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CourseID	Course Name	Course Description	Level	Minutes
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Activate Advantage

New Clients > Implementing Advantage

AA_300 (Take Course Now!)	Activate: Orientation and Product Briefing	★ Republished: 6/1/2022 - This course is an overview of the self-paced eLearning tool for Advantage users who want a quick and comprehensive implementation.		5
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Admin/Setup

AA_311 (Take Course Now!)	Activate: Appointment Setup	★ Republished: 5/31/2022 - This course teaches Clients how to setup and manage Appointment-related Tables		1 0
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Functionality

AA_321 (Take Course Now!)	Activate: Patient Services and Demographics	★ Republished: 6/1/2022 - This course introduces Patient Demographics features. Upon completion, attendees will be able to create and search for a patient record, add insurance information and much more.		2 5
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CourseID	Course Name	Course Description	Level	Minutes
AA_316 (Take Course Now!)	Activate: Appointment Scheduling	★ Republished:6/2/2022 - This course teaches attendees the basics of Appointment Scheduling: Scheduling, Re-scheduling and Canceling Appointments.		7

Appointments

Admin/Setup

APPT_320 (Take Course Now!)	Appt. Utilities: Column and Resource Options	★ Published: 5/6/2022 - Review the Appointment Utility Column and Resource commands that are used to customize your schedule views.		1 0
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Functionality

APPT_325 (Take Course Now!)	Appointment Scheduling I	★ Published: 5/6/2022 - In this course on appointment basics, you will learn how to schedule, reschedule, change the schedule view, modify appointment status, cancel and move appointments.		1 3
APPT_330 (Take Course Now!)	Appointment Scheduling II	★ Published: 5/6/2022 - This course will cover the functionality of the following Appointment Commands: Search, Refresh, Block, Print, Wait List, Move and Daily Notes.		1 9

Functionality

APPT_270 (Take Course Now!)	Multiple Resource Scheduling	Published: 5/14/2020 - In this course we will review the necessary setup items required for using Multiple Resource Schedule and demonstrate how to book an MRS appointment once the setup is complete.		1 0
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Billing: Insurance

Change Healthcare Tools & Resources

CourseID	Course Name	Course Description	Level	Minutes
SDEDI_115 (Take Course Now!)	EDI:What Is RPA?	Published: 6/2/2021 - Take a brief tour of Change Healthcare's newest revenue cycle management system, RPA, and learn about the benefits of utilizing RPA.		5
SDEDI_120 (Take Course Now!)	RPA:Claims Workflow Recommendations	Published: 6/9/2021 - Claims workflow recommendations in RPA are covered in this course.		6
SDEDI_125 (Take Course Now!)	RPA:ERA/Payment Workflow Recommendations	Published: 6/9/2021 - This is a brief look at ERA/Payment Workflow Recommendations in RPA.		2

Functions

Appointments

FUNC_310 (Take Course Now!)	Appointment Communication Function	★ Published: 6/7/2022 - Learn how to generate personalized appointment communications via a batch process using letter, post cards or E-Mail.		1 0
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Patient Flow

Patient Accounts

PAT_400 (Take Course Now!)	Adding a New Patient	Published: 3/15/2022 - This course covers how to add new patient and account responsible information, add a patient's picture to their record, scan in an insurance card and scan in a HIPAA agreement.		1 2
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CourseID	Course Name	Course Description	Level	Minutes
PAT_415 (Take Course Now!)	Adding a Patient Contact	★ Published: 6/17/2022 - Review the Patient Contact screen, its purpose and definitions of all field options.		8
PAT_270_OZ (Take Course Now!)	Adding Patient Referrals for Incoming or Outgoing V12.3/Greater	Published: 9/14/2020 - This course explains how to add and complete referral source screens for incoming and outgoing provider referrals, including references to requirements for meeting MIPS HIE measures.		10
PAT_410 (Take Course Now!)	Adding Patient Insurance	★ Published: 5/26/2022 - Learn how to add an insurance record with patient and insured information. Length: 17 Minutes		17

Functionality

PAT_405 (Take Course Now!)	Checking in a New Patient	Published: 3/15/2022 - Review the steps for checking in a patient including marking their appointment Kept, scanning their insurance card and HIPAA agreement as well as collecting a co-pay. Print a Patient Information sheet to verify their data is current		12
PAT_275 (Take Course Now!)	Scanning in Advantage	★ Published: 6/17/2022 - This course reviews scanning documents in the Patient Demographics and Exam. The Worklist for Demographic Documents Requiring Review is included.		14
SDPAT_110 (Take Course Now!)	Patient Messaging	Published: 7/29/2020 - Explore the E-Mail and Text messaging options available under the Patient Print command.		2

Smart Practice

CourseID	Course Name	Course Description	Level	Minutes
SMART_105_OZ (Take Course Now!)	SMART Workflow Tracking	Published: 6/18/2020 - This course demonstrates the functionality for how to track patients through your office utilizing SMART Workflow.		9

Web Reg

About Web Registration

WEB_135 (Take Course Now!)	Web Registration: Setup and Project Steps	★ Published: 6/7/2022 - Learn how to get started with Web Registration. Includes a function overview, requesting the add-on, project steps and testing recommendations.		7
WEB_140 (Take Course Now!)	Web Registration: Completing and Importing Data	★ Published: 6/7/2022 - Review the patient registration process and how to import registration data into your software. Length: 18 Minutes		18
SDWEB_105 (Take Course Now!)	Web Registration: Reprocess a Registration Record	★ Published: 5/26/2022 - Learn how to requeue a Patient's Registration Record. Length: 3 Minutes		3