INTRODUCTION TO UMCET TRAINING

Course Catalog

University of Miami Clinical Enterprise Technologies
1150 NW 14 St • Suite 100
Phone 305.243.7339 • Fax 305.243.7355
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Preface

As we continue to develop, maintain, and support the University of Miami’s Information systems, medical school staff members will be required to attend courses for the many supported Business and Clinical solutions.

This course catalog outlines all of the UMCET Training classes offered. We appreciate departmental support in helping us make employee education and training a success. Courses are offered on a monthly basis. Core courses are offered several times a month and on an as-needed basis as dictated by registrations received.

Individuals have been designated as UMCET contacts or Super users in each department. These persons shall be responsible for registering, scheduling, and canceling staff members from their respective departments for training.

It is each student’s responsibility to attend and obtain as much knowledge as possible from each training class. It is the department’s responsibility to provide the time for staff members to attend training. System access to each functional area will not be given unless the staff member has successfully completed the appropriate training classes relevant to the individual’s functional responsibilities, and competency demonstrated.
Using this Course Catalog

This catalog contains valuable information about our Course offerings. Inside you will find course overviews, as well as, goals and objectives. In addition, included is important course registration, information, and should be used, as a reference guide for determining what classes should be taken by your staff members.

Course Overview

All UMCET Courses offered are described in this catalog. Course objectives, pre-requisites, and durations are outlined. Please consult the Course Overview prior to registering individuals to ensure that the student is registered in the appropriate course.
CET Training Procedures

Registration Procedures
Calendars and Registration forms are provided by email to users of UMCET’s many supported Systems. These calendars are provided 3 months in advance in order to provide departments’ ample time for scheduling. Registration forms for training classes shall be submitted to the CET Training Team by the department training contact via fax at 305-243-7355 or email at umcettraining@med.miami.edu. Each individual who requires training shall be formally registered for class. An employee will not be permitted to attend if he/she has not been registered prior. In addition, prerequisites must be taken prior to the subsequent class. No exceptions will be made to required classes. Registrations are taken on a first come, first served basis. Registration forms and calendars may also be obtained either through our website or by calling 305-243-3665.

Cancellation/Rescheduling Procedures
Individuals may be cancelled and rescheduled from their respective training classes. All cancellations must be done, via e-mail to umcettraining@med.miami.edu. Cancellations should be made at least 48 hours prior to the scheduled date and time of the class. In addition, rescheduling must be done via the registration form. Please keep in mind that courses require set-up work on the part of the trainer we ask for your cooperation in canceling or rescheduling in a timely manner.

Confirmations
Confirmations will be emailed to the department contacts for distribution to staff no later than 48 hours after the registration is received. If you do not receive your confirmation within this time frame, please call UMCET training immediately.

System Access
System access will be granted to those individuals who have successfully completed the appropriate training classes. Access forms must be completed by the supervisor and faxed to the CET Security Administrator (305-243-7355) subsequent to the individual completing the training class. The access forms for most of our courses, may be obtained online at http://www.miami.edu/forms, click on the UMMG link and a list of the System Access forms is displayed. Access forms for the courses listed below are obtained online at http://cet/x96.xml.

- CaneCare
- IntelliDose-Nursing/Pharmacy/Inquiry Only
- IntelliDose-Provider
- PharmNet
- PowerChart
- GE Web
- UMH Security Access Form
- RIS/PACS
- GE Flowcast Inquiry Access (Integration Overview)
No Shows
No shows will not automatically be rescheduled for the next class. If a user is a no-show, a new registration form must be submitted to reschedule the course. If the course is a prerequisite, the employee will be canceled for all subsequent courses.

Coaching
CET Training offers tutoring / coaching sessions for employees needing additional help after attending a training session. To schedule a session, please have your supervisor call CET Training at 305-243-3665.

Computer Based Training
CET Training offers on-line self-directed courses via ULearn and through our CET Website.

ULearn Courses:
- e-Appraisal (Halogen)
- Imagecast RIS/PACS
- Kronos
- GE-IDX Web

CET Website Courses:
- MediTech PCI
- IntelliDose FAQ
- CaneCare for Residents and Fellows
- RIS/PACS for Non-Radiology Residents and Fellows
- RIS/PACS for Non-UM Ordering Physicians
- iMed Consent
- EDI Eligibility
- Excel Formatting for Reports
- Insight

Please contact our training department at 305-243-3665 or email us at umcettraining@med.miami.edu for more information.

Registering for a Training Class
Please use the schematic on the following page to determine the sequence and classes your staff should attend.

In order to register for a training class, the department training contact must complete and fax/email the CET Course Registration form to the CET Training Team at 305-243-7355 or email to umcettraining@med.miami.edu. Please note that a separate form is required for each staff member being registered.
CET Training FAQ

Can I get access to the system prior to training?

No. Formal training from our professional team of trainers is required prior to receiving access.

How do I sign up for a class?

Have your supervisor fax (305-243-7355) or email (umctttraining@med.miami.edu) a course registration form to the training department.

How do I obtain a course registration form?

You can obtained the form on line at http://cet/x76.xml, or have your supervisor call the training department at 305-243-3665.

Where can I find the latest training calendar?

You can obtain the latest training calendars on line at http://cet/x76.xml, or call the training department at 305-243-3665.

Can I register myself for training?

No. Only Supervisors and Managers can register employees for training.

My Supervisor sent a registration for me to attend a class. I have not received notice that I am enrolled for the course. Do I attend anyway?

No. Do not attend a course if the training department has not formally notified you that you are enrolled. After sending a registration form, if you are not notified within 24 hours, please call the training department to follow-up.

I was not able to attend one of my courses. What should I do?

First, notify your supervisor. Then, have them call the training department and send us a new registration form to be rescheduled. Please keep in mind that most of our courses have pre-requisites; therefore, you may need to be rescheduled for multiple classes.

I am a supervisor and one of my employees will not be able to attend their class scheduled for today. Can I send someone else in his or her place?

No. The training department needs at least 24 hours notice to prepare the appropriate materials, certificates and assessments.

Can I show up to class without being enrolled prior?

No. Your supervisor needs to enroll you at least 24 hours prior to the start of the class.
I am registered for a 2-day course; I can come on the first day, but cannot attend on the second day. Can I make up the second day course?

No. If you attend on the first day, but miss the second day, you must reschedule for both days.

How do I register for RIS/PACS Training?

Prior to scheduling training for RIS/PACS, an on line request form must be filled out and submitted. This form is located on line at http://cet/x96.xml. Depending on our job role instructions will be emailed to you as far as training goes. If you have any questions, please call the training department at 305-243-3665 for more information.

I am a hospital employee supervisor. How do I register for Kronos Training?

Kronos training is done via CBL through ULearn. Please call the training department at 305-243-3665 for more information and/or instructions.

Do you provide lunch?

No. There is no food or drink allowed in our training rooms.

Do you provide parking validation?

No. Medical Campus employees should park as they normally do.

Where are your training rooms located?

We have 2 training facilities; 1st floor Professional Arts Building 1150 NW 14 St Miami, Fl 33136 and Jackson Medical Towers West 1500 NW 12 Ave, suite #1403/1404 Miami, Fl 33136

How do I know what courses I need for my job role?

Your supervisor/manager will know what combination of courses you need to complete to perform your daily job duties. If you or your supervisors have any questions, please call the training department at 305-243-3665

I completed my course, but still do not have access to the system. What should I do?

Your supervisor must submit a system access form and fax it to our security team 305-243-7355. If your supervisor submitted the form, and you still do not have access, call our help desk at 305-243-7339.

May I bring my lunch to class?

It is not advisable since there is no food or drink allowed in our training rooms.
# CET Course Registration Form

**University of Miami Clinical Enterprise Technologies**

**Course Registration Form**

305-243-3665/ umcetttraining@med.miami.edu

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Division:</td>
</tr>
<tr>
<td>Ce#:</td>
<td>Group: □ABLEH □UMMG □UMHC/SCCC □Consultant □UMH</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Email:</td>
</tr>
<tr>
<td>Interoffice Address:</td>
<td>Supervisor:</td>
</tr>
<tr>
<td>Date of Request:</td>
<td>Contact Name:</td>
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</tbody>
</table>

Fax completed form to the UMCET training staff at 305-243-7355. Confirmation will be sent within 24 hours, if not please call us.

