



# Genie Training Day

## Genie Training Day Overview

### **COURSE DELIVERY**

Classroom - Willetton Only

### **COURSE DURATION**

**Short Course** - 1 day from 9.30am—1.30pm

### **PREREQUISITES**

**MediTrain require all students to have completed BSBMED302 - Prepare and process medical accounts as a minimum / or ideally the Medical Reception Course and PracSoft Training**

### **CERTIFICATE DETAILS**

Certificate of Attendance outlining topics covered:

- Adding a New Patient
- Editing Patient Demographics
- Appointment Book
- Generating Accounts
- Bulk Billing and Private Accounts

Preparing and processing medical accounts is an integral part of a Medical Receptionist position and widely used within a general / specialist practice, hospital environment, and other allied health organisations. **As a medical receptionist you are required to use, understand and interpret appropriate and extensive billing procedures daily in oral and written communication with patients, fellow workers and other health professionals i.e. Dr's, nursing staff, pathology labs, radiology centers, hospital departments etc.** Participants gain an understanding of Genie and will receive a training manual.

### **Course Fees – \$165 for MediTrain students (\$330 for Non-MediTrain students)**

Your fee covers all in class facilitated training, all books and learner manuals and Hands on Computer Training on Genie.

MediTrain deliver the Genie course on a demand basis. All course fees are payable at the time of enrollment however if a course is cancelled due to low numbers we will arrange a refund of monies paid.

- Full course fee is required at enrollment
- All course fees are due at least 7 days prior to course commencement.

**READY TO START.....COMPLETE THE ATTACHED REGISTRATION FORM AND EMAIL BACK, GO ONLINE WITH OUR EASY REGISTRATION SYSTEM OR CONTACT US ON 1300 883 945 SO WE MAY ASSIST YOU EITHER OVER THE PHONE OR IN PERSON AT OUR HEAD OFFICE IN WILLETTON. (PLEASE NOTE—OFFICE OPEN BY APPOINTMENT ONLY)**