

Genie Online Training

ENHANCE YOUR MEDICAL RECEPTION CAREER NOW!

The Genie Online Training is designed to allow students the ability to work through a series of tasks independently at home, self-paced, to become confident with the Genie Medical Software program.

Students will be provided an Instructional Guide (Session Plan GENIE – Online – Student) breaking down the various screens within the program, along with the picture icons, shortcut keys and basic steps to add patient demographics, use the appointment book and billing. This training is suitable for Medical Receptionists who are new to the industry or currently working in the field and wish to expand their software knowledge.

Genie Training Overview

Genie is a Medical Practice computer program that seamlessly integrates appointments, billing and clinical management.

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 centres, hospital departments etc. Participants gain an understanding of Genie and will receive a PDF Session plan, quick guides and patient demographic details with suggested tasks to complete.

(This training does not include complicated tasks such as set up a new practice / reports / bulk bill claims etc. It is intended for the role of a Medical Receptionist – Add / Edit Patients, Make Appointments and Basic Billing Only)

Students who wish to undertake the Genie Online Training require the following:

- Minimum Prerequisites:
BSBMED302 – Prepare and process medical **AND / OR** MediTrain Medical Reception Course
- PC / Laptop / Windows or MAC
- Internet access / Broadband minimum
- High Basic to Intermediate Computer knowledge and skills

Once registered, paid and prerequisites provided to MediTrain, the process is as such:

- Register, make payment, provide evidence of prerequisites
- MediTrain Technical Officer will set up student and provide a file via email which student can use to connect to the remote Lab
- MediTrain Technical Officer will email student an individual user name and password (Windows Login)
- The user name and password is automated and only valid for **2 weeks** from the registration and payment date. This time cannot be extended.
- Student to utilize provided documentation to work through suggested tasks

DURATION:

Students have 2 weeks from registration to access the Genie Program and complete the suggested tasks.

COURSE FEES:

\$395.00 including GST

SPECIAL OFFER - \$200.00 including GST if booked in conjunction with the MediTrain Medical Reception Course – Correspondence

Terms and Conditions:

- All fees are due upon enrolment
- No refunds can be given
- Cancellations after course commencement are not eligible for a refund, partial or other
- Substitutions are not permitted
- For information any further information please view our website at www.meditrain.com.au or email admin@meditrain.com.au for full details
- Deferral from one course to another, deferral from online training to in class training, reassessment upon appeal, catch up session for missed lessons and late homework will incur an administration fee. (Administration fees are at the discretion of MediTrain management, please feel free to discuss with the director)