Practice+ Training Schedule

Homework items are located on the Nextech Community Portal. Sessions are recorded weekly and posted on the His Vision website.

Week 1			Description	Check In	Check Out	Insurance	Scheduling	Optical	Techs	Primarily Admin
	Homework-Step 1									
		Accessing Practice+	Video 2:17	x	x	x	x	x	x	
		Quick Action Panel (QAP)	PDF 5 pg.	x	x	x	x	x	x	
		Adding a New Patient	PDF-3 pg.	x	x	x	x	x		
		Update Existing Patient	PDF-3 pg.	x	x	x	x	x		
		Patient Notes	Video 4.29	x	x	x	x	x	x	
		Patient Alerts	PDF-4 pg.	x	x	x	x	x	x	
		How To-Insurance Payer Setup	PDF-8 pg.	x	x	x	x			
		Insurance Authorizations & Referrals	Video 5:57	x	x	x	x			
		Patient Recalls	PDF-7 pg.	x	x	x	x			
		Appointment History User Guide	PDF-3 pg.	x	x	x	x	x	x	
		Patient Account Ledger Comp. User	PDF-5 pg.	x	x	x	x	x		
		Additional Ledger Actions User Guide	PDF-4 pg.	x	x	x	x	x		
		Comprehensive Tasks User Guide	PDF-12 pg (start pg.9)	x	x	x	x	x		
	Session 1	Front Desk Usage	Wed, May 31	x	x	x	x	x	x	
Week 2	Homework-Step 2			x	x	x	x			
		Basic Schedule Navigation	Video 6:43	x	x	x	x	x	x	
		Basic Appointment Scheduling	Video 8:52	x	x	x	x	x	x	
		Scheduling a New Patient Guide	PDF-3 pg.	x	x	x	x			
		Using the Appointment Worklist	Video 6:20	x	x	x	x			
		Utilize the Appointment Worklist	PDF-4 pg.	x	x	x	x			
		Utilize the Availability Scheduling Tool	PDF-2 pg.	x	x	x	x			
		Completing Appts fm Check In Out Cen	Video 2:07	x	x	x	x			
		Check In-Out Center	PDF-4 pg.	x	x	x	x			
		Follow-Up Plan from ICP	Video 6:56	x	x	x	x		x	
		Follow Up Plan	PDF-4 pg.	x	x	x	x			
		Copays from Check In Out Center	Video 2:21	x	x	x	x	x	x	
		Collect Payments	PDF-7 pg.	x	x	x	x	x		
		Patient Credit & Refunds	Video 7:00	x	x	x	x			
		IntelleChartPRO Integration	PDF-3 pg.	x	x	x	x	x	x	
		Blocking Providers Schedules	Video 7:50							x
		Enter 10-15 patients in P+	Activity	x	x		x			

	Session 2	Scheduler Usage	Wed, June 7	x	x	x	x			
Week 3	Homework-Step 3									x
	Session 3	Admin Setup	Wed, June 14							
Week 4	Homework-Step 4									x
	Session 4	Scheduling Setup	Wed, June 21							x
Week 5	Homework-Step 5									
		Insurance Eligibility	Video 4:24	x	x	x				
		How To-Authorization & Referral	PDF-4 pg.	x	x	x	x			
		Encounter Creation Overview	Video 4:47		x					
		How To-Applying Pt Pmts at Charge Ent	PDF-4 pg.		x	x				
		Workflow-Charge Worklist	PDF-4 pg.		x	x				
		Workflow-Real Time Claim Scrubbing	PDF-3 pg.		x					
		Depositing Electronic Payments	Video 6:57							x
		How To-Deposits & Apply Pmts	PDF-4 pg.							x
		Reversals User Guide	PDF-2 pg.							x
		Clearinghouse Setup	Video 3:37							x
		Workflow-Working Rejected-Denied	PDF-4 pg.							x
		Workflow-Managing Ins Pmt for Legacy	PDF-4 pg.							x
		Managing Taxonomy Rejections	PDF-2 pg.							x
		Sched appts & practice marking as Arrived & Completed		x	x	x	x			
	Session 5	Billing Usage	Wed, June 28							x
Week 6	Homework-Step 6									
		Create Referring Physicians P+ & ICP	PDF-3 pg.				x			x
		Manage Dup Ref Phys with P+ & ICP	PDF-3 pg.				x			x
		Form Template RTE Comp User Guide	PDF-18 pg.						Jeffrey	x
		Patient Communications	Video 5:03							x
		Communications Filters Guide	PDF-7 pg.							x
		Charge Code Category Setup	PDF-3 pg.							x
		Insurance Fee Schedules	Video 7:29							x
		Creating a New Supply	Video 7:12							x
		Creating a New Service	Video 6:47							x
		How To-Setup Packages	PDF-4 pg.							x
		How To-Setup Gift Certificates	PDF-5 pg.							x
		Managing ERA Configurable Adjustm.	PDF-3 pg.							x