## GE Healthcare Centricity Business Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Preference</th>
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</thead>
<tbody>
<tr>
<td>Health Insurance Fundamentals Lab (Prerequisites: CBL on ULearn)</td>
<td></td>
</tr>
<tr>
<td>Integration Overview, System Concepts &amp; Patient Inquiry</td>
<td></td>
</tr>
<tr>
<td>Registration &amp; Insurance</td>
<td></td>
</tr>
<tr>
<td>Open Referrals</td>
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<tr>
<td>Enterprise Wide Scheduling</td>
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<td>Front Desk</td>
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## GE Healthcare Centricity Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Preference</th>
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<tbody>
<tr>
<td>B/AR Invoice Inquiry</td>
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<tr>
<td>MCA Enrollment</td>
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<tr>
<td>Intensive FSC</td>
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<tr>
<td>Master Schedules</td>
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<tr>
<td>B/AR Charge Entry</td>
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<td>B/AR Charge Corrections</td>
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<td>B/AR Payment Posting</td>
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<td>PCS Collectors</td>
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<tr>
<td>Understanding B/AR Reports</td>
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<tr>
<td>Analyzer</td>
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<tr>
<td>Other:</td>
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## Intellidose Courses

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<thead>
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<th>Course</th>
<th>Course Preference</th>
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<td>Intellidose for Providers (ABNP Fellows, Attending Physician)</td>
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<tr>
<td>Intellidose for Nursing (CTU, IP)</td>
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<tr>
<td>Intellidose for Pharmacy</td>
<td></td>
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<tr>
<td>Intellidose View Order &amp; Print</td>
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## Cerner PharmNet Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Preference</th>
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<tbody>
<tr>
<td>PharmNet for Pharmacist</td>
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<tr>
<td>PharmNet for Pharmacist Technician</td>
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<tr>
<td>PharmNet for View Only</td>
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## Imagecast RIS/PACS Courses

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<th>Course Preference</th>
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<td>RIS/PACS for Technologists</td>
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<tr>
<td>RIS/PACS for Radiologist</td>
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<tr>
<td>Other:</td>
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## Other Courses

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<thead>
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<th>Course</th>
<th>Course Preference</th>
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<tbody>
<tr>
<td>Kronos</td>
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<tr>
<td>Med/Tech</td>
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<tr>
<td>Other:</td>
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</tbody>
</table>
Course Track for Physician Practice Staff

For a course schedule and registration form contact us:
E-mail: uncettraining@med.miami.edu
Phone: (305) 243-3665
Depending on job duties, additional courses not listed may be required
Course Track for Clinic and Technical Staff (Hospital)

University of Miami Clinical Enterprise Technologies (GE Healthcare Centricity Business – formerly IDX)

Hospital Course Map (courses appear in prerequisite order)

Front Desk Personnel:
- Registration (non-admission)
- Check-in/Check-out

ER Staff:
- Health Insurance Fundamentals ½ Day
- Integration Overview ½ Day
- Registration & Insurance 1 Day
- VM Inquiry, Chart Request ½ Day
- Open Referrals 1 Day
- FSC Workshop ½ Day
- Enterprise Wide Scheduling 1 Day

Admissions:
- Health Insurance Fundamentals ½ Day
- Integration Overview ½ Day
- Registration & Insurance 1 Day
- VM Inquiry, Chart Request ½ Day
- Open Referrals 1 Day
- FSC Workshop ½ Day
- VM Management for Admissions ½ Day

Insurance Verification:
- Health Insurance Fundamentals ½ Day
- Integration Overview ½ Day
- Registration & Insurance 1 Day
- VM Inquiry, Chart Request ½ Day
- Open Referrals 1 Day
- FSC Workshop ½ Day
- VM Management for Verifiers ½ Day
- Intensive FSC ½ Day (must be FSCing for 2 months)

Nursing with Scheduling:
- VM Inquiry, Chart Request ½ Day
- Enterprise Wide Scheduling for Nursing ½ Day

Hospital Utilization Review:
- Integration Overview ½ Day
- VM Inquiry, Chart Request ½ Day
- Open Referrals 1 Day
- Utilization Review ½ Day

IMX:
- Integration Overview ½ Day
- IMX Scanning and Indexing ½ Day

Hospital Coder:
- Integration Overview ½ Day
- VM Inquiry, Chart Request ½ Day
- Hospital Coder ½ Day
- RISTA/ES for Non-Ordering Staff (ESL, em UCare)

HIM (ABLEH or UMHC/SCCC):
- Integration Overview ½ Day
- CT for HIM ½ Day

Order Entry (UMHC/SCCC ONLY):
- Integration Overview ½ Day
- VM Inquiry, Chart Request ½ Day
- TES Order Entry ½ Day

For a course schedule and registration form contact us:
E-mail: umcealltraining@med.miami.edu
Phone: (305) 243-3665
Depending on job duties, additional courses not listed may be required.
Course Track for Central Business Office (CBO) Staff

Hospital Revenue Integrity
- Integration Overview 1 Day
- VM Inquiry, Chart Request 1/2 Day
- Intro to HPA & Billing Inquiry 1/2 Day
- Revenue Integrity 1/2 Day

University of Miami Clinical Enterprise Technologies (GE Healthcare Centricity Business – formerly IDX)
Hospital Course Map
(Billing Staff)
(courses appear in prerequisite order)

HPA Charge Entry
- Health Insurance Fundamentals 1 Day
- Integration Overview 1/2 Day
- VM Inquiry, Chart Request 1/2 Day
- Intro to HPA & Billing Inquiry 1/2 Day
- HPA Charge Entry 1/2 Day

HPA Payment Poster
- Health Insurance Fundamentals 1 Day
- Integration Overview 1/2 Day
- Registration & Insurance 1/2 Day
- VM Inquiry, Chart Request 1/2 Day
- FSC Workshop 1/2 Day
- Intensive FSC 1/2 Day
- Intro to HPA & Billing Inquiry 1/2 Day
- HPA Transaction Adjustments 1 Day

HPA Billers/Financial Counselor/Customer Service/Variance Analyst
- Health Insurance Fundamentals CBL (ULeam)
- GE-IDX Web Fundamentals CBL (ULeam)
- GE-IDX Web Overview & Inquiry CBL (ULeam)
- GE-IDX Web Provider Schedules CBL (ULeam)
- Web 4.0 Intro to HPA & Billing Inquiry
- Web 4.0 HPA Collectors

HPA Collectors
- Health Insurance Fundamentals CBL (ULeam)
- GE-IDX Web Fundamentals CBL (ULeam)
- GE-IDX Web Overview & Inquiry CBL (ULeam)
- GE-IDX Web Provider Schedules CBL (ULeam)
- Web 4.0 Intro to HPA & Billing Inquiry
- Web 4.0 HPA Collectors

CBO Executives
- Standard Hospital Reports 1/2 Day
- Analyzer 1 Day

For a course schedule and registration form contact us:
E-mail: umctraining@med.miami.edu
Or
Phone: (305) 243-3605
Depending on job duties, additional courses not listed may be required
# Course Track for Clinical Hospital Staff

## GE Healthcare Centricity RIS-IC/PACS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIS/PACS for Radiologist</td>
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<tr>
<td>RIS/PACS for Radiology Residents and Fellows</td>
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<tr>
<td>RIS/PACS for Non-Radiology Residents and Fellows</td>
<td>3</td>
</tr>
<tr>
<td>RIS/PACS Referring Physician</td>
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<tr>
<td>RIS/PACS for Schedulers</td>
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## Cerner PharmNet

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Cerner PharmNet for Pharmacist</td>
<td>1 Day</td>
</tr>
<tr>
<td>Cerner PharmNet for Pharmacy Tech</td>
<td>1 Day</td>
</tr>
<tr>
<td>Cerner PharmNet for Pharmacy Buyer</td>
<td>1 Day</td>
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## IntelliDose

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<tr>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>IntelliDose for ARNP/Fellow/Provider</td>
<td>2 Hours</td>
</tr>
<tr>
<td>IntelliDose for Nursing</td>
<td>2 Hours</td>
</tr>
<tr>
<td>IntelliDose for Pharmacy</td>
<td>2 Hours</td>
</tr>
</tbody>
</table>

For a course schedule and registration form contact us:
- E-mail: uncectraining@med.miami.edu
- Phone: (305) 243-3665

Depending on job duties, additional courses not listed may be required.
Course Track for Web 4.0 Users

University of Miami Clinical Enterprise Technologies
Web 4.0 Course Map
(courses appear in prerequisite order)
These courses are intended for departments (Front End Personnel) on the Web 4.0 version of the GE-IDX System.

