



Basecamp Education Conference

7:30 AM - 5:00 PM

7:30 AM	Registration
8:00 AM	Breakfast & Welcoming Remarks
8:45 AM	Classroom Introductions
9:00 AM	OfficeMate Overview: Preferences and Setup
9:30 AM	OfficeMate Overview: Check-In & -Out
9:45 AM	Security and Roles
10:20 AM	Partner Presentation
10:30 AM	Break
10:45 AM	Scheduler Utilization & Basic Customization
11:00 AM	Rx orders and Fee Slips
12:00 PM	Lunch
1:00 PM	Managing Patient Balances & Unapplied Amounts
1:30 PM	Third-Party Claim Processing / Billing Claims
2:20 PM	Partner Presentation
2:30 PM	Break
2:45 PM	Claims Reconciliation
3:45 PM	End-of-Day Closing
4:30 PM	Q&A/Wrap-Up
5:00 PM	Dismissal

- We recommend a laptop for this class. It is possible for attendees to share devices, so you may not need to bring one of each for each attendee.