

EON SYSTEMS NEWSBIT

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- **The Importance of Training —**
An overview of TPS training services and products

PRACTICE MANAGEMENT AND DOCUMENTATION SOFTWARE FEBRUARY 2008

THE IMPORTANCE OF TRAINING

As practitioners, you know how important it was for you to go through the training necessary to treat patients. This training allows you to be able to do your job.

Each and every job within your practice has specific training. This training may include how to work with people, how to run specific machines, policies and practices within your clinic, to mention a few.

We live in an ever changing world. With this, comes the necessity to keep on top of the training necessary for your profession. As a practitioner, this includes continuing education, training on the machines and equipment necessary for the running of your practice or delivery of services to your patients, management training, etc. It also includes training on the software you run in your office. Whereas you may not be the one running the software, it is still vital that the people within your office get trained and keep trained on the current releases of all of the software being used in your office.

EON makes available to your practice, training in various forms. This includes training seminars, training CDs, modem training and in-office training. It also includes the on-line help, included in all of our software packages.

The Practice Solution™ Training Seminars: Delivered several times a year, in various locations (determined by annual surveys of existing clients) throughout the United States.

Topics covered in the Intermediate Seminar include:

- Scheduling & Messaging
- Payments, Refunds & Transfers
- Reports
- Service Entry
- Special Tips and Tricks
- Billing and Electronic Billing
- Insurance Follow-up Center
- Patient Files
- Closing the Day and Month

Topics covered in the Advanced Seminar include:

- Inventory tracking and management
- Using Query Manager to generate custom reports
- Using the Practice Analyzer (Statistics) including tracking, graphing and reporting of key statistics, automatically tracked in TPS.
- Customizing and creating forms for use in TPS.
- Setting up and using the Notes and Narratives module, including SOAP notes.
- Reports

The training seminars are delivered on 2 consecutive days, in the city of choice. Note: The Intermediate Seminar is NOT a requirement for attendance at the Advanced Seminar.

Training CDs: Currently, there are 3 training CDs available for TPS users. The CDs are: "How to Setup TPS", "How to Use TPS" and "How to Use TPS – Advanced." The topics covered include:

"How to Setup TPS"

- Introduction
- Using the Setup Wizard
- States and Provinces
- Taxes and Tax Rates
- Payment (Master List)
- Payment Plans
- Discounts
- Facilities
- Referral Sources
- Referring
- Diagnosis (Master List)
- Diagnosis Types
- Doctor Information
- Attorney Information
- Business Information
- Carrier and Policy Information
- Carrier Types
- Clinic Information
- Inventory (Master List)
- Inventory and Service Category
- Manufacturer Names
- Patient Claim Information

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- Physician Information
- Services (Master List)
- Vendor Information

“How to Use TPS”

- Introduction
- Diagnosis Codes, Adding & Changing
- Appointment Book
- Billing
- Main Loop – Service & Payment Entry
With Appointment Book
- Service & Payment Entry
without Appointment Book
- Message Center & Messages Master List
- Follow Up Center For Carriers
- Payments, Refunds & Transfers
- Reports
- Carriers & Policies
- Closing
- Patients, Claims & Ledgers

“How to Use TPS – Advanced”.

- Introduction with Do's and Don't's
- Notes, SOAPs, Narratives and Ledgers
- Managing Your Inventory
- Registry
- Advanced Appointment Book Settings
- Query
- Statistics and Graphing
- Windows Settling
- Reports Customization
- Miscellaneous
- Aligning and Editing Billing Forms

These CDs are available for purchase to any TPS user. There is a discount if you are on a current EON Technical Support Contract.

Modem (or on-line) Training: EON offers Modem (or on-line) training to all of its clients on a current version of any of our software products. This training is sold in hour blocks (discounts are available when blocks of 4 or more hours are purchased at a time). Once you have purchased this type of training, then you can schedule a time with a technician. The training normally occurs in sessions of 45 to 60 minutes in length.

This training is done with our technician “dialed into” your office either via the Internet or via a modem. This allows our technician to demonstrate how to do various actions within our software. The modem training is not limited to particular topics. If you are having difficulty learning a particular aspect of TPS or Documentor™, or if you just don't know how to do a particular function, modem training may be your best bet. Note: There is a discounted fee for Modem training if you are on a current technical support contract.

In-Office Training: In-Office training is available for a fee and is sold on a per-day basis. This includes 8 hours of training, per day, with one of our trainers in your office. Topics covered in an in-office training day vary based on the offices' needs. Note: All travel expenses for the trainer is the responsibility of your office and is not included in the price of In-Office training.

On-Line Help: On-line help is available to you 24 hours a day 7 days a week. It comes as part of every one of our software packages and can be accessed as needed. Included in the on-line help are descriptions of the various screens and some how to's. Easily search the on-line help for answers to most of your questions.

Get the most out of your software package – Get Trained!
If you, or anyone in your office need training, contact our sales department at (800) 955-6448.

TPS TRAINING CDs

“How to Setup TPS” CD	\$59.95*
“How to Use TPS” CD	\$59.95*
“How to Use TPS - Advanced” CD	\$59.95*

Special Package Price - Includes one copy of each CD

Clients on current TPS Tech Support contract:	\$ 99.95*
Clients <i>not</i> on a current TPS Tech Support contract:	\$149.95*

*Plus applicable sales tax for AZ, FL, IN, TX, VA, WA & WI

To order, call (800) 955-6448

TPS Training Seminars

2008 Schedule

March 8 & 9, 2008

Clearwater, FL

April 26 & 27, 2008

Las Vegas, NV

June 7 & 8, 2008

Seattle, WA

October 18 & 19, 2008

Newburgh, NY

TPS Training Seminars

Clearwater, FL
March 8 & 9, 2008

Bellevue Biltmore Resort
25 Bellevue Boulevard
Clearwater, Florida 33756
(800) 237-8947

www.bellevuebiltmore.com
Save Save Save Save Save

**Register and pay before registration deadline —
Friday, February 29, 2008.***

**No refunds for cancellations after February 29th registration deadline.*

One Seminar - First Person	\$299	(\$349 after Feb. 29th)
Add'l Person	\$199	(\$299 after Feb. 29th)
Both Seminars - First Person	\$498	(\$598 after Feb. 29th)
Add'l Person	\$398	(\$498 after Feb. 29th)

**Call (800) 955-6448 to reserve your seats now
or Fax the form below to (727) 298-8471.**

Intermediate Advanced

Attendees:	Date(s):	Price:
_____	_____	_____
_____	_____	_____

Total \$ _____

Clinic Name _____

Dr. Name _____

Person sending this fax _____

Phone # _____ Fax # _____

Payment Method Check Electronic Check Credit Card

Credit Card # _____

Expiration Date _____ 3 or 4 Digit Code _____

Name of Cardholder _____

Signature _____



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We gratefully acknowledge those who successfully introduced a new client to The Practice Solution or Documentor!

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