Web 4.0 New User Training
- Health Insurance Fundamentals CBL (U/Exam)
- GE-IDX Web 4.0 System Overview & Inquiry CBL (U/Exam)
- GE-IDX Web 4.0 Fundamentals CBL (U/Exam)
- GE-IDX Web 4.0 Provider Schedules CBL (U/Exam)
- GE-IDX Web 4.0 New User Front End Training Day 1
- GE-IDX Web 4.0 New User Front End Training Day 2
- GE-IDX Web 4.0 New User Front End Training Day 3
- GE-IDX Web 4.0 New User Front End Training Day 4

Web 4.0 Master Scheduler Training
- Web 4.0 New User Training
- GE-IDX Web 4.0 Master Scheduler CBL (U/Exam)
- GE-IDX Web 4.0 Master Schedules Day 1
- GE-IDX Web 4.0 Master Schedules Day 2
- GE-IDX Web 4.0 Master Schedules Day 3

For a course schedule and registration form contact us:
E-mail: umceltraining@med.miami.edu
Or
Phone: (305) 243-3665
Depending on job duties, additional courses not listed may be required
COURSE TITLE: Integration Overview Basics (REQUIRED)

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This ½-day course introduces GE Healthcare Centricity users to the integration of the various GE Healthcare Centricity applications (i.e., Registration, Scheduling, Visit Management, Open Referrals, Chart Tracking, Patient Inquiry, etc.) This course also defines key concepts and terms within the various applications that are precursors for the understanding of subsequent Hospital GE Healthcare Centricity courses and system modules.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

Integration Overview Basics:
- Patient Work Flow and how GE Healthcare Centricity applications impact each area
- System Integration diagram
- Brief History of the Scheduling, Visit Management and Hospital Patient Accounting applications

System Concepts:
- Signing on to system and entering an Application
- Understand the hierarchical structure of functions and activities and learn how to navigate through the various levels
- Define standard keys and basic terminology used throughout the various applications
- Basic understanding of Dictionaries and Tables
- Properly exit and log-off the GE Healthcare Centricity system

Patient Inquiry:
- Accessing Function 49
- Utilizing the recommended patient look-up options and standard formats
- Inquire into a patient’s account utilizing the various one-letter action codes available through Patient Inquiry
- Understanding the use and functionality of the one-letter action codes at each inquiry level
COURSE TITLE: Registration and Insurance (REQUIRED)

PREREQUISITE:
- Windows and PC Proficiency
- Integration Overview Basics

DESCRIPTION: This course provides the user with an understanding of the registration fields and screens as well as Financial Status Classifications (FSC).

COURSE LENGTH: 1 day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Register a patient on the system
- Access a patient account using the “Partial Name Look-up” feature
- Identify and understand the five (5) screens in registration & special billing screen
- Enter and edit General comments in standard format
- Unmasking patient’s and subscriber’s SSN.
- Print a face sheet and understand its use
- Recognize the difference between a patient’s demographic and insurance information
- Understand what is a Financial Status Classification (FSC)
- Review the FSC Dictionary
- Identify FSC follow-up questions and understand their role, and use in the system
- View a patient’s registration and FSC information
COURSE TITLE: VM Inquiry and Chart Request

PREREQUISITE:
• Integration Overview Basics

DESCRIPTION:
This is an inquiry course for all users intending to use the GE Healthcare Centricity system. It provides the users with an understanding of looking up Visit Management visit information. All hospital users who need VM inquiry access are required to take this class.

COURSE LENGTH:
½ day

OBJECTIVES:
Upon successful completion of this course the student should be able to:

Visit Management Inquiry:
• How to utilize the following two-letter Inquiry action codes in the VM/HPA application:
  ▪ IP - Inquire Patient (same function as Patient Inquiry)
  ▪ PL - Plan Inquiry
  ▪ RI - Registration Inquiry
  ▪ II - Insurance Inquiry
  ▪ AI - Admission Inquiry
  ▪ DI - Discharge Inquiry
  ▪ SC - Cancelled Visit Inquiry
  ▪ PL - Patient Locator
  ▪ VD - View Diagnosis
  ▪ PB - Patient Billing
    o BI - Billing Inquiry
    o CI - Charge Entry
    o TI - Transaction Inquiry

Chart Tracking
• Function 51
COURSE TITLE: Patient Locator
PREREQUISITE: Integration Overview Basics

DESCRIPTION: This course provides employees in the patient information department (UMHC/SCCC) the tools necessary for looking up in-house patient information.

COURSE LENGTH: ½ Hour

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Locate the room, bed and phone number of patients in hospital beds using function 3 in VM/HPA application.
- ADT activities
- Activity 100, Info Desk Patient Locator
COURSE TITLE: **Open Referrals**

**PREREQUISITE:**
- Integration Overview Basics
- Registration and Insurance

**DESCRIPTION:**
This course is intended to teach its participants the knowledge necessary to enter both incoming and outgoing referrals.

**COURSE LENGTH:**
1 day

**OBJECTIVES:**
Upon successful completion of this course the student should be able to:
- Add/edit an open referral from various applications and functions such as B/AR, Appointment Scheduling, TES and VM/HPA.
- Identify specific procedures authorized under a particular referral
- Understand how the rule bank works
- How and when to use the various referral types
- Link a referral to both an invoice and a visit
- Filter through patient invoices to view associated referrals
- Understand referral adjudication
COURSE TITLE:  B/AR Invoice Inquiry

PREREQUISITE:  Integration Overview Basics

DESCRIPTION:  This course is intended for all staff members who inquire into Billing and Accounts Receivable (BAR) Invoices. It provides the users with the knowledge necessary to understand the aspects of the invoice and the detail displayed in the system.

COURSE LENGTH:  ½ day

OBJECTIVES:  Upon successful completion of this course the student should be able to:

- Understand GE Healthcare Terminology, Dictionaries, and Tables
- Inquire into Invoices
- Understand the different Action Codes and Uses
- Understand the features of Invoice Inquiry and the information contained in the various screens
- Understand TES reconciliation process
COURSE TITLE: **B/AR Payment Posting**

**PREREQUISITE:**
- Integration Overview Basics
- Registration and Insurance
- B/AR Invoice Inquiry

**DESCRIPTION:**
This course is intended for all staff members responsible for posting payments, adjustments, rejections and discounts to invoices in the Billing and Accounts Receivable (BAR) application.

**COURSE LENGTH:**
1 day

**OBJECTIVES:**
Upon successful completion of this course the student should be able to:
- Understand the concept of payment posting
- Comply with UMMG Policies and Procedures
- Open a batch and complete the payment batch control form
- Post a standard payment to an invoice
- Post a payment with an automatic FSC transfer
- Post line item payments
- Post payments with contractual adjustments
- Post a payment with a deductible
- Understand and post discounts
- Post refunds and rejections
- Delete payments posted incorrectly within an open batch
- Print a batch proof
- Balance and exit a payment batch
COURSE TITLE:  

**FSC Workshop**

PREREQUISITE:  
- Integration Overview Basics
- Registration and Insurance

DESCRIPTION:  
This workshop is intended for all staff members responsible for entering patient insurance (FSC). It provides students a hands-on workshop on how to enter FSC.

COURSE LENGTH:  
½ day

OBJECTIVES:  
Upon successful completion of this course the student should be able to review and reinforce their understanding of:

- **FSC** (Financial Status Classification) Concepts
- **FSC** types and classifications
- Identify Registration Level FSCs vs. Invoice level FSCs
- **FSC** Follow-up Questions
- Contracted vs. Non-Contracted FSCs
- Look up FSC in the system and supporting documentation.
COURSE TITLE: TES Order Entry

PREREQUISITE: Integration Overview Basics

DESCRIPTION: This course is intended for hospital staff that is responsible for entering patient charges using the TES Order Entry.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:

- How to enter an a charge based on the department and specialty
- How to edit encounter
- How to complete the encounter
COURSE TITLE: Intensive FSC Training

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- Two months FSC'ing in the system

DESCRIPTION: This intensive course is for individuals involved with the actual assignment of FSCs to Patient Accounts.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- In Depth overview of the Financial Status Classifications (FSCs)
- Understand the difference between Registration Level FSCs and Invoice Level FSCs
- Identify the differences between Dictionaries 19 and 120
- Read and understand the Contract Matrix FSC List and its contents.
- Special Fsc'ing Scenarios
  - Commercial Insurance
  - CMS insurance
  - Catch all FSC
  - Muti-payor
**COURSE TITLE:** Enterprise Wide Appointment Scheduling (EWS)

**PREREQUISITE:**
- Integration Overview Basics
- Registration and Insurance
- Open Referrals

**DESCRIPTION:**
This course will provide participants with the fundamental skills required in order to schedule patient appointments with department providers. It is intended for all staff members who will be responsible for scheduling or managing patient appointments.

