



DAShealth™

HEALTH IT & MANAGEMENT SOLUTIONS

PM End User Class Syllabus



DAS HEALTH TRAINING SYLLABUS

Course name: pm end user class

Class allotted time: 3-4 hours

Recommended attendees: practice super users, nurses, front office staff

Summary	In this class you will learn the PM End User side of the Aprima® Software. This class mainly focuses on the roles Front Office Staff and Providers.		
Course Descriptions	This class will give you the knowledge and skills to be able to customize the Practice Management portions of your Aprima® database.		
Instructor	Support Specialist		
	Support Team		
Contact for Scheduling	Training Coordinator	Phone Number	E-mail Address
	Support	813-774-9800 x3	support@DAShealth.com
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, if not one will be provided for you based on class size.		
Supplied Material	User manuals can be distributed via e-mail.		
Course Format	<ol style="list-style-type: none"> 1. Learn how to use each section of the Clinical Database 2. Demonstrate the capability to document in the Clinical portion of the database 3. Assessment to determine the understanding of the class 		

LEARNING OBJECTIVES

AREAS OF THE SYSTEM THAT WILL BE COVERED:

- ▲ Understand how to navigate the system using the different icons and drop-down menus
- ▲ Know how to create a batch
- ▲ Create, send and respond to messages
- ▲ How to use Instant Message
- ▲ Find patients through “Find Patient Icon”, modify patient demographic information
- ▲ Add Insurance, Pharmacy and Emergency Contacts
- ▲ How to run Eligibility and Past Medical History
- ▲ Be able to use the calendar to schedule and modify appointments.
- ▲ Add events and blocking events to the calendar.
- ▲ How to use the waiting list and appointment slider
- ▲ Be able to utilize the document linking and document management functions
- ▲ Perform the check-in and out processes
- ▲ Preload the patient’s chart and historical information

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

