



imagination at work

GE Healthcare IT

Centricity® Practice Solution

CPS 12 PM CBT Library Guide



Component / Module	Course Ref ID	Course Name
Scheduling	S	Scheduling Module Introduction
	S1	Book Appt New Patient
	S2	Book Appt Est Patient
	S3	Reschedule Appointment
	S4	Modify Appointment
	S5	Cancel Appointment
	S6	View Appointment Activity
	S7	Print Preview Superbills
	S8	Print Preview Profiles
	S9	Confirming Appointments
	S10	Next Available Appt Weekly View
	S11	Create Recall
	S12	Create Appt Set
	S13	Create Workers Comp Case
	S14	Create Referral Case
	S16	Create Waiting List
	S17	Verify Eligibility Manually
	S18	Create Appt Chain
	S19	CheckIn CheckOut

	S20	Schedule Views
Patient Registration	PR	Patient Registration Overview
	PR1	Create New Patient
	PR3	Pt Reg Appts Tab
	PR4	Pt Reg Historical Data Tab
	PR5	Pt Reg Financial Tab
	PR6	Pt Reg Scanning into CPS
	PR7	Pt Reg On Demand Statements
	PR8	Pt Reg Verify Eligibility Manually
	PR9	Create Worker's Comp Case
	PR10	Create Referral Case
	PR11	Create Accident Case
	PR12	Create Payment Plan
	PR15	Pt Reg Contacts Tab
	PR16	Pt Reg Create Recall
Billing	B	Billing Overview
	B1	Create Batch
	B2	Visit - Visit Info Tab
	B3	Visit - Notes Tab
	B4	Visit - Trans Tab - Post Pt Copays
	B5	Visit - Correspondence Tab
	B6	Visit - Claims Tab
	B7	Post Charges
	B9	Approve Visits
	B10	Batch Visits
	B11	Print Preview Receipt
	B12	Billing - On Demand Statements
	B13	Attach Case to Visit
	B14	Post Charges Using Charge Sets
	B15	Post No Charge No Filing Visit
	B16	Create New Visit - White Doctor Bag

	B17	Retrieve Charges
	B18	Void Clone Visits with Conveyance
	B19	Billing Criteria
	B20	Diagnosis Search
Payment Entry	PE	Payment Entry Module Introduction
	PE1	Post Statement Payment
	PE2	Post Single Ins Pymt
	PE3	Post Bulk Ins Pymt
	PE4	Post Ins Refund
	PE5	Post Pt Refund
	PE7	Post Conveyance
	PE8	Post LineInfo/COB
	PE9	Additional Features
Reports & Statements	R	Reports Module Introduction
	R1	Preview Print Reports Daily Balance
	R3	Create Folders with Saved Criteria
	R4	Export Reports to Excel
	R6	Batch Statements Criteria Preview Print and Dunning Messages
Collections	C	Collections Module Introduction
	C2	Add Correspondence Note Update
	C3	Bad Debt Write Off Report
	C4	Create Custom Letter
A/R	AR	AR Module Introduction
EDI Submission	EDIS	EDI Submission Module Introduction
	EDIS2	Select Submit Claims
	EDIS3	Select Submit Statements Export Files
EDI Response	EDIR	EDI Response Module Introduction

Charge Management	CM	Charge Management Module Introduction
	CM2	Charge Management Open, Move, Review Charges
Trans Management	TM	Trans Management Module Introduction
	TM2	Trans Management Open, Move, Delete Transactions
	TM5	Trans Management Unapplied Funds, Finding Checks, Reviewing Transactions
Balance Forward	BF	Balance Forward Module Introduction and Functionality
Financial Dashboard	FD	Financial Dashboard Module Introduction and Functionality
PM Administration	PMAD	Administration Module Introduction
	PMAD0	Config Tool
	PMAD1	Creating a New Schedule Template
	PMAD2	Extending an Existing Schedule Template
	PMAD3	Security and User Management
	PMAD4	Creating a New Referring Provider
	PMAD5	Creating a New Insurance Carrier
	PMAD7	Creating a New Responsible Provider
	PMAD8	Creating Allocations Sets
	PMAD9	Creating New Fee Schedules
	PMAD10	Setting Statement Parameters
	PMAD11	Setting Collection Parameters
	PMAD12	Creating a New Procedure Code, Duplicate Procedure Code, In-House Code
	PMAD13	End of Day, Month End Processes - Soft Batch Closing, Hard Closing
	PMAD15	Creating Visit Owners
	PMAD16	Create Transaction Column Set
Task Management	TASK	Task Management Module: Building and Utilizing Queues

Account Summary	AS	Account Summary Module Introduction and Functionality
Remittance	REMIT	Remittance Setup and Processing
Centricity Analytics		Centricity Analytics (No Intro CBT)
	APT1	Centricity Analytics Pivot Tables
	AV1	Centricity Analytics Views