**COURSE LENGTH:** 1 ½ days

**OBJECTIVES:**
Upon successful completion of this course the student should be able to:
- Define GE Healthcare Centricity Patient Scheduling
- Understand the difference between “Mini Registrations” and “Full Registration”
- Explain visit Appointment and Visit types
- Schedule an appointment using the C/T/D search options
- Understand how the Sched-Link works
- Schedule an appointment within 13 days to create a VM visit
- Understand how to transition from the schedule appointment screen to the VM Visit
- Schedule an appointment into a non-clinic time slot
- Overbook a time slot in a provider's schedule
- Add comments to a provider's schedule
- Complete a Appointment Data Form (ADF) and understand its use
- Schedule Cyclical appointments
- Link patient appointments to scheduled appointments
- Schedule Walk-In and Reminder appointments
- Edit patient appointments
- Re-schedule appointments from a bump list
- Cancel and/or reschedule patient appointments
- Hospital Arrival Process
- Enter No Shows
- Print and Interpret Daily Scheduling Reports
- Alternate Insurance
- Linking a Referral
COURSE TITLE: Enterprise Wide Scheduling for Nursing

PREREQUISITE:
- Integration Overview Basics
- VM Inquiry and Chart Request

DESCRIPTION: This course will provide hospital-Nursing staff with the fundamental skills required in order to schedule patient appointments with department providers. It is intended only for Nursing staff members who will be responsible for scheduling or managing patient appointments for UMMG providers at ABLEH and/or UMHC/SCCC.

COURSE LENGTH: 1 day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Define GE Healthcare Centricity Patient Scheduling
- Understand the difference between “Mini Registrations” and “Full Registration”
- Explain visit types
- Schedule follow-up appointments using the C/T/D search options.
- Schedule follow-up appointments within 13 days to create a VM visit
- Understand how the Sched Link works
- Schedule follow-up appointments into a non-clinic time slot
- Overbook a time slot in a provider's schedule
- Add comments to a provider's schedule
- Complete a Appointment Data Form (ADF) and understand its use
- Edit patient appointments
- Cancel and/or reschedule patient appointments
- Hospital Arrival Process
- Print and Interpret Daily Scheduling Reports
COURSE TITLE: Master Schedules

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- At least three months actively scheduling appointments using the Scheduling application

DESCRIPTION: This course will provide participants with the fundamental skills required to create provider master schedules for use in scheduling patient appointments. The user will also be provided with the skills necessary to modify providers’ clinic schedules and manage patient bump lists.

COURSE LENGTH: 3 days

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Define a Master Schedule and a Daily Schedule and their functions
- Understand the components of a provider’s schedule
- Set Up the Provider’s Master Schedule in the system
- Add and Edit a Provider’s Master Schedule
- Identify different types of time slots and understand when each is used
- Explain Master Schedule Recurrence
- Distribute Master Schedules to create Daily Schedules
- Determine when to use Templates versus manually changing schedules through editing Daily Schedules
- Understand master schedules distribution rules
- Resolving conflicts when distributing a revised Master Schedule or editing a Daily Schedule
COURSE TITLE: Web 4.0 Master Schedules

PREREQUISITE:
- Web 4.0 New User
- Master Schedules CBL
- At least three months actively scheduling appointments using the Scheduling application

DESCRIPTION:
This course will provide participants with the fundamental skills required to create provider master schedules for use in scheduling patient appointments. The user will also be provided with the skills necessary to modify providers’ clinic schedules and manage patient bump lists.

COURSE LENGTH: 3 days

OBJECTIVES:
Upon successful completion of this course the student should be able to:
- Define a Master Schedule and a Daily Schedule and their functions
- Understand the components of a provider’s schedule
- Set Up the Provider’s Master Schedule in the system
- Add and Edit a Provider’s Master Schedule
- Identify different types of time slots and understand when each is used
- Explain Master Schedule Recurrence
- Distribute Master Schedules to create Daily Schedules
- Determine when to use Templates versus manually changing schedules through editing Daily Schedules
- Understand master schedules distribution rules
- Resolving conflicts when distributing a revised Master Schedule or editing a Daily Schedule
**COURSE TITLE:** B/AR Charge Entry

**PREREQUISITE:**
- Integration Overview Basics
- Registration and Insurance

**DESCRIPTION:**
This course is intended for staff members responsible for entering charges into the system, as well as, Billing Managers. It covers all aspects of charge entry in the Billing and Accounts Receivable (BAR) application using the Transaction Editing System (TES).

**COURSE LENGTH:**
2 Separate Half days

**OBJECTIVES:**
Upon successful completion of this course the student should be able to:
- Create a batch in the Transaction Editing System (TES)
- Enter encounters with transactions through TES
- Edit encounters and transactions
- Utilize encounter and transaction action codes
- Correct errors and/or omissions based on TES Edits Flags
- Learn the Extraction Rules
- Print batch proofs.
- Inquire into open and extracted encounters
- Inquire into invoices in the Billing and Accounts Receivable application
COURSE TITLE: B/AR Charge Corrections

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- B/AR Charge Entry

DESCRIPTION: This course will demonstrate how to correct charges that have already gone from TES into B/AR. In addition, the student will learn how to edit an invoice in a B/AR Batch that has already been processed by night jobs.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- How to do a charge correction
- How to delete a transaction
- How to Edit/Add authorization numbers and diagnosis
- How to split an invoice
COURSE TITLE: Front Desk

PREREQUISITE: • Integration Overview Basics
              • Registration and Insurance

DESCRIPTION: This course is designed to provide the participant with information on posting patient payments made at the front end such as, time of service payments, co-pays, and advanced deposits and Hospital non-service payment.

COURSE LENGTH: 1 day

OBJECTIVES: Upon successful completion of this course the student should be able to:
              • Identify the different payment codes (pay codes)
              • Complete the Batch Form
              • Enter patient and header information
              • Enter payment information
              • Print a Batch Proof
              • How to use the Microsoft Excel Reconciliation Log
              • Balance and Exit a batch
**COURSE TITLE:** Paperless Collection System (PCS)

**PREREQUISITE:**
- Integration Overview Basics
- Registration and Insurance
- B/AR Invoice Inquiry

**DESCRIPTION:** This course is intended for all staff members who are collectors of the Accounts Receivable (BAR) Invoices.

**COURSE LENGTH:** 1 day

**OBJECTIVES:** Upon successful completion of this course the student should be able to:
- Understand the concepts of the PCS application in the GE Healthcare Centricity System
- Comprehend the associated terminology
- Recognize and use PCS processes to access Workfile screens
- List and describe valid responses at the access field
- Identify and utilize the appropriate action code to signify collection activity
COURSE TITLE: Understanding B/AR Reports

PREREQUISITE: • Integration Overview Basics

DESCRIPTION: This course is intended for financial or fiscal analysts as well as billing managers and Senior clinical Administrators.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:

• Understand how the data flowed through the system and was generated on the various reports
• Read and understand the detailed information provided in the various daily and monthly reports
• Recognize which report to use in obtaining the data required for analysis
COURSE TITLE: B/AR Case Management

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance

DESCRIPTION: This course is intended for case managers or other individuals involved in bundled or single package pricing of services.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Understand how cases integrate with the Registration, Appointment Scheduling and Charge Entry applications
- Describe the use of each screen used to add/edit cases
- Describe how the Billing Class effects the FSCs for billing
- Link/unlink services to a treatment of care for reporting purposes
- Explain where a case fits into the patient flow
  - Case = Transplant
  - Case = Transplant (Kidney & liver acquisition)
  - Case = IHC (International Patients)
  - Case = SCN (Single case negotiations)
  - Case = Research
- Maintain patient accounts and corresponding patient cases
COURSE TITLE: MCA Enrollment

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance

DESCRIPTION: This course is intended to teach its participants the knowledge necessary to enter contracts into the MCA applications.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Understand enrollment concepts and GE Healthcare Centricity enrollment rules
- Identify the (3) screens of enrollment and their uses
- View the member’s enrollment information
- View contract level comments on an existing members account
- Understand Group and Plan mapping matrix
- Add subscribers and their dependents to a contract
- Split contracts
- Terminate member contracts
- Action Codes
COURSE TITLE: MCA Case Management

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance

DESCRIPTION: This course is intended for case managers or other individuals who monitor and capture everything associated with a particular incidence of care.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Understand how cases integrate with the Referrals, Claims, and Enrollment applications
- Add/Edit patient cases
- Link case to an authorized referral and associated claim
- Maintain
  - Patient accounts and corresponding patient cases
  - Referrals issued under the episode of care relating to Review Types
  - Claims received for the episode of care
  - Case notes that capture detained information regarding the patient’s episode of care
  - Phone Lists
  - Action Codes
COURSE TITLE: ClaimsManager (Ingenix) System Flags

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- B/AR Charge Entry

DESCRIPTION: This course is intended to teach its participants the editing guidelines of the ClaimsManager System Flags.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Understand the various ClaimsManager Edit Flags
- Understand the importance of following compliance guidelines
- Perform the action steps necessary to work the ClaimsManager Flags
COURSE TITLE: TPR Compliance Adjustments

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- B/AR Charge Entry
- B/AR Charge Correction

DESCRIPTION: This course is intended to teach its participants the knowledge necessary to charge correct invoices subject to Compliance audit findings based on Medicare National Correct Coding Policy.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Understand the Medicare National Correct Coding Policy
- Understand the reporting implications to charge correcting
- Understand standard guidelines to charge correcting for compliance
COURSE TITLE: Interpreting Scheduling Reports

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- EWS

DESCRIPTION:
This course is intended for Front Desk Managers, clinic managers, as well as billing managers and Senior clinical Administrators.

