

To register, Click on [\(Take Course Now!\)](#) Enter your Student Username, then Login.

Courses with a green star ★ are recent additions to the catalog.

Type Ctrl+F simultaneously to open a search box and easily find courses in the catalog.

## Activate Advantage

Total Minutes **24**

### Functionality

24

Course ID	Course Name	Course Description	Minutes
AA_326 <a href="#">(Take Course Now!)</a>	Activate: Insurance & Ledger Basics	Republished: 7/28/2023 - This course teaches Insurance and Ledger Basics.	24

## Ledger

Total Minutes **305**

### Commands

106

Course ID	Course Name	Course Description	Minutes
-----------	-------------	--------------------	---------

<p>LEDG_690</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: Options Commands V12.7+</p>	<p>Published: 5/30/2023 - Learn the functionality of each item on the Ledger Options command menu.</p>	<p>30</p>
<p>LEDG_675</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: Options Commands</p>	<p>Published: 3/18/2022 - All of the commands under the Options menu in the patient ledger will be shown and demonstrated in this course.</p>	<p>32</p>
<p>LEDG_490</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: Print &gt; Report Alternate Receipt Options</p>	<p>Published: 7/2/2020 - This course reviews the alternate receipt options that are found under the Ledger &gt; Print command, and provides instructions for how to change the default receipt.</p>	<p>18</p>
<p>LEDG_695</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: View Commands V12.7 +</p>	<p>Published: 5/30/2023 - Learn the function of each option on the Ledger View command menu.</p>	<p>16</p>
<p>LEDG_575</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: View Commands</p>	<p>Published: 7/7/2022 - Each of the commands on the Ledger &gt; View menu will be explained and demonstrated in this course.</p>	<p>10</p>

## Ledger Posting

178

Course ID	Course Name	Course Description	Minutes
LEDG_700 <a href="#">(Take Course Now!)</a>	Ledger: Posting Charges I V12.7 +	Published: 5/30/2023 - Take a deep dive into the Ledger charge posting screen.	20
LEDG_630 <a href="#">(Take Course Now!)</a>	Ledger: Posting Charges I	Published: 11/19/2021 - Take a deep dive into the Add/Edit/Insert Charge Posting window. Understanding how to complete this screen is key to accurate ledger posting.	25
LEDG_705 <a href="#">(Take Course Now!)</a>	Ledger: Posting Charges II V12.7 +	Published: 5/30/2023 - Learn how to post a Service, Material or X-ray charge to your patient ledgers.	16
LEDG_635 <a href="#">(Take Course Now!)</a>	Ledger: Posting Charges II	Republished: 8/30/2022 - Learn how to post a Service, Material or X-ray charge to your patient ledgers.	17

<p>SDL_190</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger Posting From EHR</p>	<p>Republished: 2/29/2024 - Walk through the steps of posting charges to a patient ledger from the EHR.</p>	<p>2</p>
<p>LEDG_730</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Patient Co-Pay Functionality</p>	<p>Published: 7/28/2023 - Review how to set a per-visit Co-Pay and explore options for collecting and applying Co-Pay payments.</p>	<p>7</p>
<p>SDL_175</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Advance Payments</p>	<p>Published: 8/12/2021 - Learn how to accept Prepayments without having Unapplied payments in your patient ledgers.</p>	<p>4</p>
<p>LEDG_650</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: Prepayments and Unapplied Payments</p>	<p>Republished: 8/15/2023 - Learn how to post Prepayments and distribute Unapplied Payments in your patient ledgers.</p>	<p>8</p>
<p>LEDG_640</p> <p><a href="#">(Take Course Now!)</a></p>	<p>Ledger: Posting Responsible Payments</p>	<p>Republished: 7/28/2023 - Learn about each of the Credit &gt; Responsible commands for posting patient/responsible payments to the ledger.</p>	<p>12</p>

