

# The Importance of Training

As a healthcare practitioner, 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.

Likewise, every job within your practice has specific training, including running the software you use 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.

The Practice Solution™ Training CDs available are:

## I. How To Setup TPS

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

## II. How to Use TPS

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

## III. 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	

For prices and ordering information, contact us at [info@eonsystems.net](mailto:info@eonsystems.net)  
or call toll free (800) 955-6448.