COURSE LENGTH: ½ day

OBJECTIVES:
Upon successful completion of this course the student should be able to:
- Read and interpret UMMG Daily, Weekly, Monthly, and Ad Hoc Scheduling Reports
- Print Scheduling Reports
COURSE TITLE: Analyzer – PowerPlay Reporting

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- B/AR Invoice Inquiry
- Understanding B/AR Reports
- Basic understanding of the hierarchal structure of the Department

DESCRIPTION: This course is intended for Financial or Fiscal Analysts, Billing Managers and Senior Clinical Administrators.

COURSE LENGTH: 1 day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Understand the concepts of online analytical processing (OLAP)
- Understand the basic features of PowerPlay reporting
- Apply the concepts to generate reports as needed by the department.
COURSE TITLE: VM for Admissions

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- VM Inquiry & CT Request (optional)
- Open Referrals
- FSC Workshop

DESCRIPTION: This course is intended for any staff that needs to manually create pre-admissions, admissions and discharge patients from the VM/HPA application.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Overview of inquiry action codes
- Patient look up options
- Select a visit (CV)
- Create a pre-admission using the XP action code process
- Admit a pre-admission using the XX action code process
- Admit a patient without a pre-admission using the XD action code process
- Insurance verification using the XM action code process
- Transfer a patient to Inpatient
- Discharge a patient
- Cancelling a visit
- Accessing Open Referrals from VM
- Shell referrals
- Editing and linking referrals
COURSE TITLE: VM for Insurance Verifiers

PREREQUISITE:
- Integration Overview Basics
- Registration and Insurance
- VM Inquiry & CT Request (optional)
- Open Referrals
- EWS
- FSC Workshop

DESCRIPTION: This course is intended for Central Insurance Verifiers (CIV) staff that needs to complete the insurance verification process on appointments scheduled at a Hospital facility where a pre-admitted Visit was created.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- How to use Patient Representative System
- How to select assigned list and Work Visit.
- How to use the XN action process code.
- How to attach referrals to a plan
- How to add Alternate Insurance plans through the ADF screen in Scheduling
- How to complete the Marked Event screen
**COURSE TITLE:** Chart Tracking (CT) for HIM at ABLEH

**PREREQUISITE:**
- Integration Overview Basics

**DESCRIPTION:**
This course is intended for HIM staff at Anne Bates Leach Eye Hospital who needs to manage and process chart request through the MTRK application.

**COURSE LENGTH:** ½ day

**OBJECTIVES:**
Upon successful completion of this course the student should be able to:
- How to create a chart
- How to enter a chart request
- How to delete a request
- How to logout a chart
- How to logout a chart without a prior request
- How to transfer a record
- How to login a record
- How to create a second volume and print a barcode label
- How to Archive a chart
- How to recall from Archive and batch detail logout
- How to enter a missing records
- How to edit home base
COURSE TITLE: Chart Tracking (CT) for HIM at UMHC/SCCC

PREREQUISITE:
- Integration Overview Basics

DESCRIPTION: This course is intended for HIM staff at University of Miami Hospital and Clinics/Sylvester Comprehensive Cancer Center who needs to manage and process chart request through the MTRK application.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:

- How to create a chart
- How to enter a chart request
- How to delete a request
- How to logout a chart
- How to logout a chart without a prior request
- How to enter an in transit receipt
- How to transfer a record
- How to login a record
- How to create a second volume and print a barcode label
- How to Archive a chart
- How to recall from Archive and batch detail logout
- How to enter a missing records
- How to edit home base
COURSE TITLE: Chart Tracking (CT) for Radiology

PREREQUISITE:
- Integration Overview Basics

DESCRIPTION: This course is intended for HIM staff at UMHC/SCCC Radiology who needs to manage and process film request through the MTRK application.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- How to create a chart
- How to enter a chart request
- How to delete a request
- How to logout a chart
- How to logout a chart without a prior request
- How to transfer a record
- How to login a record
- How to create a second volume and print a barcode label
- How to Archive a chart
- How to recall from Archive and batch detail logout
- How to enter a missing records
- How to request a chart when there are multiple volumes
- How to enter a batch request
- How to create temporary insert volumes
- How to enter a batch transfer
- How to login temporary insert volumes
COURSE TITLE: Utilization Review (UR)

PREREQUISITE: 
- Integration Overview Basics
- Open Referrals

DESCRIPTION: This course is intended for UR staff that needs to complete a Utilization Review for IP, OPSUR, OPCCT, OPOBS and OPRC-U visit types in VM/HPA visits.

COURSE LENGTH: ½ day

OBJECTIVES: 
Upon successful completion of this course the student should be able to:
- How to enter the Authorization Capture for visit types
- How to enter the UR Authorization/Continued Stay review
- How to perform the Utilization Review using the YU Action Code Process:
  - Enter a new review
  - Enter an outcome
  - Enter an admission review type
  - Enter an external review organization
  - Enter the carve out
- How to enter an Utilization Review Discharge (UD)
- How to inquire into an Utilization Review (UW)
COURSE TITLE: Revenue Integrity

PREREQUISITE:
- Integration Overview Basics
- TES Order Entry
- Intro to HPA/Billing Inquiry

DESCRIPTION: This course is intended for Revenue Integrity staff that needs to complete the Revenue Integrity flow on VM/HPA visits. Review the charges on the visit and deem them valid for billing.

COURSE LENGTH: ½ day

OBJECTIVES:
Upon successful completion of this course the student should be able to:
- How to use the Hold Bill Worklist
- How to work the Revenue Integrity Hold Bill screens
- How inquire into charges entered on the visits
- How to use Outpatient Edit (OE) action code
- How to enter data and understand the data that is in the UB action code
  - Occurrence Codes and Dates
  - Value Codes and Amounts
  - Condition Codes
  - Occurrence Span Codes and Dates
  - PSRO Approved from Date
- How to interpret the Claim Edit list and correct edits
- How to use the Mark Event screen for Revenue Integrity
COURSE TITLE: VM/HPA Coding

PREREQUISITE: • Integration Overview Basics
             • VM Inquiry & Chart Request

DESCRIPTION: This course is intended for HIM Coding staff who needs to complete the Hospital Coding flow on VM/HPA visits.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
             • How to use the YA action code and enter the data on the screen flow in order to complete the Hospital Coding process:
               ▪ AB Medical Records ABS
               ▪ CD Code Discharge Dx/Proc
               ▪ CH HCPCS/CPT-4
               ▪ TA Att Phy/Svc Transfer
               ▪ DF Demand Form
COURSE TITLE: Intro to HPA/Billing Inquiry

PREREQUISITE:
- Integration Overview Basics
- VM Inquiry & CT Request (optional)

DESCRIPTION: This course is intended for any staff that needs to inquire into a VM/HPA visit to view billing information.

COURSE LENGTH: 1 day

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Understand the concepts of HPA such as Proration, Plans, Plan Profile, Revenue FSC, ARFSC, ARCTR, BADJ, DADJ and ATWO.
- Accessing VM/HPA
- How to view patient billing information using the PB action code
- How to view the claims submitted and determine the type of claim using the BI action code
- How to view charges submitted using the CI action code.
- How to view the transactions posted to the visit using the TI action code.
**COURSE TITLE:** Web 4.0 Intro to HPA/Billing Inquiry  

**PREREQUISITE:**  
- Health Insurance Fundamentals CBL  
- GE-IDX Web Fundamentals CBL  
- GE-IDX Web Overview & Inquiry CBL  
- GE-IDX Web Provider Schedules CBL  

**DESCRIPTION:**  
This course is intended for any staff that needs to inquire into a VM/HPA visit to view billing information.  

**COURSE LENGTH:**  
1 day  

**OBJECTIVES:**  
Upon successful completion of this course the student should be able to:  

**HIPAA Awareness:**  
- All GE-IDX System activities recorded on audit trail  
- Informed of the repercussions of GE-IDX System abuse  
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at [http://www.med.miami.edu/hipaa/public/](http://www.med.miami.edu/hipaa/public/).  

**HPA/Billing Inquiry:**  
- Understand the concepts of HPA such as Proration, Plans, Plan Profile, Revenue FSC, ARFSC, ARCTR, BADJ, DADJ and ATWO.  
- Accessing VM/HPA  
- How to view patient billing information using the PB action code  
- How to view the claims submitted and determine the type of claim using the BI action code  
- How to view charges submitted using the CI action code.  
- How to view the transactions posted to the visit using the TI action code.
COURSE TITLE: HPA Charge Entry

PREREQUISITE:
- Integration Overview Basics
- Into to HPA/Billing Inquiry

DESCRIPTION:
This course is intended for staff that will be entering charges through VM/HPA.

