

USING MEDISOFT

Hands-On Training— Comprehensive Medisoft training seminars

medisoft

Paramus, New Jersey Location:

Day 1—Wed., May 16, 2012

Day 2—Thu., May 17, 2012

Day 3—Fri., May 18, 2012

9am-5pm

9am-5pm

9am-5pm

BY:



Learn Medisoft From The Best!

One of the best ways to learn Medisoft is at your own pace, in front of your own computer. Microwize hands-on training is an organized class that walks you step-by-step through the Medisoft program. With small class sizes and friendly instructors, it's the best way to train.

As a recognized leader in healthcare software, Microwize has provided personalized training to more than 3,000 students in the tri-state area.

Microwize is now proud to offer classroom based hands-on training conveniently located in New Jersey. Every student uses their own computer to follow an easy-to-understand format in a small group. We've found this to be the next best thing to individual one-on-one training. As a part of a group, the

training cost is reduced and is affordable by practices of all sizes.

This 3-day program covers all aspects of Medisoft. You can sign up for one, two, or all three days based on your needs. If you feel you are an intermediate user, you may want to skip to day two. Advanced users with a good working knowledge of Medisoft may want to sign up for day three.

With each session costs at \$199, there's no reason not to sign up today! It even includes complimentary breakfast and lunch.

Choose from three different levels of training based on your needs or sign up for all 3 days and save!



Space is limited for each class so don't delay, sign up today!

I Can't Make it. What Are My Other Options?

While we feel there's no substitute for personal hands-on training, we understand that many of our clients are restricted by time and/or distance. Therefore, we offer a multitude of training possibilities such as:

- One-on-One onsite or online training
- Interactive CD training with printed manuals
- DVD based training

If you would like to find out more about any of our methods of training, please call your Microwize consultant who will be happy to discuss your options. Call us today at 800-955-0321.

Why should I attend ?

- Hands-On training is the most effective type of training.
- Training away from your office eliminates distractions from daily tasks.
- Learn advanced features that help you maximize reimbursements.
- Our training is low-pressure and fun.
- Who said you can't mix business with pleasure! Our classes are conveniently scheduled to give you a chance to extend your stay and spend time in New York City which is only 15 minutes away from our Paramus, New Jersey class location.

Course Content

This class is designed for medical billers who are Medisoft beginners. We will teach you the complete process from when the patient enters your office to billing out for the service. Including, but not limited to, what is needed to schedule an appointment, creating a new patient, creating a new case, entering charges, posting patient payments and printing the insurance claim.

“Mastery of Medisoft starts with good basic training from an experienced source”



Day 1— Starting with the basics

Learn how to navigate through the program using the following:

1. Menu Bar
2. Speed Bar
3. Shortcut Bar
4. Tool Bar

Entering Good Data

1. Opening the correct practice to enter your data in.
2. Entering Patient Information/ Demographics
3. Entering Case Information which includes:
 - A) Insurance Information
 - B) Diagnoses (ICD9) Codes
 - C) Address Information / Referring Providers, Facilities and Attorneys

Posting Charges

1. Changing your from date
2. Entering the actual CPT code
3. Entering a modifier if needed
4. Number of units
5. How to pick which diagnosis you want attached to each CPT code
6. How to change your provider and/ or facility right from the transaction entry screen.

Next we'll be showing you how to enter a patient's co-payment and/ or a patient payment.

1. Creating the payment codes
2. Entering a co-payment from transaction entry screen
3. Entering a patient payment from the transaction entry screen

Create and print insurance claims

1. How to create an insurance claim
2. How to print out the insurance claim
 - A) Using a red CMS form
 - B) Using plain white paper
 - C) How to look up a patient's balance
 - D) Quick Balance
 - E) Quick Ledger
 - F) Why send electronics claims?

Using Office Hours Scheduler

1. How to open Office Hours
2. How to make an appointment
3. How to reschedule an appointment

Explaining the two types of billing:

1. Insurance Billing
2. Patient billing

Day 2— Let's get billing!

This class is designed to give you a detailed look into Medisoft. It will help you feel more comfortable with Medisoft and what it can do for you and your practice.

1. Creating a New Practice
 - A) How to create a new practice
 - B) Entering the practice's information
2. Learn how to and why change the Program Date
3. Explanation of Program Options
 - A) General Tab
 - B) Data Entry
 - C) Payment Application
 - D) Aging Reports
 - E) HIPAA
 - F) Color-Coding
 - G) Billing
 - H) Audit
 - I) Billflash
4. Benefits of Insurance Classes
 - A) How to create the insurance classes
 - B) How to attach them to the actual insurance carriers
5. Medisoft has the ability to have multiple cases for each patient.

- A) Why should you create a different case?
 - B) Creating new cases
 - C) Copying cases
6. Create multiple transaction lines with Multilink
 7. Creating transaction notes.
 8. Verify insurance Eligibility with copy and referral information in real time.
 9. Setup Default Information for specific screens
 - A) Chart defaults
 - B) Case Defaults
 - C) Insurance Defaults
 10. Creating a new provider
 - A) Address tab
 - B) Reference tab
 - C) Provide ID's tab
 - D) New facility
 - E) Referring provider
 11. Learn how to use Quick Ledger to lookup all patient charges and payments.
 12. Grid Columns customization is a feature that allows each user to set their screens according to their needs.
 13. How to enter Insurance payments correctly.
 - A) Deposit Entry

Day 2— Let's get billing! (Continued)

