



Name: _____					
Start Date: _____					
1 indicates you have observed the activity					
2 indicates you are comfortable with the material/task/concept					
3 indicates you understand the material/task/concept and can do it independently					
	<b>Course Curriculum</b>	<b>Responsible Party</b>	<b>Date Requested</b>	<b>Date Obtained</b>	<b>Notes</b>
1	EPIC	Emily Davis			
2	Centricity Business	Training and Dev			
3	ETM Setup	Vicki Sotelo (check with Emily)			
4	Availity (web portal)	Betsy Drake (initiated Natalie)			
5	United Healthcare (web portal)	Self - Sign on			
6	Articulate	Training and Dev			
7	<b>The Revenue Cycle Experience</b>	<b>Forum</b>	<b>Duration (in mins)</b>	<b>Assessment</b>	
8	Obtained Badge	HR	5	YES	
9	VARK Questionaire: Do you understand the strategies that help you learn best?	Training and Dev	450	YES	Day 1
10	CU Medicine Revenue Cycle	Training and Dev		① ② ③	Day 1
11	The Patient Experience and how we all contribute to it	Training and Dev		① ② ③	Day 1
12	Tour of Facility	Training and Dev		YES	Day 1
13	HR Compliance Component	HR	45	① ② ③	
14	<b>Centricity Business Modules</b>				
15	CB Module: Getting Started	Training and Dev	1800	① ② ③	Day 2 - Day 5
16	CB Module: Dictionaries	Training and Dev		① ② ③	Day 2 - Day 5
17	CB Module: Patient Lookup Methods	Training and Dev		① ② ③	Day 2 - Day 5
18	CB Module: Registration	Training and Dev		① ② ③	Day 2 - Day 5
19	CB Module: Visit Management	Training and Dev		① ② ③	Day 2 - Day 5
20	CB Module: TES Charge Entry/Editing	Training and Dev		① ② ③	Day 2 - Day 5
21	CB Module: BAR Charge Entry/Editing	Training and Dev		① ② ③	Day 2 - Day 5
22	CB Module: Payment Posting	Training and Dev		① ② ③	Day 2 - Day 5
23	CB Module: Batch Maintenance	Training and Dev		① ② ③	Day 2 - Day 5
24	CB Module: Statement and Budget Plans	Training and Dev		① ② ③	Day 2 - Day 5
25	CB Module: ETM	Training and Dev		① ② ③	Day 2 - Day 5
26	CB Module: Invoice Inquiry	Training and Dev		① ② ③	Day 2 - Day 5
27	CB Module: EDM	Training and Dev		① ② ③	Day 2 - Day 5
28	<b>Total</b>	Week 1		40 Hours	February 12-16
29	<b>Registration</b>				
30	Training: Registration Overview	Elizabeth Minton	120	① ② ③	
31	Shadowing: Mail	Nancy Vigil	60	① ② ③	
32	Task: Mail	Nancy Vigil	60	① ② ③	
33	Shadowing: Outside Registration	Vickie Lewis	90	① ② ③	