COURSE LENGTH: ½ day

OBJECTIVES:
Upon successful completion of this course the student should be able to:
- How to create a batch to enter charges
- How to complete the Batch Control Form
- How to select the visit and enter the charges for the visit
- How to Inquire, Delete charges on the selected batch
- How to print a batch proof after entering the charges
COURSE TITLE: HPA Transaction Posting

PREREQUISITE:
- Integration Overview Basics
- Into to HPA/Billing Inquiry

DESCRIPTION: This course is intended for staff that will be posting payments on VM/HPA visits.

COURSE LENGTH: 1 day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- How to create a batch to enter charges
- How to complete the Batch Control Form
- How to select the visit and ARCTR to post a payment
- How to enter ARCTR posting and LIPP
- How to inquire and delete transactions posted on the selected batch
- How to print a batch proof after entering the payments
COURSE TITLE: HPA Collectors

PREREQUISITE:
- Integration Overview Basics
- Into to HPA/Billing Inquiry

DESCRIPTION: This course is intended for staff that will be responsible on working accounts that are outstanding for collections.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- How to use Patient Representative System
- How to select assigned list and Work Visit.
- How to use the ZB and ZD action process code
COURSE TITLE:  Web 4.0 HPA Collectors

PREREQUISITE:  • Web 4.0 Into to HPA/Billing Inquiry

DESCRIPTION:  This course is intended for staff that will be responsible on working accounts that are outstanding for collections.

COURSE LENGTH:  ½ day

OBJECTIVES:  Upon successful completion of this course the student should be able to:

• How to use Patient Representative System
• How to select assigned list and Work Visit.
• How to use the ZB and ZD action process code
COURSE TITLE: HPA Transaction Adjustments

PREREQUISITE:
- Integration Overview Basics
- Into to HPA/Billing Inquiry
- HPA Payment Posting

DESCRIPTION: This course is intended for staff that will be using the Patient Representative System to post adjustments and combining ARCTRs on visits.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:
- Transaction Types (CADJ, BADJ, DADJ)
- Understanding how visit action processes affect ARCTRs
- Identifying the impact of transaction types on A/R
- Recognizing how to:
  - Clean up an account
  - Investigate an account
  - Combine multiple ARCTRs
  - Post adjustments and transfer balance
COURSE TITLE:  Web 4.0 New User Training

PREREQUISITE:  
- Health Insurance Fundamentals CBL
- GE-IDX Web Fundamentals CBL
- GE-IDX Web Overview & Inquiry CBL
- GE-IDX Web Provider Schedules CBL

DESCRIPTION:  This 4-day course is intended to teach participants the fundamental skills required to perform their duties as Front End users. This course also defines key concepts and terms within the various applications, functions and activities of the system. This course is for Front End Web 4.0 users only.

COURSE LENGTH:  4 days

OBJECTIVES:  Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

Day 1:
- Patient Services and Inquiry Review
- Scheduling
  - Concepts
  - Scheduling appointments
  - Review criteria screen
  - Appointment types
  - Patient preferences
  - Appointment setting
  - Appointment Data Form
  - Appointment list
- Registration
  - Explanation of all registration screens
  - Viewing and editing a patient’s registration information.
- Manage Insurance Information
  - Understand what is Financial Status Classification
  - FSC Concepts
  - Contract summary
  - Contracted vs. Non-contracted FSCs
  - Alternate Insurance
- Open Referrals
  - Concepts
  - Creating, editing & deleting a referral
  - Review of referral types, rules and policies

Day 2:
- Review day 1
- Appointments
  - Editing
Linking appointments, referrals and cases
Scheduled <14 days in a hospital location (XS)
Cyclical appointments

- Provider Schedules
  - Viewing
  - Scheduling from

- Bump list

Day 3:
- Review day 2
- EDI Eligibility
  - Reviewing eligibility results and benefits
  - New request
- Hospital Insurance Verification Process
  - XN action code process
- Appointment Manager
  - Setting up, editing and deleting filters
  - Functions/activities within Appointment Manager
- Hospital Arrival Process
  - ME-marked event screen
  - NA-visit notes
  - XX-action code process
- Walk-in/ABLEH Emergency Room
  - ABLEH emergency room process
  - XR-action code process
- Front Desk
  - Creating a batch
  - Collecting time of service payments
  - Corrections
  - Balancing and exiting batch

Day 4:
- Review days 1-3
- Complete lessons from days 1-3
- Complete exercises
- Test
COURSE TITLE:  RIS-IC/PACS Training for Radiology Schedulers

PREREQUISITE:  Windows and PC Proficiency

DESCRIPTION:  This course is designed to instruct Radiology Schedulers in the use of the RIS-IC/PACS System. This includes basic functionality, a thorough understanding of the scheduling module and all of its components, document scanning, and how to use the tracking module for tracking patients.

COURSE LENGTH:  1 ½ day

OBJECTIVES:  Upon successful completion of this course the student should be able to:

HIPAA Awareness:

- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

RIS-IC/PACS Training:

- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Perform a Patient or Exam lookup
- Schedule and Reschedule an Exam
- Cancel Exams
- Enter/Edit Exams
- Schedule from the Order Entry Queue
- View Resource Schedules
- Scan Documents
- Print Reports
- Track Patient Exam and Report Statuses
COURSE TITLE: RIS-IC/PACS Training for Technologist & Technologist Assistant

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct Technologist and Technologist Assistants in the use of RIS-IC/PACS system. This includes basic functionality, an understanding of the scheduling module, document scanning, patient tracking module, a through understanding of the technologist Worklist and Enterprise PACS.

COURSE LENGTH: 2 days

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

RIS-IC/PACS Training:
- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Perform a Patient or Exam lookup
- Schedule and Reschedule an Exam
- Cancel Exams
- Enter/Edit Exams
- Schedule from the Order Entry Queue
- View Resource Schedules
- Close and Open Resources
- Scan Documents
- Print Reports
- Track Patient Exam and Report Statuses
- Access the Technologist Worklist
- Filter and sort the Technologist Worklist
- Begin an Exam
- View Images
- Resolve Exceptions
- Edit Exam information
- Link and Unlink an Exam to an image set
- Change Exams codes/Exam modifiers
- Monitor DICOM Exam Exportation
- Retrieve Exams from Digital Archives
- PACS Direct Media Authoring tool
COURSE TITLE: RIS-IC/PACS Training for Radiologist

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct Radiologist the use of RIS-IC/PACS system. This includes using the Radiologist Workstation to view select images on diagnostic monitors, viewing patient clinical information, using the patient timeline for an overview of the patient’s clinical history, creating protocols, creating exams memos, image manipulation functions and using the provider module.

COURSE LENGTH: 3 Hours

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:

- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

RIS-IC/PACS Training:

- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Perform a Patient or Exam lookup
- Setting up the Radiologist Worklist
- Understand Exam (Report) and Sign Statuses
- Work with Diagnostic Reports
- Sign Reports from the Signature Queue
- How to use the Radiologist Workstation:
  - Using the Folder list
  - Creating a Personnel Folder
  - Using Shortcuts
  - Creating, editing or deleting a filter Worklist
  - Selecting Studies to View/Read from a filter Worklist
  - Working with the View Exams Tab
  - Loading different Exams
  - Organizing Images and Series within the exam rack
  - Adjusting Window Width and Level
  - Cine Slices in a Multi-Image Series
  - Overview of Measurement Tools
  - Annotations
  - Saving an Image to file
  - Cloning Images
  - Marking Key Images
  - Marking an Exam read
**COURSE TITLE:** RIS-IC/PACS Training for Radiologist Fellows and Residents

**PREREQUISITE:** Windows and PC Proficiency

**DESCRIPTION:** This course is designed to instruct Radiologist Fellows and Residents the use of RIS-IC/PACS system. This includes using the Radiologist Workstation to view select images on diagnostic monitors, viewing patient clinical information, using the patient timeline for an overview of the patient’s clinical history, creating protocols, creating exams memos, image manipulation functions and using the provider module.

**COURSE LENGTH:** 3 Hours

**OBJECTIVES:** Upon successful completion of this course the student should be able to:

**HIPAA Awareness:**
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at [http://www.med.miami.edu/hipaa/public/](http://www.med.miami.edu/hipaa/public/).

