



# 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.*