LEDG_645 <a href="#">(Take Course Now!)</a>	Ledger: Posting Insurance Payments	Republished: 8/15/2023 - Walk through different scenarios for posting incoming insurance payments, including how to handle \$0.00 EOBs.	18
SDL_200 <a href="#">(Take Course Now!)</a>	Posting Payment Transfers	Republished: 12/2/2022 - Walk through how to transfer payments, both within the same ledger account or to other patient accounts.	5
LEDG_720 <a href="#">(Take Course Now!)</a>	Ledger: Posting Adjustments	Published: 7/28/2023 - Learn how to post various ledger adjustments using the Adjust or Create Unapplied Payments commands. This includes how to handle overpayments and \$0.00 adjustments.	16
LEDG_665 <a href="#">(Take Course Now!)</a>	Ledger: Posting Refunds	Republished: 8/15/2023 - Learn how to post insurance and account responsible refunds as well as how to properly use the Void Entry and Return commands.	19
LEDG_655 <a href="#">(Take Course Now!)</a>	Ledger: Batch Posting	Republished: 11/15/2023 - Learn how the Batch Posting feature works for posting charges and payments in a batch format in your patient ledgers.	8

SDL_215 <a href="#">(Take Course Now!)</a>	Ledger: Batch Worklist	Published: 6/17/2022 - The Ledger Batch Worklist is an efficiency tool for batch posting of EOBs across multiple patient ledgers.	1
---	------------------------	---	---

## Collection Accounts

21

Course ID	Course Name	Course Description	Minutes
LEDG_735 <a href="#">(Take Course Now!)</a>	Ledger: Collection Setup	Published: 8/15/2023 - Learn what setup is required to support the Collection Tracking module in patient ledgers.	12
LEDG_605 <a href="#">(Take Course Now!)</a>	Ledger: Collection Accounts	Republished: 11/15/2023 - Explore the Ledger Collection module with efficiency tools designed to manage your overdue patient accounts.	9

## Tables: Financial

*Total Minutes* **120**

### Patient Ledger

120

Course ID	Course Name	Course Description	Minutes
-----------	-------------	--------------------	---------

FTAB_100 <a href="#">(Take Course Now!)</a>	Financial: Adjustments Table	☆ Republished: 4/30/2024 - Review the tables under the Financial > Adjustments menu: Description/Amount and Notes.	8
FTAB_105 <a href="#">(Take Course Now!)</a>	Financial: Billing Messages Table	☆ Republished: 4/30/2024 - This table stores custom messages that may be attached to patient statements, when printing from the patient ledger or using the Account Statements Function.	7
LEDG_600 <a href="#">(Take Course Now!)</a>	Collection Setup	Published: 8/12/2021 - Learn what setup is required to support the Collection Tracking module in patient ledgers.	6
FTAB_205_OZ <a href="#">(Take Course Now!)</a>	NDC Table	Published: 10/9/2020 - This course reviews the NDC table and explains how it is used in conjunction with posting J-Code charges to the ledger.	7
FTAB_215_OZ <a href="#">(Take Course Now!)</a>	Payors Table	Published: 12/18/2020 - This course reviews each of the tables under the Financial > Payors menu, including the Payor > Names Table, Compulink Update feature and the Payors > Groups table.	21

FTAB\_410\_OZ

[\(Take Course Now!\)](#)

Plans Table

Published: 4/7/2022 - The Plan attached to a patient's record controls how charges post to their Ledger. This course covers the setup and functionality of the Financial Plans table, V12.5/greater.

7

FTAB\_210

[\(Take Course Now!\)](#)

Notes Table

Published: 3/15/2022 - This table stores standard notes or comments that you may wish to include on a patient's Ledger.

4

FTAB\_440

[\(Take Course Now!\)](#)

Service Fees Table V12.7+

Published: 8/15/2023 - Learn how to build and maintain your financial Service Fee table, where your billing codes and fees are stored.

20

FTAB\_435\_2

[\(Take Course Now!\)](#)

Miscellaneous Fee Table

Published: 11/3/2022 - Review the purpose and maintenance of the Financial Materials table.

18

FTAB\_435\_OZ

[\(Take Course Now!\)](#)

Material Fee Table

Published: 11/3/2022 - Review the purpose and maintenance of the Financial Materials table.

18



SDFTAB\_100

[\(Take Course Now!\)](#)

Test Command in Fee Tables

Published: 7/2/2020 - This course reviews how to use the Test Command in the Services/Materials Tables to test the expected Ledger Posting results of charges.

4