

# Online Webinars & Training

with your own personal training coach

- How well are your staff able to **support health practitioners** on the job?
- Do you think your health practitioners would benefit from **medical software training**?
- Do you understand **Clinical Software Systems, Data Cleansing, new PIP & accreditation changes, Privacy & Confidentiality, Data Analysis Tools, My Health Record and Digital Health, Recalls and Reminder Systems, Healthcare Homes etc?**
- Could you benefit from **collaborating and sharing ideas**?

..... at Train IT Medical, our trainers have the benefit of working with hundreds of practices each year. We see what works well and what doesn't. Let us share our tips for success and help you take the easier path to progress

## How Does Online Training Work?


- ✓ We negotiate a mutually agreeable date and time.
- ✓ We book the online session using [www.gototmeeting.com](http://www.gototmeeting.com) and email you a link and teleconference number. This allows us to share a screen and talk throughout the session.
- ✓ Sessions can be for one staff member or the entire team. All that is needed is a computer with an internet connection and either a telephone or headset with microphone.
- ✓ If you are brand new to online learning you can check it out here first: <http://help.citrix.com/getready>
- ✓ Ask questions throughout the session to ensure a truly interactive learning experience.
- ✓ All training is completely customised for you and your practice.
- ✓ Practice-specific questions welcome
- ✓ Recordings of online training sessions are available for an additional fee

### Bulk Purchase Discount

Purchase 5 Webinars/eCoaching sessions and **receive a 10% discount!**  
Express your interest today by emailing [help@trainitmedical.com.au](mailto:help@trainitmedical.com.au) or  
call Katrina on 0424 580 286 today to find out more about how  
an eCoaching package can benefit you.

# Webinar / eCoaching topics

We customise each training session just for you however here is a sample of our most popular topics:

	Topic	Interested 	Most relevant for:
	<b>PRACTICE ADMINISTRATION &amp; DATA QUALITY</b>		
1.	PracSoft for new Receptionists		Receptionists
2.	Bp Premier (Management) for new Receptionists		Receptionists
3.	Improving effective use & data quality using MedicalDirector		All staff
4.	Improving effective use & data quality using Bp Premier		All staff
5.	Essential Clinical Data Entry using MedicalDirector		All staff
6.	Essential Clinical Data Entry using Bp Premier		All staff
7.	Recalls & Reminders using MedicalDirector		All staff
8.	Recalls & Reminders using Best Practice Software (Bp Premier)		All staff
9.	Improving quality & revenue in General Practice using data extraction tools including Pen CAT4 & TopBar.		All staff
10.	Change Management – how to train practice staff for quality		PM & Principals
	<b>PRACTICE IMPROVEMENT</b>		
11.	Towards a Paperless Practice – using MedicalDirector		Admin, PM
12.	Towards a Paperless Practice – using Bp Premier		Admin, PM
13.	Tips for Accreditation Success		All staff
14.	Privacy, Confidentiality & risk minimisation with MedicalDirector		All staff
15.	Privacy, Confidentiality & risk minimisation with Bp Premier		All staff
16.	Results Management using MedicalDirector		All staff
17.	Results Management using Bp Premier		All staff
18.	Changes to 5 <sup>th</sup> Edition RACGP Standards and Practice Incentive Changes		PM
	<b>DIGITAL HEALTH &amp; NEW TECHNOLOGIES</b>		
19.	Digital Health & My Health Record using MedicalDirector		All staff
20.	Digital Health & My Health Record using Bp Premier		All staff
21.	Improving communication using new technology tools incl apps, portals & kiosks		PM
22.	Secure Messaging		PM & Principals
23.	Consent & communicating with patients including SMS & Email		PM & Principals
24.	Leading your practice into a Digital Future (including Health Care Homes)		PM

