



MOMS™ AT Basic Classes

- 101 - Patient Demographics and Appointment Scheduler*
 - 102 - Charge Entry, Electronic Claims, Paper Claims, ECM*
 - 103 - Posting Module, Statements, Selected Reports*
 - 104 - Question and Answer Sessions at Customer's Office*
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Thank you for your interest in the MOMS™ AT Basic Classes

These classes are designed to help the student gain an understanding of the use, information, and some of the tools of the MOMS™ AT software. The students learn and practice in our MOMS™ AT sample clinic and they record and keep their information in the training manual provided. The cost is \$150 Per Class/Per Student for the 101, 102, and 103 classes. The 104 class is \$150 Per Class. Discounts are available for large groups.

The following is a list of some of the subjects covered in class.

MOMS™ AT 101 (3-4hrs)

- Patient Demographics
 - Adding /Editing Patient Information
 - Adding/Editing Insurance (3 Methods)
 - Authorizations
 - Capturing Images/Inserting Forms
 - Insurance Eligibility (Real Time)
 - Other Features in Patient Maintenance
- Appointment Scheduling
 - User Profile/Physician Templates
 - Adding/Changing/Deleting Appointments
 - Searching Next Available Appt
 - Multiple/Concurrent Appointments
 - Show/No Show/Cancel/Reschedule
 - Collecting a Copay (Unapplied)
 - Printing Super-bills/Letters/School Excuse
 - Blocking Scheduler
 - Selected Reports

MOMS™ AT 102 (2-3hrs)

- Charge Entry (4 Methods)
 - Charges Tab/ Details Tab
 - Payments Tab/Insurance Tab
 - Messages Tab/Warnings Tab
- Multiple Charges/Diagnosis in One Claim
- Pre-Bill Error Report/Edit Billing
- Creating Your Batch
- Submitting Your Claims Electronically
- Understanding Electronic Claims Management
- Correcting Claim Rejections
- When to Reset/Delete (How it affects aging report)
- Paper Claim Printing
- Route Slip Tracking Report

MOMS™ AT 103 (2-3hrs)

- Posting Module
 - Understanding Posting Module Layout
 - Notes Tab/Post It Notes/Statement Message
- Posting
 - Primary/Secondary/Tertiary Insurance
 - Patient Payment
 - Debit and Credit Entries
 - Editing Responsibilities
 - Other Insurance Adjustments
 - Unapplied Payments
 - Using the Edit Bill Feature
 - Sending Corrected Claims Electronically
 - Printing Paper Claims
 - Printing ECM Responses
 - Multiple Payment Tracking
 - Auto Payment Posting
- Statements
 - Statement Types
 - Balance Forward/Open Balance
 - Printing Statements
 - Statement Preparation and Closing Functions
- Selected End of Day Reports
- Selected Monthly Reports

MOMS™ AT 104 (Max 4hrs)

- Questions & Answers
 - There is no formal agenda. A Trainer will answer individual questions from staff or physicians. This is not a substitute for training; it is intended to enhance the understanding of individuals who have completed MOMS™ AT 101, 102, and 103 classes.

For more information or enrollment please contact our Customer Support Department at (210) 558-3733.