

Time	Topic
8:00 – 8:30	Registration Welcome-Introductions-Objectives
8:30 – 9:00	TRITECH Website – How to find your way
9:00 – 10:15	Codes <ul style="list-style-type: none"> ▪ Critical: Credit, Charge, Payor, Location, Reason and ICD-10 ▪ How and why to use defaults ▪ Basic: Alerts, Caller, Company, Denial, Employer, Level of Care, Medical Personnel, Medications, Narrative, Procedures, Staff, ▪ Statistics, Units, Urgency, and Zone
10:15 – 10:30	<i>Break</i>
10:30 – 11:30	Schedules – Introduction <ul style="list-style-type: none"> ▪ Basic Structure ▪ Tie-in of Event Codes, Form Codes, and Message Codes ▪ Basic Schedules / Primary Schedules / Notice Schedules ▪ Schedules Activity as a group
11:30 – 11:45	Q and A Time
11:45 – 1:00	Lunch
1:00 – 2:00	System Setup <ul style="list-style-type: none"> ▪ Database System Setup ▪ Call and Patient types – discussion- how many should you have ▪ Directory System Setup ▪ Code Setup ▪ Security Profiles – what’s new with Security?
2:00 – 2:15	<i>Break</i>
2:15 – 3:15	DATA ENTRY REVIEW <ul style="list-style-type: none"> ▪ Call Entry ▪ Patient Entry ▪ Save Grid Settings ▪ Hot keys and Special Billing Scenarios ▪ Attachments ▪ Data Entry Activity – what’s wrong with this claim?
3:15 – 3:30	<i>Break</i>
3:30 – 4:00	Automated Billing/Paper and Electronic <ul style="list-style-type: none"> ▪ Order of printing forms ▪ Reprinting, regenerating ▪ Single print?

Time	Topic
8:30 – 9:30	Hot Topics – Industry news and EMS Changes Thru Time
9:30 – 10:15	Payment Data Entry (Refer to Data Entry Tab) <ul style="list-style-type: none"> ▪ Individual Payment Posting – <i>Credits Tab</i> ▪ Batch Credits – Settings that can be replicated ▪ Moving Calls to the next logical "Current Payor" ACTIVITY: How can we enter Payments per Charge
10:15 – 10:30	<i>Break</i>
10:30 – 10:45	Balancing From Month to Month <ul style="list-style-type: none"> ▪ Reports Involved <ul style="list-style-type: none"> ○ Aging Report ○ Charge Report ○ Credit Report
10:45 – 11:00	System Integrity – Big Changes ... How to run this utility and Why
11:00 - 12:00	Reports <ul style="list-style-type: none"> ▪ Basic Reports: Call Report, Credit Report and Charge Report ▪ Event History Report – what happened while I was out ▪ Code Analysis ▪ Activity – how many dollars did I collect from trips to XYZ Hospital? Aging Report – what does it really mean?
12:00 – 1:00	Lunch
1:00 – 2:00	EZ Review <ul style="list-style-type: none"> ▪ What are it's uses ▪ Common parameters
2:00 – 2:15	<i>Break</i>
2:15 – 4:00	Sneak Peak at Optional Modules <ul style="list-style-type: none"> ▪ Update Schedule Event Utility ▪ Eligibility Checking ▪ NEMSIS Import ▪ Archive / Purge ▪ Contract Write-off Poster ▪ What is the change code utility? ▪ Q and A