**RIS-IC/PACS Training:**
- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Perform a Patient or Exam lookup
- Setting up the Radiologist Worklist
- Understand Exam (Report) and Sign Statuses
- Working with Diagnostic Reports
- Sign Reports from the Signature Queue
- How to use the Radiologist Workstation:
  - Using the Folder list
  - Creating a Personnel Folder
  - Using Shortcuts
  - Creating, editing or deleting a filter Worklist
  - Selecting Studies to View/Read from a filter Worklist
  - Working with the View Exams Tab
  - Loading different Exams
  - Organizing Images and Series within the exam rack
  - Adjusting Window Width and Level
  - Cine Slices in a Multi-Image Series
  - Overview of Measurement Tools
  - Annotations
  - Saving an Image to file
  - Cloning Images
  - Marking Key Images
  - Marking an Exam read
**COURSE TITLE:** RIS-IC/PACS Training for Non-Radiology Residents and Fellows CBL

**PREREQUISITE:** Windows and PC Proficiency

**DESCRIPTION:** This course is designed to instruct Attending Ordering Residents and Fellows that belong to Jackson Memorial Hospital and do not have UM employee ID number (C), in the use of the RIS-IC/PACS System. This includes a review of the Order Request process, the Referring Provider Worklist, and basic PACS training.

**COURSE LENGTH:** 1 Hour (CBL on CET Website)

**OBJECTIVES:** Upon successful completion of this course the student should be able to:

- Log In and Out
- Change your Password
- Perform a Patient lookup
- Use the Provider Worklist
- Order an Exam
- Access a diagnostic report and View Images
- Read reports and view images from prior exams
- View a list of scheduled exams for your patients
- View another provider Worklist
- Working with Images
- Manipulating Images
COURSE TITLE: RIS-IC/PACS Training for Mammography Technologist

PREREQUISITE:
- Windows and PC Proficiency
- RIS-IC/PACS Training for Technologist & Technologist Assistant

DESCRIPTION:
This course is designed to instruct Mammography Technologist in the use of RIS-IC/PACS system Mammography Module. Prior to enrolling in this course, the Mamo Tech should have completed the 3 day RIS-IC/PACS Training for Technologist and Technologist Assistants. This course includes using the MAM module to record patient data, using enter edit findings, entering data for interventional procedures, accessing pathology information, resolving recommendations, printing reports and lay letters.

COURSE LENGTH: 1 1/2 days

OBJECTIVES:
Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

RIS-IC/PACS Training:
- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Perform a Patient or Exam lookup
- Set up the Technologist Worklist
- MAM Module
  - Patient Data
  - Performing MAM Inquiries
  - Enter/Edit Findings
  - Inter/Edit Findings
  - Interventional Procedures
  - Pathology
  - Recommendation Update
  - Resolve Recommendations
  - Forms
  - Batch Management and Job Scheduling
  - Reports
COURSE TITLE: RIS-IC/PACS Training for Transcriptionist

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct Radiology Transcription Staff in the use of the RIS-IC/PACS system. This includes basic system functionality and a thorough understanding of the Result’s Module Transcription application.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

RIS-IC/PACS Training:
- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Important Keys and Controls
- Perform a Patient or Exam lookup
- Viewing a patient record and report
- Using the Patient Exam List Window
- Understand Exam (Report) Statuses
- Transcribing/Editing Diagnostic reports
- Placing a report on hold
- Locking a report
- Associating exams with a diagnostic report
- Disassociating exams with a diagnostic report
- Creating a diagnostic report addendum
COURSE TITLE:  RIS-IC/PACS Training for Non-Ordering Staff CBL

PREREQUISITE:  Windows and PC Proficiency

DESCRIPTION:  This course is designed to instruct Non-Ordering staff in the use of the RIS-IC/PACS system. This includes basic system functionality, working with patient record, a basic scheduling overview, viewing and scanning documents and tracking patients using the RIS-IC/PACS Tracking Module.

COURSE LENGTH:  ½ hour (CBL via ULearn)

OBJECTIVES:  Upon successful completion of this course the student should be able to:

- Log In and Out of RIS-IC/PACS
- Change your password
- Setting user preferences
- Perform a Patient or Exam lookup
- Understand Exam (Report) and Patient Statuses
- View a Billing/Referral Information
- Print Order Queue Notices
- Understand the process of Scheduling, Rescheduling and canceling Exams
- View and Scan Documents in Document Management
- Track Patients and Exams status
- Arrive Exams (Greeters)
COURSE TITLE: RIS-IC/PACS Training for Referring Physician CBL

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct Ordering Physicians in the use of the RIS-IC/PACS System. This includes a review of the Order Request process, the Referring Provider Worklist, and basic PACS training. The physician may sign up for instructor-led sessions or they may complete the courses on-line on ULearn.

COURSE LENGTH: ½ hour (CBL via ULearn)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Log In and Out
- Change your Password
- Perform a Patient lookup
- Use the Provider Worklist
- Order an Exam
- Access a diagnostic report and View Images
- Read reports and view images from prior exams
- View a list of scheduled exams for your patients
- View another provider Worklist
- Components of the Canvas Page (PACS)
COURSE TITLE: **RIS-IC/PACS Training for Film Library**

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct the Radiology Department’s film Library Aides in the use of RIS-IC/PACS System.

COURSE LENGTH: ½ Day

OBJECTIVES: Upon successful completion of this course the student should be able to:

**HIPAA Awareness:**
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at [http://www.med.miami.edu/hipaa/public/](http://www.med.miami.edu/hipaa/public/)

**RIS-IC/PACS Training:**
- Log In and Out
- Change your Password
- Perform a Patient or Exam lookup
- View a Patient Record
- Understand Exam (Report) and Patient Statuses
- View and Scan Documents in Document Management
- Retrieve Exams from Digital Archives (iQuery)
- Access the Direct Media Authoring Tool
- Overview of iSite CD Direct
COURSE TITLE: MediTech PCI CBL

PREREQUISITE: PC Proficiency

DESCRIPTION: This course is designed to instruct users in the MediTech PCI application that is used at the University of Miami Hospital. Documents such as, patient pharmacy profiles, nursing documentation, radiology reports, and laboratory results, including point of care testing (bedside glucose monitoring), are sent to the MediTech system. In addition, the transcriptions of all dictated reports are also stored in MediTech. After completing this course, you will only have access to inquiry.

COURSE LENGTH: 20 minutes (CBL via CET Website)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Log in to the MediTech system
- Navigate through the screens
- Find a patient
- Locate various document types
- Change the time frame for the display
- Log off the MediTech system
**COURSE TITLE:** MediTech CNA (Vital signs)

**PREREQUISITE:** PC Proficiency

**DESCRIPTION:** This course is designed to instruct CNA, MHT and CCT in the use of the Meditech system. This includes basic functionality (Keyboard and toolbar), entering patient vital signs via the Process Interventions application, conversion of military time, E-Mail (MOX) and Look up of phone directories in Meditech.

**COURSE LENGTH:** ½ day

**OBJECTIVES:** Upon successful completion of this course the student should be able to:

**HIPAA Awareness:**
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

**MediTech Training:**
- Log in to the MediTech system
- Use keyboard, function keys and toolbar
- Look up a patient
- Review Verb Strip
- Document vital signs
- Review military time
- View history
- Edit and undo vital signs
COURSE TITLE: MediTech Oder Entry

PREREQUISITE: PC Proficiency

DESCRIPTION: This course is designed to instruct Unit secretaries, RN and LPN in the use of the Meditech system. This includes basic functionality (Keyboard and toolbar), order entry, documenting incident report, entering patient height, weight and allergies via the Administrative Data application, review patient’s record via PCI application, E-Mail (MOX) and look up of phone directories in Meditech.

COURSE LENGTH: ½ day

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:

- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

MediTech Training:

- Log in to the MediTech system
- Navigate through the screens
- Find a patient
- Locate various document types
- Change the time frame for the display
- Log off the MediTech system
COURSE TITLE: MediTech Nursing

PREREQUISITE: PC Proficiency

DESCRIPTION: This course is designed to instruct RN/LPN working in Inpatient areas and ER in the use of Meditech system. This includes basic functionality (Keyboard and toolbar), order entry, documenting incident report, entering patient height, weight and allergies via the Administrative Data application, review patient’s record via PCI application, E-Mail (MOX) and Look up of phone directories under stating the status board, medication reconciliation reports, completing patient assessments (Quick Start) and resequencing problems in the Plan of Care application, documenting interventions, creating patient notes, eMAR(acknowledge and scan medication), review nursing admission routines and printing a Kardex/Hand-off report.

COURSE LENGTH: 2 days

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

MediTech Training:
- Log in to the MediTech system
- Navigate through the screens
- Find a patient
- Locate various document types
- Change the time frame for the display
- Log off the MediTech system
COURSE TITLE: Cerner PharmNet Training for Pharmacist

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct Pharmacist in the use of the Cerner PharmNet Application. This includes Signing on to the system, Performing a patient search, Using Medication manager, Adding/modifying Allergy information, entering medication, Intermittent and continues orders, performing profile actions and Patients Clinical Summary information.

