



Excellence in Medical Office SystemsSM

www.americanmedical.com

1180 South State Route 157 | Edwardsville IL 62025-3614 | Toll Free 800.423.8836 | Office 618.692.1300 | Fax 618.692.1809

Electronic Medical Records Training Outline

Overview of Training

With the purchase of your AMS System, you have been granted unlimited access to on-line training videos and up to 4 hours of telephone training. In this packet you will find a Training Implementation Form that you will need to fill out and fax back to 618-692-1809. Also included in this packet is a Training Outline that will be used when training your office to learn American Medical Software's product(s).

You are required to watch each training video and read each chapter before scheduling a training session. This will allow you to develop questions before the session occurs. We do ask that someone coordinate training sessions to ensure that the appropriate staff is involved per the Training Outline. If someone is not available for their sessions, it will be the responsibility of those that attend to train others.

Begin by logging onto our website at <http://tech.americanmedical.com> to enter your AMS login (or client) ID and the password that was chosen by your staff during the sales process. Once logged in, you will see an option for Client Training on the right hand side of the page.

Once you have viewed the videos per the training outline, e-mail the training department at mytrainer@americanmedical.com when you would like to schedule a training session. Sessions can be scheduled in 30 or 60 minute increments but cannot exceed a total of 4 hours. We conduct Internet Training over a Fast Support session which allows your trainer to see your screen. If it is apparent that training requirements have not been met, you will be asked to reschedule your session. Otherwise, general questions can be directed to our technical support department.

Sessions will expire after the initial 90 days of free support. However, if your support contract is renewed, this can be extended to one year from the date of purchase.

In addition to the Training Outline and Training Implementation Form, included in this packet is a checklist to ensure that additional registrations/interface options depending upon your purchase are completed in a timely manner based on your plan to implement.

Thank you for choosing American Medical Software as your Practice Management solution.

REMEMBER: Refer to the Implementation Checklist before you begin.

SESSION 1: System Setup

System Setup – Chapter 3

- Backup/Restore Master Files
- Security
 - Set Users/Passwords
 - User Groups
 - Set Security Levels
 - User Master List
 - Security Master List
 - Audit File
 - Security Settings
- Deactivate/Reactivate Patient
- Merge Patients

System Setup – Chapter 8

- Deleted Prescription Report
- Electronic Signatures
- Set System Defaults
- Supplementary Titles

Contact mytrainer@americanmedical.com regarding your progress and/or to schedule your training session.

SESSION 2: File Maintenance

File Maintenance – Chapter 4

- Zip Code Master Update
- Insurance Master Update
- Facility Master Update
- Provider Master Update/Taxonomy Master Update
- Pharmacy Master Update
- Group NPI Master Update
- Referral Master Update
- Diagnosis Master Update
- Procedure Master Update
- Inventory Master Update
- Inventory Manufacturer Master Update
- Account Type Master Update
- Task Title Master Update
- Patient Master Defaults and Requirements
- Patient Master Update

File Maintenance – Chapter 8

- Encounter Note Title Master Update

- Test Master Update
- Order Set Update
- Diagnosis Master Update for Disease Management/Patient Education
- Social History Type Update
- Allergy Master
- Medication Master
- Vital Master Update
- Routine Healthcare Maintenance
 - Immunization Schedules
 - Injection Types
 - Medical Alerts
 - Other RHCM Master Update
 - RHCM Schedules
 - Vaccine Manufacturer Master Update
 - Vaccine Type Master Update

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SESSION 3: Chapter 8

View Open Encounters (Chapter 5)

- Add Electronic Encounters
- Electronic Encounter Filters
- Encounters – Clinical Staff
- Encounters – Provider

Update Template File

- Conditionals
- Update/Insert Tables
- Sample Templates
- Attaching ICD/CPT Codes
- E&M Coding

Documents and Images

- Image Queue
- Image Management

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Patient Chart – Chapter 8

- Patient Chart Overview
- Patient Supplementary Overview
 - Problems Tab
 - Medications Tab
 - Allergies Tab
 - Immunizations Tab
 - Injections Tab
 - RHCM tab
 - Immunotherapy Visits
 - Growth Charts
 - Custom Flow Sheets
- Measures/Alerts
- Prescription Writing
- Enter/Update Vitals

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SESSION 4: Chapter 8

Encounter Note Entry

- Introduction to Encounter Note Entry
- Attached Problems Tab
- Order Sets Tab
- Test Ordering Tab
- Linked Images Tab
- Encounter/Referral Tab
- Signing and Saving an Encounter Note

Daily Data Entry

- Ordering a Test
- Test Tracking Entry
- Process Daily Records

Letter Writing

- Letter Types
- Letter List/Merge Documents

Tasks

- New Task
- Task Search



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Reports and Lists (no videos)

- Query and Report Writer
- Clinical Quality Reports
- Quality Reports
- Test Tracking Report
- RHCM Items Due Report

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