



Medisoft: Practice Management Software

Tuition: \$899 / 5 Days

Prerequisite:

Windows and basic formatting skills. Medical Terminology is recommended.

Course Description:

Students will learn the automated medical billing and scheduling skills for administrative and financial tasks required to run a medical practice. Medisoft is used to process the financial transactions that result from patients' appointment. It calculates charges, estimates patient responsibilities, creates insurance claims, and post payments received.

Course Content

Medical Office Billing Process

- Preregister Patients
- Establish Financial Responsibility for Visit
- Check in and out patients
- Review Coding & Billing Compliance
- Prepare and Transmit Claims
- Monitor Payer Adjudication
- Generate Patient Statements
- Collections

Information Technology and HIPAA

- Medical Office Applications
- HIPAA and Electronic Exchange of Info

Introduction to Medisoft

- What is Medisoft
- How Data is Organized and Stored
- Menu Bar and Toolbar
- Entering and Editing Data
- Saving and Deleting
- Using Help

Entering Patient Information

- How Patient Information is Organized
- Entering New Patient Information
- Searching and Editing Patient Information

Entering Charge Transactions and Patient Payments

- Transaction Entry Overview
- The Transaction Entry Dialog Box
- Payment / Adjustment Transactions

Entering Insurance, Account and Condition Info

- Working with Cases
- Creating a New Case for a New Patient

Creating Claims

- Introductions to Health Care Claims
- Creating and Editing Claims
- Electronic Claims

Posting Insurance Payments and Creating Patient Statements

- Third-Party Reimbursement Overview
- Remittance Advice Processing
- Entering Insurance Carrier Payments
- Creating, Editing and Printing Statements

Printing Reports

- Reports in the Medical Office
- Using Report Designer

Collections in the Medical Office

- Importance of Collections in the Medical Practice
- Using a PMP for Collections Activities

Scheduling

- Introduction to Office Hours
- Entering, Changing or Deleting Appointments
- Creating a Recall List
- Creating Breaks
- Previewing and Printing Schedules

Applying your Knowledge

- Handling Patient Records and Transactions Exercises
- Setting Up Appointments Exercises
- Printing Lists and Reports Exercises
- Putting it all Together