- B) Applying Payments
- C) Documentation notes
- 14. Balancing at the end of your day
 - A) Day Sheets
 - B) Deposit Reports
 - C) Payment Reports
- 15. A detailed look into Claim Management
 - A) Editing Claims
 - B) Reprinting Claims
 - C) Re-billing older claims
 - D) Claim Notes
 - E) EDI Notes
- 16. Navigating through Patient Statements
 - A) Statement Management
 - B) How to create statements
 - C) How to print statements
 - D) Missed copay statements
- 17. Office Hours Pro is an advanced appointment scheduler available for Medisoft.
 - A) Rescheduling Patients
 - B) Using Breaks
 - C) Using Resources
 - D) Creating Reasons
 - E) Repeat
 - F) Superbills
 - G) Waiting List
- H) Patient Recalls
- I) Copay receipt
- J) Missed Copay flag
- 18. Data Backup - We'll show you why and how to backup Medisoft.
- 19. Printing Patient Labels including marketing and birthday labels.
- 20. Running Monthly Reports - Producing important reports to monitor the health of the practice.
- 21. Rejection Codes - Have preset rejections allowing you to choose them as you post payments enabling notes to print on patient statements explain ing why the patient has a balance for that particular date of service.
- 22. Statement Management - Adding comments to patient statements.
- 23. Billing Cycles - Increasing patient collections without wasting statements. To end your day today, we would like to give you a brief look into Medisoft new Advance reporting Module, Crystal Reports. Let us show you some of the reports this module has available and their use to you.



With small class sizes, training is personalized and each student gets the attention they need.

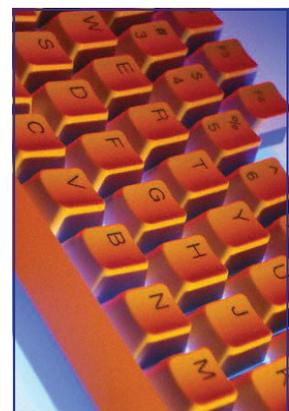
Day 3 - I'm a Pro, show me what you got!

Day 3 of our classes is dedicated to enable you to use Medisoft to its fullest potential. You'll be surprised at what you can do.

1. **Security/ Permissions** - Medisoft has five levels of security. We will take you through the different levels and show you how they can be customized.
2. **Audit Generator** - Keeping track of what is deleted or edited in Medisoft is valuable information. Medisoft has a detailed Audit Trail. You can create numerous reports from these audit trails using the free Audit Generator.
3. **Fee Schedules** - Medisoft allows you to have 26 different fee schedules for each CPT code. We will show you how to use these and what we recommend.
4. **Make collections easier with Collection List** - Generate your own collection letter and keep track of those letters.
5. You've always wanted a "tickler" for follow ups with insurance carriers and patient balances. Medisoft's **Work List** allows you to assign tasks to different staff members with notes. Then you can follow up to see if they've been done.
6. **Advanced features to automate practice.**
 - A) small balance write off
 - B) sending electronic statements
 - C) patient quick entry
 - D) practice health monitoring dashboard
7. **Work Administrators** - You can assign tasks as well as be alerted of changes done in Medisoft according to the filters that have been set.
8. **Designing Custom Reports** - Customize your reports including CMS 1500 forms, walk-out receipts, superbills, statements, etc. Don't miss this one.
9. **Insurance Overpayments** - What do we do with them? We'll show you how to set up a separate account for your insurance overpayments and how to post those payments. In addition, how to enter the refund when requested.
10. **Insurance Take backs** - The insurance company overpays you instead of asking for a refund they "take back" the money by not paying on another patient. How do we handle this?
11. **Customizing Templates in Office Hours Pro** - Using templates to block specific time slots for specified reasons.
12. **Medisoft Reports** - A more detailed look at Medisoft's new reporting module. We'll finish up with the Task List, Workflow, Custom Fields and much more.
13. **System Administration - Best practice**
 - A) different ways of performing a backup
 - B) file maintenance
 - C) file re-indexing
 - D) balance recalculation

"Training by Microwize was easy and fun. The trainer took her time and was very patient with me."

Joan S.



A successful practice starts with the right training.



1 Kalisa Way, Suite 104
Paramus, NJ 07652

Get Medisoft Hands-On Training Locally!

Yes!

I want to learn how to better manage and organize my office billing — for only \$199/per day, per person. Enroll me today!

1	Seminar	Seminar Date _____
		Seminar Date _____
2	Your Organization	Organization: _____
		Address: _____
		City: _____ State _____ Zip _____
		Phone: _____ Fax _____
		Email Address: _____
3	Who will be attending	Name: _____
		<input type="checkbox"/> Day1: Beginner <input type="checkbox"/> Day2: Intermediate <input type="checkbox"/> Day3: Advanced
		Name: _____
		<input type="checkbox"/> Day1: Beginner <input type="checkbox"/> Day2: Intermediate <input type="checkbox"/> Day3: Advanced
		Name: _____
		<input type="checkbox"/> Day1: Beginner <input type="checkbox"/> Day2: Intermediate <input type="checkbox"/> Day3: Advanced

Fax Back to: 201-322-4101

Or mail back with your payment to:

Microwize Technology
1 Kalisa Way, Suite #104
Paramus, New Jersey 07652

4	Method of Payment	IMPORTANT: Send your payment now. Tuition is due immediately to guarantee your reservation. Cancellations will be honored up to one week before session.
		1. Registration fee enclosed. Amount \$ _____
		2. Charge to: <input type="checkbox"/> Amex <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
		Credit Card # _____
		Expiration _____
		Cardholder _____
		Signature _____
	CVC _____	