



SuccessEHS Practice Mgt Class Schedule October-December, 2011

Free Classes—These classes have been specifically created to meet the most pressing needs of our clients—training new personnel and developing methods for successfully managing cash flow.

Conducted over the internet, your trainer will be based in our Greenville, SC headquarters, and you can learn from the comfort and familiarity of your desk and computer. (Please arrange for NO INTERRUPTIONS, however.) **The classes are free to all clients maintaining Software Support for SuccessEHS Practice Management, and now you have no travel expenses either!**

To register, please contact Alicia Irwin (Alicia.irwin@ccamedical.com, 864-233-2700 x248). **Deadline to register is one week prior to class start.** Classes will begin at 9:00 or 10:00 depending on class and end no later than 4:00.

Date	Class	Description
Nov 15	New User Review	For users new to the system. Topics covered include Scheduling, Registration, Check-in, Charge Entry and Day End Processing.
Nov 16	Billings & Receivables	Designed specifically for Billing, Insurance or Administrative staff who are new to the practice or new to these functions.
Dec 13 Dec 14	Collections Month End Processing	These classes are specifically designed for your Billing & Administrative staff. Learn internal collections & procedures for Mo-End.

Current schedules are always available on the Support page of our website: www.ccamedical.com