COURSE TOPICS

You can choose which topics you would like covered or leave it up to our qualified trainers.

Best Practice Clinical

Overview of BP Clinical Workflow
Setting up BP Clinical (Configuration)
User Preferences & Permissions
Entering and editing patient details
Searching, selecting and updating patient records
Progress Notes
Reason for Visit and Diagnosis
Recording Observations
Drawing diagrams
Creating Autofill Shortcuts
Bulk Document Scanning
Designing a Pathology Management System
Generating pathology, radiology etc requests
Creating lists of 'favourite' and custom tests
Reprinting and reusing requests.
Using the Follow-up Inbox to track results.
Cleaning up pathology lists
Tips & Tricks for effective Pathology Management
Designing a Recall & Reminder system
Adding Actions
Adding Patient Reminders
Managing Actions and Reminders
Tips & Tricks for an effective Reminder System
Prescription writing
Electronic prescribing
Creating custom preparations
Contacts and eReferrals
Using the Word Processor
Creating/editing the letterhead
Creating a template from scratch
Modifying templates
Importing Templates
Using Autofills for Care Plans
Generating Health Summaries
Overview of eHealth
Using secure messaging
Accessing patients' eHealth records
Uploading shared health summaries
Creating and Importing Patient Handouts
Using the EPC area to create care plans
Marking patients as deceased or inactive
Database Cleansing
Creating Registers (Diabetes, Asthma etc)
Bulk Clean Up
Advanced searches for preventative health initiatives and chronic condition management
Tips for SIPs and PIPs
Advanced Features, Tips & Shortcuts

Best Practice Management

Overview of BP Management
Setting up (Configuration)
Setting user preferences & permissions
Access & Security Issues
Adding users and practitioners
Configuring & updating fees & schedules
Configuring & updating sessions
Accreditation requirements
Setting up the Appointment Book
Appointments – Basic Features
Appointments – Advanced Features
Creating a second appointment book
Setting up and sending SMS reminders
Linking Appointments to the Waiting Room
Adding new patients
Editing patient details
Individual Online Patient & Veteran Eligibility checks
Individual Online Patient & Veteran Eligibility checks
Importing Individual Health Identifiers
Importing Health Identifiers in bulk
Using the Assisted Registration Tool (eHealth)
Entering item numbers (finalising visit)
Processing billing from waiting room screen (walk-in clinics)
Processing Accounts and Receipts
Billing Home and Nursing Home Visits
Billing & Receipting for 'Account Holders'
Searching for and adding multiple item numbers
Adding text to patient invoices (eg patient aftercare)
Cancelling, reversing & writing off
Processing daily banking reports and printing bank deposits
Bulk-billing & batching for Medicare and Veterans Affairs
Using Medicare Online claiming
Resolving exceptions
Using patient claiming
Setting up and using Integrated Eftpos
Setting up and using Integrated Medicare Easyclaim
Configuring the Tyro Eftpos terminal
Reports
Sending immunisations to ACIR
Tips and Shortcuts

M: 0424 580 286
W: www.traintmedical.com.au
E: enquiries@trainitmedical.com.au
A: PO Box 356 Jannali NSW 2226

Train IT Medical
Competence with Confidence