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34	Task: Outside Registration	Vickie Lewis	150	① ② ③	
35	Shadowing: Scanning	Tre O'Neal	120	① ② ③	
36	Shadowing: Alerts	Jeleighna Killett	180	① ② ③	
37	Task: Alerts	Jeleighna Killett	180	① ② ③	
38	<b>Total</b>	Week 2		16 Hours	February 20 - 22
39	<b>Coding Services</b>				
40	CAC Radiology Training	Jamie Johnson	180	① ② ③	
41	Shadowing: TES and CM Edits	TBD	180	① ② ③	
42	Shadowing: ED Coding	Lori Baker/Shanise Tolentino	180	① ② ③	
43	Shadowing: Anesthesia	Alicia Mitchell	180	① ② ③	
44	Shadowing: Surgical Urology	Laura Stevens	180	① ② ③	
45	Shadowing: PreNatal Global Billing (PNGB)	Sharon Trussel	180	① ② ③	
46	Coding Services Departmental Meeting	TBD	60	① ② ③	
47	<b>Total</b>	Week 2		19 Hours	February 23, 26 - 27
48	<b>Accounts Receivable Resolution (ARR)</b>				
49	Training: Overview of ARR	Natalie Taylor/Angel Seymour	60	① ② ③	
50	Shadowing and Training: ARR Coordinator Role and Tasks (Lines 55 - 58)	Marilyn Lee	360	① ② ③	
51	Task - Submitting claims electronically and on Paper	Marilyn Lee	included in above	① ② ③	
52	Task - Phone calls to Kaiser claim status	Marilyn Lee	420	① ② ③	
53	Task - Checking claim status and eligibility online using payer web portals (United Healthcare and Availity)	Marilyn Lee	420	① ② ③	
54	Task - Reassigning tasks based upon denial type	Marilyn Lee	included in above	① ② ③	
55	Shadowing: AR Specialist (High level overview of daily functions)	Junie Gonzalez	60	① ② ③	
56	Shadowing: Auth Denial Specialist (High level overview of daily functions)	Karen Pearson	60	① ② ③	
57	Shadowing: Denial Specialist (High level overview of daily functions)	Kim Jaynes	60	① ② ③	
58	Shadowing: Senior Lead (High level overview of daily functions)	Vi Pham	60	① ② ③	
59	Shadowing: Analyst (High level overview of daily functions)	Russ Yabut	60	① ② ③	
60	Attend an ARR Departmental Meeting	Natalie Taylor	60	① ② ③	
61	<b>Total</b>	Week 3		27 Hours	February 28 - March 2 and March 5
62	<b>Patient Services Department (PSD)</b>				
63	Shadowing: Listening to Calls with two different Reps	Gwen Bunch	480	① ② ③	
64	Shadowing: Address Updates	Erika Smith	120	① ② ③	
65	Task: Address Updates	Erika Smith	480	① ② ③	
66	Shadowing: Program Updates	Yosette Martinez	60	① ② ③	
67	Shadowing: Social Services Edit	Erika Smith	240	① ② ③	
68	Shadowing: Return Mail	Dee Small	480	① ② ③	
69	Shadowing: Scanning	Hayley Tuttle	60	① ② ③	
70	Training: Customer Service	Jeremy Boyd	180	① ② ③	
71	Shadowing: Front Desk Process	Dee Small	480	① ② ③	
72	<b>Total</b>	Week 4		43 Hours	March 6 - 9, March 12 - 13

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73	<b>Revenue Operations (ROD)</b>				
74	Shadowing and Training: Cash Applications Coordinator Role Functions(Write-offs and Reposts)	Ramona Maestes	120	① ② ③	
75	Task: Write-offs	TBD	420	① ② ③	
76	Task: Re-posts	TBD	420	① ② ③	
77	Shadowing: Cash Applications Coordinator Role Functions - Patient Pay	Simone Smith	120	① ② ③	
78	Task: Patient Pay	TBD	420	① ② ③	
79	Shadowing and Training: Credit Department Role and Functions	Elizabeth Urbina/Ninfa Byrd	60	① ② ③	
80	Shadowing and Training: Payment Review Role and Functions	Maria Gram	60	① ② ③	
81	Task: Scanning	TBD	120	① ② ③	
82	Shadowing and Training: Cash Room	Alice Smith	120	① ② ③	
83	<b>Total</b>	Week 5		31 Hours	March 14 - 16, March 19 - 20
84	<b>Liaison</b>				
85	Training: High level overview of Analytics	Patty Ferguson	60	YES	
86	Training: The Formula for success - behavior, professionalism, attire	Patty Ferguson	45	YES	
87	Training and Shadowing: Attend a departmental meeting (Pre-requisite "Formula for Success")	Patty Ferguson	included in above	YES	
88	Pre-Meeting Task Review	Patty Ferguson	30	YES	
89	Meeting and Travel Time	Patty Ferguson	90	YES	
90	Post-Meeting Debrief	Patty Ferguson	30	YES	
91	<b>Total</b>	Week 6		4.5 Hours	21-Mar
92	<b>Articulate Modules</b>				
93	Articulate Module: Medical Terminology	At Extern Station	60	YES	
94	Articulate Module: Basic Anatomy and Physiology	At Extern Station	75	YES	
95	Articulate Module: Learning Course- ICD-10-CM Coding	At Extern Station	75	YES	
96	Articulate Module: New Hire- Introduction to CPT Coding	At Extern Station	75	YES	
97	<b>Total</b>	Ad Hoc		4.75 Hours	As needed
98					
99					