

Centricity Business (CB) – Finance and Compliance eBinder

This eBinder has links to quick reference guides (QRGs) that are specific to the work you perform in the Finance 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

Specific to Your Role

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

Handouts

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

[Navigation using Keyboard Shortcuts](#)

[VM Action Codes and Descriptions](#)

[Visit Types Used at UPI](#)

[Invoice Inquiry Action Q Filter Commands](#)

[Notes Job Aide](#)

[5.3 Upgrade User Guide](#)