



# Introduction to “Pracsoft” Software

## **COURSE DESCRIPTION**

This course covers the basic functions of the extensively used computer software known as 'Pracsoft' designed for General Practitioner practices. The course will develop the knowledge required to operate the functions such as patient data entry, scheduling and patient appointments, patient billing and receipting in general medicine. Course covers the 'shortcut' functions for basic operations in the system.

This one day workshop is included in our Medical Reception Training programme (held on the 4<sup>th</sup> day), but participants can attend the Pracsoft workshop component (1 day) only or can study Pracsoft via flexible (distant learning). This workshop includes:-

- Patient database management
- Patient data entry
- Scheduling patient appointments
- Changing/deleting appointments
- Using the 'Waitroom' screen
- Private patient billing
- Private patient receipting
- Medicare bulk-billing
- Overview of batching
- Veterans' Affairs billing
- Overview of banking
- 'Shortcut' functions

## **COURSE MATERIAL**

You will be provided with a Pracsoft workbook and a demonstration disk of Pracsoft software.

## **LEARNING OUTCOMES**

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 'Pracsoft', designed for use in General Practitioner surgeries.

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 Receptionist.
- Individuals working as a Medical Secretary or Receptionist in a General Practitioner's surgery wishing to increase their knowledge in the use of 'Pracsoft' software or to discover and learn the '*shortcut*' functions of the program to improve their effectiveness in the surgery.
- Employers of medical staff working in GP practices wishing to provide training to employees on 'Pracsoft' software.

## **COURSE DURATION**

One day (9am to 5pm)