Permissions
- ▲ Creating Facilities
- ▲ Adding CPT Codes

# 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

For in office training, 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

