

PURPOSE

OpenVPMS Online Training Modules includes the following Lessons & Topics:

Essentials Training 1

- **Getting Started**
 - Modules & Workspaces
 - Buttons, Tabs & Keyboard Shortcuts
 - Hyperlinks
 - Summary Panel
 - More
- **Searching**
 - General Searching
 - Searching by Client
 - Searching by Patient Name
 - Searching by Contact
 - Combination Searches
 - Identity Search
 - Patient Workspace Searching
 - Product Searching
- **Customer Information**
 - Adding a New Customer
 - Basic Customer Details
 - Customer Contact Details
 - Editing a Customer
 - Direct Customer Add
 - Discounts
- **Patient Information**
 - Adding a Patient
 - Basic Patient Details
 - Patient Identities
 - Direct Patient Add
 - Discounts
- **Scheduling**
 - Navigating The Schedule
 - Adding an Appointment

- Moving & Copying Appointments
- Editing & Deleting Appointments
- **Consulting Workflow**
 - Check-In a Patient
 - Consulting
 - Invoicing
 - Check-Out Charges
 - Check-Out Payment
 - Check-Out Follow Up