

PRACTICE MANAGEMENT SOFTWARE ASSIGNMENT

ITEM TO LEARN INCLUDE NOTES, IF NECESSARY	INITIAL AND DATE WHEN MASTERED
Log in and out of PM software	
Open to today's patient appointment schedule	
Scroll through future patient appointment dates	
Make an appointment for a current patient	
Make an appointment for a new patient	
Add notes to appointment block	
Enter in new patient contact/coverage information	
Edit current patient contact/coverage information	
Enter in patient benefit plan information	
Create an insurance claim	

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ITEM TO LEARN INCLUDE NOTES, IF NECESSARY	INITIAL AND DATE WHEN MASTERED
Submit an insurance claim	
Enter in newly diagnosed treatment	
Find where patient portions are determined from plan info	
Enter in patient payments	
Enter in insurance payments	
Add attachments to patient digital charts	
Find how to attach documentation to digital claims	
Run a report for overdue insurance claims	
Run a report for overdue recare patients	

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LIST ADDITIONAL PM SOFTWARE SKILLS TO LEARN THAT PERTAIN TO THIS PRACTICE.	INITIAL AND DATE WHEN MASTERED