	PREVENTATIVE HEALTH & CHRONIC CONDITION MANAGEMENT		
25.	Cancer Screening/Preventive Health using MedicalDirector		All staff
26.	Cancer Screening/Preventive Health using Bp Premier		All staff
27.	Reporting & advanced searches with MedicalDirector (and PracSoft)		PM & Principals
28.	Reporting & advanced searches using Bp Premier		PM & Principals
29.	Chronic Condition Management using MedicalDirector		GPs, Nurses, PM
30.	Chronic Condition Management using Bp Premier		GPs, Nurses, PM
31.	Diabetes Management using MedicalDirector		GPs, Nurses, PM
32.	Diabetes Management using PracSoft		GPs, Nurses, PM
33.	Diabetes Management using Best Practice Software		GPs, Nurses, PM
	BILLING & PRACTICE MANAGEMENT		
34.	PracSoft Practice Management Software – maximise quality, minimise exceptions.		Admin, PM
35.	Introduction to Best Practice Management Software – maximise quality, minimise exceptions.		All staff
36.	Item Numbers, MBS Billing & Maximising Revenue in General Practice using PracSoft		Admin, PM
37.	Item Numbers, MBS Billing & Maximising Revenue in General Practice using Best Practice Management		Admin, PM
38.	Clinical Governance & Health IT Risk Assessment using MedicalDirector		Practice Manager & Principals
39.	Clinical Governance & Health IT Risk Assessment using MedicalDirector		Practice Manager & Principals
	CLINICAL TOPICS		
40.	Increasing use of Clinical Tools & Diagrams in MedicalDirector		GPs, Nurses, PM
41.	Increasing use of Clinical Tools & Diagrams in Bp Premier		GPs, Nurses, PM
42.	MedicalDirector for Practice Nurses		Nurses
43.	Bp Premier for Practice Nurses		Nurses
44.	Obstetrics, Pap Tests & Women's Health using MedicalDirector		GPs, Nurses, PM
45.	Obstetrics, Pap Tests & Women's Health using Bp Premier		GPs, Nurses, PM
46.	Advanced Tips & Timesaving Shortcuts using MedicalDirector		All staff
47.	Advanced Tips & Timesaving Shortcuts using Bp Premier		All staff
48.	Letters & Templates using MedicalDirector		GPs, Nurses, PM
49.	Letters & Templates using Bp Premier		GPs, Nurses, PM
50.	Advanced Tips & Timesaving Shortcuts using MedicalDirector		All staff
51.	Advanced Tips & Timesaving Shortcuts using Bp Premier		All staff

## About Train IT Medical



**Katrina Otto** (BEd, DipBus, TAE40110) is the Principal and Owner of Train IT Medical and has over 25 years' experience as a Medical Practice Manager & Adult Educator. She is one of only a few approved national trainers for MedicalDirector Clinical & PracSoft, Best Practice Software, Pen Clinical Systems and Tyro. She is also an approved trainer for Australian Digital Health Agency, Dept of Health, Australian Association of Practice Managers (AAPM), Australian Association of Practice Nurses (APNA), Avant Mutual, AHPRA, HealthLink, Argus and others.

Katrina is one of Australia's leading Practice Management Consultants and regularly works onsite in practices on process improvement, data quality and maximising effective use technology. She is a sought-after speaker at events and has extensive experience with both the development and delivery of training programs for the health sector. Katrina has worked as a consultant for medical defence organisations such as Avant Mutual & MDA on risk management with medical software and currently also works as a consultant for Australian Digital Health Agency on Digital Health and My Health Record implementation and adoption and works with all PHNs.

**Sue Cummins** (BA, Dip IT, TAE40110) is Train IT Medical Senior Trainer and Project Manager. She worked as an eHealth Program Manager for 3 years and has experience as a clinical software trainer/consultant working closely with medical practices to improve their use of technology and meet accreditation requirements. Sue's background is in the private sector in IT Management roles with a focus on software systems delivery and project management. Sue specialises in quality improvement projects, Aboriginal health and process improvements for risk minimisation and efficiency improvements.

## Customer Testimonials

*"It was like you were here without taking up any space!" Receptionist*

*"Katrina Otto is simply the best trainer in Australia for General Practice software, especially MedicalDirector & Bp Premier. I have organised Katrina's training in webinars and classrooms. She always leaves staff inspired to get the most out of their software to save themselves time, money and improve patient care."*

*Carey Doolan | eHealth Consultant*

*"Katrina has a great deal of experience and knowledge in medical computer software. She has assisted many doctors and their practice managers in learning how to best utilise the software. Many practitioners do not effectively use the software to manage recalls, centralised test tracking or centralised referral tracking to monitor patient continuity of care..."*

*Marianna Kelly, Senior Medico-Legal Risk Manager at Avant Mutual Group Ltd.*

*"For over 5 years I hired Katrina to provide training services to our customers both in the GP and Specialist markets. The feedback from these sessions was always positive."*

*Greg Atkins, Customer Service & Operations Manager eHealth), Healthlink*

*'Sue is wonderful!' Karen Silva, Practice Manager, Redfern Aboriginal Medical Service.*

More information & testimonials available at [www.trainitmedical.com.au](http://www.trainitmedical.com.au)