

# Centricity Business (CB) – ACE eBinder

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This eBinder has links to quick reference guides (QRGs) that are specific to the work you perform in the Accounts Receivable Resolution (ARR) group. The guides are listed by topic under the headings below. To open a QRG click the underlined/blue link. Feel free to use the guides as an online reference or to print out for your use. (Utilize the zoom feature when reading online, to clearly view the graphics.)

*New Employees: Please work through the Essentials guides listed below in CB for practice. If you have not been sent a login to CB to go through the guides, contact Susan Lindgren via email or ext.37823. Watching the movies and following through the Essentials guides are required before attending new hire training.*

## Essentials

[Login/Logoff User Guide](#)—walks you through the steps of correctly logging in and out of Centricity Business

[Getting Started User Guide](#)—walks you through the basic features of using CB

[Navigation](#)—navigation tips for CB

[Advanced Search and Select Patient](#)—ways to search for a patient in CB

[Dictionaries](#) – Accessing the most commonly used dictionaries in CB

## Useful to Your Role

[Invoice Inquiry](#)—numerous actions and methods to inquire about invoices in CB

[Accessing BAR Dictionaries](#)—looking up dictionary entries in CB

[Filtering ETM Task Notes](#)—walks you through the steps for filtering out the system generated task notes in ETM

[EDM Viewing Scanned Documents](#)—viewing documents scanned into EDM

[Viewing More than Four Dx Codes](#)—shows you the steps to view Dx codes 5-10 if applicable

[VM Notes](#)—entering and viewing visit notes

## ACE Audit Specific Guides

[Viewing Fee Schedules](#)—steps for viewing fee schedules

[Viewing a TES Audit Trail](#)—steps for viewing the TES Audit trail

## ACE Admin Specific Guides

### Enterprise Task Manager (ETM)—What It Is and Best Practices

[ETM Concepts](#)—overview of what ETM is

[Working in ETM](#)—walks you through features to utilize when working in ETM

[ETM Preview Pane](#)—What is the Preview pane?

[ETM Instructions Pane](#)—What is the Instructions pane?

[ETM Notes User Guide](#)—viewing and entering ETM notes

[Steps for Working a Task in ETM](#)—fundamental steps to work a task in ETM

[Filtering ETM Task Notes](#)—walks you through the steps for filtering out the system generated task notes in ETM

## Handouts

[Patient Lookups and Date and Time Formats](#)

[Navigation using Keyboard Shortcuts](#)

[VM Action Codes and Descriptions](#)

[Visit Types Used at UPI](#)

[ETM Note Types](#)

[Invoice Inquiry Action Q Filter Commands](#)

[Notes Job Aide](#)

[5.3 Upgrade User Guide](#)

[Fee Schedule Breakout](#)—coming soon