

Brisbane Oasis Training Courses – System 8.24



Date	Time	Course Name	Price	
Wed 21 Nov <i>RSVP by 13th Nov</i>	9 – 12p	Advanced Dental Treatment	\$250	<input type="checkbox"/>
	1 – 4p	Front Desk Processing	\$250	<input type="checkbox"/>
Tue 18 Dec <i>RSVP by 10th Dec</i>	9 – 12p	Statistics & Reporting	\$250	<input type="checkbox"/>
	1 – 4p	Advanced Word Merge	\$250	<input type="checkbox"/>
Wed 16 Jan <i>RSVP by 8th Jan</i>	9 – 12p	Advanced Appointment Book	\$250	<input type="checkbox"/>
	1 – 4p	Presentation Manager	\$250	<input type="checkbox"/>

Prices are per person per course. Price for both courses in one day is \$400

Courses held at CTS Training, Level 6, 288 Edward Street, Brisbane Qld 4000

Please FAX Registration Form to: (07) 3325 4250 by RSVP date for Desired Course

Practice Name: _____ Phone No. _____

Name of Attendee _____

Name of Attendee _____

Name of Attendee _____

Name of Attendee _____

1. Please tick the boxes next to the courses you'd like to attend.
2. Numbers are limited and there are minimum number requirements.
3. Please read next page for description of courses.
4. For any further information please call John on 0432 151 711.
5. All prices are per person and Exclusive of GST.

ADVANCED DENTAL TREATMENT

The Advanced Dental Treatment course is for experienced users of the Dental Treatment module. Participants learn how to configure the Treatment module and set up their own speed buttons.

- How to Modify Menus and link items.
- Customising items in charting.
- Creating Colors and Icons
- Items Groups
- Speed Buttons
- Advanced Clinical Notes
- Advanced Treatment Plans
- Specialised Notes
- Diagnosis Sheets
- Periodontic Charting

FRONT DESK PROCESSING

This class is designed for New Staff members. Learn how to record Patient details, invoice a patient for treatment and take payments.

- Recording new Accounts/Patients
- Accessing Patients - Searching
- Changing Details
- Invoicing & Payments
- Recall Processing
- Banking & Reconciliation
- Financial History/Reprinting invoices/Corrections
- Reports & End of Day Procedures

STATISTICS & REPORTING

Oasis has a complete range of reports for analyzing your production and turnover. Learn how to analyse data from Patient Files, Billing, Recall and Appointment Book programs. Use the statistics module to improve your business bottom line!

ADVANCED WORD PROCESSING/MAIL MERGE

This class is designed for experienced users of Microsoft Word and assumes the participants have completed the initial Oasis Word Processing/Mail Merge training session. Subjects covered include:

- Mail Merge Reports and Labels
- Scanned Documents
- Incoming Emails
- Pit Files
- Inserting Treatment Plans
- Contracts in Documents
- Inserting Picture files
- Practice Documents and Topics

ADVANCED APPOINTMENT BOOK

This class is for experienced users of the Appointment Book Scheduler module. It is assumed that participants already know how to make appointments for patients.

<ul style="list-style-type: none">• Appointment Notes and Standby Codes	<ul style="list-style-type: none">• Appointment Letters
<ul style="list-style-type: none">• Replicating Appointments	<ul style="list-style-type: none">• Task Manager and Task Reminders
<ul style="list-style-type: none">• Optimising the Appointment Book	<ul style="list-style-type: none">• Creating Appointment Icons
<ul style="list-style-type: none">• Tracking	<ul style="list-style-type: none">• Monitoring Treatment Times

PRESENTATION MANAGER

Learn how to create professional quality Treatment Presentations, Brochures, Patient Education sheets and Information forms directly within Oasis. The Oasis Presentation Manager is ideal for creating any form of linked patient correspondence and improves patient treatment acceptance rates.