



Introduction to OMSVision Certification
The Expert Series

Course Syllabus

Course Date: March 31, 2010

Location: Boston - 400 Blue Hill Dr. Suite 104, Westwood, MA 02090

Instructor: Daniel Wilkinson

Fee: \$300.00 per day
\$800.00 for all 3 days
\$750.00 for each subsequent employee (3 days)

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Course Objectives:

To provide the user with the necessary daily skills required to successfully use OMSVision.

Prerequisite: None

Required Text(s): OMSVision Quick Reference Guide (provided)

Course Goals:

Upon completion of the course you will be able to:

- Pre-register a new patient
- Register a new patient
- Add Insurance – Medical/Dental – Indemnity, PPO, Managed Care, Medicaid, Medicare
- Set up an appointment book and schedule appointments
- Maintain a Fee Schedule
- Create a Virtual Scan Form
- Create a Treatment Plan
- Post Treatment – Medical and Dental – CDT, CPT, ICD-9 coding
- Submit Insurance Claims – Paper and Electronic
- Post Patient Payments -- Regular and Quick Pay
- Post Insurance Payments
- Post Denials
- Generate Statements – individual or bulk – printed and electronic
- Generate End of Day Reports

Course Schedule

9:00 – 9:15	Introductions and Agenda Overview
9:15 – 9:30	Pre-Registration and Registration of New Patients
9:30 – 10:30	Insurance
10:30 – 11:15	Appointment Book
11:15 – 11:30	Break
11:45 – 1:00	Fee Schedules, Scan Forms and Treatment Plans
1:00 – 2:00	Lunch
2:00 – 3:00	Posting Treatment, Posting Payments, Submitting Insurance
3:00 – 4:00	Statements
4:00 – 5:00	End of Day Reports