COURSE LENGTH: 2 Hours

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

PharmNet Training:
- Log in to PharmNet
- Verify Patient demographic information
- Add a patient note
- Add an allergy
- Enter orders in PharmNet – Medication Order, Intermittent Order, Continuous Order, Order Set, IV Set,
- Perform Order Profile actions – Cancel, Copy, Discontinue, History, Inquiry, Label, Modify, Pass, Renew, Reschedule, Resume, Suspend, Suspend, and Void
- Run a Batch report
- Charge/Credit a dose
 COURSE TITLE:  
Cerner PharmNet Training for Pharmacist Tech

PREREQUISITE:  
Windows and PC Proficiency

DESCRIPTION:  
This course is designed to instruct Pharmacist Techs in the use of the Cerner PharmNet Application. This includes Signing on to the system, Performing a patient search, Using Medication manager to view patient notes and Allergy information, Using the Batch Reports and Charge and Credit pharmacy orders.

COURSE LENGTH:  
2 Hours

OBJECTIVES:  
Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

PharmNet Training:
- Log in to PharmNet
- Verify Patient demographic information
- Viewing patient notes
- Viewing allergies
- Run a Batch report
- Charge/Credit a dose
**COURSE TITLE:** Cerner PharmNet Training for Pharmacist Buyer

**PREREQUISITE:** Windows and PC Proficiency

**DESCRIPTION:** This course is designed to instruct Pharmacist Buyers in the use of the Cerner PharmNet Application. This includes Signing on to the system, Performing a patient search, Using Medication manager to view patient notes and Allergy information, Using the Batch Reports and Charge and Credit pharmacy orders.

**COURSE LENGTH:** 2 Hours

**OBJECTIVES:** Upon successful completion of this course the student should be able to:

**HIPAA Awareness:**
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at [http://www.med.miami.edu/hipaa/public/](http://www.med.miami.edu/hipaa/public/).

**PharmNet Training:**
- Log in to PharmNet
- Verify Patient demographic information
- Viewing patient notes
- Viewing allergies
- Run a Batch report
- Charge/Credit a dose
COURSE TITLE: IntelliDose for ARNP/Fellow/Provider

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This Course provides the user with the knowledge to enroll patients, assign treatment plans and enter orders for chemotherapy regimens.

COURSE LENGTH: 2 Hours

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/

IntelliDose Training:
- Login to IntelliDose
- Enroll a patient into Intellidose
- Assign a Treatment Plan
- Enter an Order
- Send order to Pending Queue (ARNP, Fellow Resident)
- Sign an Order (Attending Physician only)
- Edit an Order
- Reschedule an Order
- Split an Order
COURSE TITLE: IntelliDose for Nursing

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course provides the user with the knowledge to review an order from the nursing queue and release the order to pharmacy. Upon completion of this course, the user will be able to release an order and document on Intellidose.

COURSE LENGTH: 2 Hours

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

IntelliDose Training:
- Open Order from Nursing Queue
- Review Order
- Release Order to Pharmacy Queue
- Document on eNurse
COURSE TITLE:  
IntelliDose for Pharmacy

PREREQUISITE:  
Windows and PC Proficiency

DESCRIPTION:  
This course provides the user with the knowledge to open an order from the pharmacy queue, review the order and release the order to nursing. Upon completion of this course, the user will be able to release an order on Intellidose.

COURSE LENGTH:  
2 Hours

OBJECTIVES:  
Upon successful completion of this course the student should be able to:

HIPAA Awareness:

• All GE-IDX System activities recorded on audit trail
• Informed of the repercussions of GE-IDX System abuse
• Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/.

IntelliDose Training:

• Open an Order from Pharmacy Queue
• Print Order
• Review the Order
• Release the Order to the Written Queue
COURSE TITLE: IntelliDose for Research, Admitting, UR, View Only

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course provides the user with the knowledge to lookup patients and view chemo orders. Upon completion of this course, the user will be able to use IntelliDose to view and print orders.

COURSE LENGTH: 1 Hour

OBJECTIVES: Upon successful completion of this course the student should be able to:

HIPAA Awareness:
- All GE-IDX System activities recorded on audit trail
- Informed of the repercussions of GE-IDX System abuse
- Questions related to privacy or confidentiality should be directed to the Office of HIPAA Privacy and Security at 305-243-5000 or their website available at http://www.med.miami.edu/hipaa/public/

IntelliDose Training:
- Login to IntelliDose
- Find a patient
- Open patient records
- View chemotherapy tabs
- Open order
- View Drugs, Tests, IV Fluids tabs
- View Dosing Rules, Dosing Limits, Infusion Rules and Miscellaneous tabs
- Print preview order
- Select Heading Title
  - SYLVESTER COMPREHENSIVE CANCER CENTER
  - UNIVERSITY OF MIAMI HOSPITALS AND CLINICS
  - UMSYLVESTER at DEERFIELD BEACH
- Print order
- Close patient record
- Close IntelliDose
COURSE TITLE: Kronos CBL

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct Managers, Supervisors and Lead Workers how to schedule, edit schedules and timecards in the Kronos Workforce Time Keeper Central application.

COURSE LENGTH: ½ hour (CBL via ULearn)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Log in to Kronos Workforce Time Keeper
- Use the menus
- Use Timecard Tabs for Totals, Accruals, Audits, Comments, Sign-off and Approvals
- Identify the different types of Workforce Genies
- Use basic Timecard Edits
- Manage Timecards
- Run Reports
- Recognize scheduling concepts and terms
- Build schedules in Schedule Planner
- Use Scheduling tools
- Use Scheduling Templates
- Maintain Schedules
COURSE TITLE: iMed Consent CBL

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct users with the tools and knowledge needed to utilize the electronic iMed Consent solution to complete informed consents. The electronic informed consent process is designed for: Compliance with JCAHO and CMS requirements, decreased number of delayed/cancelled procedures, improved patient safety, documents automatically saved to CaneCare and easy retrieval/printing of signed documents.

COURSE LENGTH: ½ Hour (CBL on CET Website)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Login to the iMed Consent System
- Find a patient
- View and/or reprint completed consents
- Search for consents and educational documents
- Create informed consent for single, multiple and/or possible procedures
- Customize consents as needed
- Save a consent without signatures
- Obtain signatures using the signature pad
- Save a completed consent
- Save documents as ‘Favorites’
- Exit the iMed Consent System.
COURSE TITLE: GE-IDX EDI Eligibility Flowcast 4.0 CBL

PREREQUISITE:  
• Integration Overview Basics  
• Registration and Insurance

DESCRIPTION: This course is designed to instruct users on the functionality and use of EDI Eligibility. EDI Eligibility provides users with a real time response of the patient’s eligibility with their healthcare provider.

COURSE LENGTH: ½ Hour (CBL on CET Website)

OBJECTIVES: Upon successful completion of this course the student should be able to:

• What is EDI Eligibility  
• Payors on EDI Eligibility  
• Individual and group requests  
• Accessing the patient’s Eligibility Request List  
• Identify and navigate through the EDI Eligibility Screen  
• Reviewing and marking the Eligibility Run  
• Understand the different status received from the payor  
• File the variants and where they are filed to  
• Mark the run as reviewed  
• Understand the different outcomes  
• Sending Individual (New) Requests
COURSE TITLE: GE-IDX EDI Eligibility Web 4.0 CBL

PREREQUISITE: Web 4.0 New User Training

DESCRIPTION: This course is designed to instruct users on the functionality and use of EDI Eligibility. EDI Eligibility provides users with a real time response of the patient’s eligibility with their healthcare provider.

COURSE LENGTH: ½ Hour (CBL on CET Website)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- What is EDI Eligibility
- Payors on EDI Eligibility
- Individual and group requests
- Accessing the patient’s Eligibility Request List
- Identify and navigate through the EDI Eligibility Screen
- Reviewing and marking the Eligibility Run
- Understand the different status received from the payor
- File the variants and where they are filed to
- Mark the run as reviewed
- Understand the different outcomes
- Sending Individual (New) Requests
COURSE TITLE: Uhealth Insight CBL

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course is designed to instruct users on the UMMG Business Intelligence portal where users can access, among other things, the Excel workbooks that will enable them to view existing reports and perform their own ad-hoc analyses.

COURSE LENGTH: 1 Hour (CBL on CET Website)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- What is UHealth Insight
- How UHealth Insight is structured
- Accessing the UHealth Insight portal
- Navigating the UHealth Insight report section
- Excel services reports vs. standard reports
- Opening reports in Excel services
- Enabling data
- Pivot table basics in Excel 2007
- Customizing a pivot table report in Excel services
COURSE TITLE: Import Text Wizard to Excel Format for Reports CBL

PREREQUISITE: Windows and PC Proficiency

DESCRIPTION: This course provides the user with the basic knowledge on importing text from GE-IDX reports or other sources into Excel, saving the need to re-enter the data. Once the data has been imported to Excel the user may then format the report as needed.

COURSE LENGTH: ½ Hour (CET on CET Website)

OBJECTIVES: Upon successful completion of this course the student should be able to:

- Import text files into Excel
- Import text using the Text Import Wizard in Excel
- Convert number formats to text format