OfficeMate®

Vista Education Conference

Day One 7:30 AM - 5:00 PM

7:30 AM	Registration	
8:15 AM	Breakfast & Welcoming Remarks	
9:15 AM	Classroom Introductions	
9:30 AM	Overview: Office Flow & Check-In to Check-Out w/Exam from EMR	
10:20 AM	Partner Presentation	
10:30 AM	Break	
10:45 AM	Attributes/Lens Loader, Product Maintenance, & Security	
12:20 PM	Customer Success Manager Presentation	
12:30 PM	Lunch	
1:30 PM	Partner Presentation	
1:40 PM	Preferences - Finance Tab	
2:00 PM	Scheduler Customization and Creating Templates	
2:50 PM	Partner Presentation	
3:00 PM	Break	
3:15 PM	Rx Order, Rx Status, & Fee Slips	
4:45 PM	Q&A/Wrap-Up	
5:00 PM	Cocktail Reception	
Day Two 8:30 ΔM - 4:00 PM		

Day Two 8:30 AM - 4:00 PM

8:30 AM	Breakfast
9:15 AM	Tips & Tricks
9:30 AM	Receipts, Adjustments, & Using Patient Ledger
10:20 AM	Partner Presentation
10:30 AM	Break
10:45 AM	Breakout Session (VSP Interface or Inventory)
12:20 PM	Partner Presentation
12:30 PM	Lunch
1:30 PM	Third-Party Claims Processing, End-of-Day Closing, & Reports
2:15 PM	"What's Coming: Future Releases"
2:30 PM	Break
2:45 PM	Patient Engagement Presentation
3:00 PM	Q & A/Wrap-Up
4:00 PM	Dismissal

- Please bring your laptop and/or iPad
- Must be live with the software at least 30 days prior to attending the conference

