



Advanced OMSVision Certification - Level 2
The Expert Series

Course Syllabus

Course Date: April 1, 2010

Location: Boston -400 Blue Hill Dr. Suite 104, Westwood, MA

Instructor: Daniel Wilkinson

Fee: \$300.00 1st Registrant – single day
\$800.00 for 3 days
\$750.00 for each subsequent employee

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Course Objectives:

To provide the user with the advanced skills required to successfully manage an OMSVision practice.

Prerequisite: Introduction to OMSVision – Level 1 Certification

Required Text(s): OMSVision Business Guide (provided)

Course Goals:

Upon completion of the course you will be able to:

- Customize your Statements
- Understand the Patient Ledger
- Generate monthly reports for the following:
 - Financial Reports
 - New Patient Reports
 - Reports by Procedure – number of procedures billed and revenue allocations by CDT code
 - Monthly Provider Revenue Reports
 - Schedule Statistics
 - Real Collections Report – tying collections back to the date of service showing historical collection percentages

- Understand Aging/Account Receivable Reports – Interactive and Printed
- Generate and understand Overdue Claims Reports
- Set up Scheduled Reports
- Understand and Generate Notepad Queries

Course Schedule

9:00 – 9:15	Review Day 1 Q & A
9:15 – 9:30	Statements – A to Z
9:30 – 10:30	Understanding the Ledger
10:30-11:15	Reports
11:15 – 11:30	Break
11:30 – 12:30	Reports – cont'd
12:30 – 1:00	Manage your Accounts Receivable
1:00 – 2:00	Lunch
2:00 – 3:00	Manage your Outstanding Insurance Claims
3:00 – 3:30	Creating Scheduled Reports
3:30 - 4:00	Notepad Queries
4:00 – 5:00	Level I & II Certification – Live Group Test