



imagination at work

GE Healthcare IT
Centricity® Practice Solution
CPS PM CBT Library Guide



Course Ref ID	Course Name	Duration h:mm:ss
S	Scheduling Module Introduction	0:05:26
S1	Book Appointment New Patient	0:02:03
S2	Book Appointment Established Patient	0:01:21
S3	Reschedule Appointment	0:01:13
S4	Modify Appointment	0:00:59
S5	S5 Cancel Appointment	0:01:12
S6	View Appointment Activity	0:00:46
S7	Print Preview Superbills	0:00:38
S8	Print Preview Profiles	0:01:26
S9	Confirming Appointments	0:01:57
S10	Next Available Appointment Weekly View	0:02:58
S11	Create Recall	0:03:37
S12	Create Appointment Set	0:03:41
S13	Create Workers Comp Case	0:05:52
S14	Create Referral Case	0:02:23
S16	Create Waiting List	0:03:32
S17	Verify Eligibility Manually	0:02:27
S18	Create Appointment Chain	0:04:42
S19	CheckIn CheckOut	0:02:53
S20	Schedule Views	0:04:11
PR	Patient Registration Introduction	0:06:34
PR1	Create New Patient	0:07:01
PR3	Patient Registration Appointments Tab	0:02:34
PR4	Patient Registration Historical Data Tab	0:01:14
PR5	Patient Registration Financial Tab	0:03:29
PR6	Patient Registration Scanning into CPS	0:04:14
PR7	Patient Registration On Demand Statements	0:01:20
PR8	Patient Registration Verify Eligibility Manually	0:01:11
PR9	Create Worker's Comp Case	0:05:43
PR10	Create Referral Case	0:02:45
PR11	Create Accident Case	0:03:12
PR12	Create Payment Plan	0:02:13
PR15	Patient Registration Contacts Tab	0:01:05
PR16	Patient Registration Create Recall	0:02:26

B	Billing Introduction	0:07:57
B1	Create Batch	0:04:04
B2	Visit Info Tab	0:05:03
B3	Visit - Notes Tab	0:01:18
B4	Visit - Trans Tab - Post Pt Copays	0:03:55
B5	Visit - Correspondence Tab	0:02:24
B6	Visit - Claims Tab	0:01:31
B7	Post Charges	0:04:17
B9	Approve Visits	0:02:33
B10	Batch Visits	0:04:56
B11	Print Preview Receipt	0:01:14
B12	On Demand Statements	0:01:12
B13	Attach Case to Visit	0:01:29
B14	Post Charges Using Charge Sets	0:00:48
B15	Post No Charge No Filing Visit	0:00:56
B16	Create New Visit - White Doctor Bag	0:01:51
B17	Retrieve Charges	0:02:06
B18	Void Clone Visits with Conveyance	0:05:32
B19	Billing Criteria	0:02:45
B20	Diagnosis Search	0:00:51
PE	Payment Entry Introduction	0:03:37
PE1	Post Statement Payment	0:03:15
PE2	Post Single Insurance Payment	0:06:03
PE3	Post Bulk Insurance Payment	0:10:21
PE4	Post Insurance Refund	0:02:36
PE5	Post Patient Refund	0:01:12
PE7	Post Conveyance	0:04:41
PE8	Post LineInfo/COB	0:03:16
PE9	Additional Features	0:02:45
R	Reports Module Introduction	0:04:59
R1	Preview Print Reports Daily Balance	0:01:51
R3	Create Folders with Saved Criteria	0:03:03
R4	Export Reports to Excel	0:01:56
R6	Batch Statements Criteria Preview Print and Dunning Messages	0:03:58
C	Collections Module Introduction	0:04:38
C2	Add Correspondence Note Update	0:02:46
C3	Bad Debt Write Off Report	0:03:39
C4	Create Custom Letter	0:06:01
AR	AR Module Introduction	0:03:00
EDIS	EDI Submission Module Introduction	0:03:13
EDIS2	Select Submit Claims	0:02:26
EDIS3	Select Submit Statements Export Files	0:02:28
EDIR	EDI Response Module Introduction	0:05:59
CM	Charge Management Module Introduction	0:03:31
CM2	Charge Management Open, Move, Review Charges	0:04:27
TM	Trans Management Module Introduction	0:02:58
TM2	Transaction Management Open, Move, Delete Transactions	0:05:28
TM5	Transaction Management Unapplied Funds, Finding Checks, Reviewing	0:07:51

	Transactions	
BF	Balance Forward Module Introduction and Functionality	0:09:59
FD	Financial Dashboard Module Introduction and Functionality	0:03:31
PMAD	Administration Module Introduction	0:03:06
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PMAD2	Extend Existing Schedule Template	0:07:03
PMAD3	Security and User Management	0:08:17
PMAD4	Creating a New Referring Provider	0:01:58
PMAD5	Creating a New Insurance Carrier	0:04:43
PMAD7	Creating a New Responsible Provider	0:04:33
PMAD8	Creating Allocations Sets	0:12:20
PMAD9	Creating New Fee Schedules	0:13:03
PMAD10	Setting Statement Parameters	0:07:38
PMAD11	Setting Collection Parameters	0:12:20
PMAD12	Creating a New Procedure Code, Duplicate Procedure Code, In-House Code	0:06:42
PMAD13	End of Day, Month End Processes - Soft Batch Closing, Hard Closing	0:15:47
PMAD15	Creating Visit Owners	0:05:23
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TASK	Task Management Module: Building and Utilizing Queues	0:06:54
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