

# **INTRODUCTION to 'BLUE CHIP' SOFTWARE for MEDICAL SPECIALIST PRACTICES**

## **COURSE DESCRIPTION**

This course introduces the use of basic functions of the extensively used computer medical software, known as 'Blue Chip', designed for Medical Specialist practices. The course will develop the knowledge required to operate functions such as patient data entry, scheduling, canceling and re-scheduling patient appointments, patient billing/receipting and the methods of printing appointment lists, bank deposit forms and daily reports. Course covers 'shortcut' functions for basic operations in the system.

## **COURSE CONTENT**

- Patient details
- Patient data entry
- Scheduling patient appointments
- Cancel or re-schedule patient appointments
- Printing appointment lists and the variations in layouts
- Private patient billing
- Private patient receipting
- Medicare bulk-billing
- Veterans' Affairs billing
- Referral entries
- Entering a referring doctors' details
- Printing bank deposit forms
- Printing day-sheets
- 'Shortcut' functions

## **LEARNING OUTCOME**

At the completion of this course, participants will be equipped with the knowledge to enable them to implement their learned skills in basic operating functions of the computer software known as 'Blue Chip', designed for use in specialist practices.

During the course duration, participants will have gained knowledge to assist them to operate the software in an efficient manner, by taking advantage of using the learned '*shortcut*' functions.

## **TARGETED INDIVIDUALS**

- Individuals seeking employment as a Medical Secretary or Medical Receptionist within a specialist practice.
- Individuals working as a Medical Secretary or Medical Receptionist in a specialist practice, which currently uses 'Blue Chip' software, who wish to increase their knowledge or to discover the 'shortcut' functions to improve their effectiveness in the surgery.
- Medical Specialist practices wishing to install 'Blue Chip' software onto their operating system and have little or no knowledge on the use of the software.

## **COURSE DURATION**

1 Day