Centricity Business (CB) – Registration eBinder

This eBinder has links to quick reference guides that are specific to the work you perform in the Registration (Reg) group. The guides are listed by topic under the headings below. To open a document click the underlined/blue link. Feel free to use the guides as an online reference or to print out for your use.

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

Guides Specific to your Role

Enterprise Index—how to use the Duplicate Checker module

Invoice Inquiry—numerous actions and methods to inquire about invoices in CB

EDM Viewing Scanned Documents—viewing documents scanned into EDM

Filtering ETM Task Notes—walks you through the steps for filtering out the system generated task notes in ETM

Viewing More than Four Dx Codes—shows you the steps to view Dx codes 5-10 if applicable

Accessing BAR Dictionaries—steps for accessing BAR dictionaries

Viewing Fee Schedules—steps for viewing fee schedules

Viewing a TES Audit Trail—steps for viewing a TES Audit Trail

Registration and Visit Management (VM)

Full Registration – Part 1User Guide—steps for entering a patient's demographics

Full Registration – Part 2 User Guide—steps for entering a patient's registration-level insurance

Verifying/Editing Registration for Existing Patient User Guide—steps for checking Registration and identifying duplicate records

Preventer Module (Preventing Duplicate Records) User Guide—how to utilize the preventer module in CB

Visit Management Concepts—explains the visit concept

Entering a Stand-Alone Visit Using Action Codes—manual and automated process for entering visits

Visit-Level Insurance Concepts—overview of Visit-Level Insurance

Managing Visit Level Insurance Using IV Action Code User Guide—maintaining accurate insurance for visits

Managing Visit Level Insurance Using IM Action Code User Guide—maintaining accurate insurance utilizing the mass update feature

VM Notes—entering and viewing visit notes

VM Alerts Manager—viewing and resolving alerts

VM Hold Bills—viewing and resolving hold bills

VM Managing Transfers User Guide—making transfer edits to existing Visits

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

Reg P&Ps

Alert Manager

Barbara Davis WF

CICP Enrollment WF

CLD-Duplicate Patient Management

Default Plan Hold WF

Duplicate Patient Notification

Elig Invalid Status WF

Encounter Not Linked to Visit WF

IM-Mass Update WF

M550 Newborn WF

Medicare Mgr Edit-Invalid Billing WF

Missing Data WF

Primary Plan is Expired WF

Registration WF

Rejections WF

Stand Alone Visit

Stand Alone WF

Unlisted-Other Insurance WF

FSC List Handouts

Alternate Visit Only Insurance FSC List

HMO FSC Plan List

Registration FSC/Plan List

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

Updated 10/03/2016