

About iSOFT Group

iSOFT Group Limited is the largest health information technology company listed on the Australian Securities Exchange, and among the world's biggest providers of advanced application solutions in modern healthcare economies.

iSOFT works with healthcare professionals to design and build software applications that answer all of the difficult questions posed by today's healthcare delivery challenges. Our solutions act as a catalyst for change, supporting free exchange of critical information across diverse care settings and participating organisations.

Today, more than 13,000 provider organisations in 38 countries use iSOFT's solutions to manage patient information and drive improvements in their core processes. The Group's sustainable development is delivered through careful planning, in-depth analysis of the market, and anticipation of our clients' evolving requirements. Our business is driven by the collective talent, experience and commitment of more than 4,200 specialists in 16 locations worldwide, including more than 2,300 technology and development professionals.

A global network of iSOFT subsidiaries, supported by an extensive partner network, provides substantial experience of national healthcare markets. As a result, we offer our clients comprehensive knowledge of local market requirements in terms of culture, language, working practices, regulation and organisational structure.

Head Office:

iSOFT Group Limited
Darling Park, Tower Two
Level 27, 201 Sussex Street
Sydney, NSW 2000, Australia
Tel: +61 2 8251 6700
Fax: +61 2 8251 6801
company_enquiry@isofthealth.com
www.isofthealth.com

Copyright © 2009 iSOFT Health. All rights reserved.

Our commitment to primary care

Automation of primary care has long been the hallmark of efficient modern healthcare and iSOFT has leading solutions in this sector.

practiX was developed in Queensland to meet the growing demands of a primary care industry keen to embrace technology.

Users who were hesitant about relying on PCs to store their notes are now interfaced to a variety of peripheral equipment and services.

Come and learn how you can use practiX to help enhance your practice processes. You will also discover useful practiX features that will assist your practice in achieving accreditation.

► Does this interest you?

All training includes

- a workstation for each student
- course material
- an instructor
- telephone, or email advice from our training team
- class sizes limited to no more than 10 per instructor
- courses held in convenient locations at regular intervals throughout the year

► Choose the level to suit you

Code	Course Name	Pre requisite	Duration	Cost
iP10 R	Reception General	Basic understanding of practice processes and basic keyboard and Microsoft Word skills	3 hours	\$265 + GST
iP10 A1	Administration Level 1	Reception*	3 hours	\$265 + GST
iP10 A2	Administration Level 2	Administration Level 1*	3 hours	\$265 + GST
iP10 AS	Administration Especially for Specialists	Reception*	3 hours	\$265 + GST
iP10 T	Templates in detail Advanced	Administration Level 1*	3 hours	\$265 + GST
iP10 HC	Health Records Advanced configuration	Administration Level 1*	3 hours	\$295 + GST
iP10 H1	Health Records Level 1	None	3 hours	\$295 + GST
iP10 A2	Health Records Level 2	Health Records Level 1*	3 hours	\$295 + GST

* or have at least 6 months experience using practiX at this level

► Want something a little different?

Send us an email today and we will tailor a course to suit you.

email: primary.implementation@isofthealth.com

► Steps to enrol

1	2	3	4
Complete Registration Form	Fax or email to iSOFT with payment details	You will receive <ul style="list-style-type: none"> A Tax Invoice / Receipt will be issued on completion of the course Training venue details 	Arrive at the venue 30 minutes prior to commencement time and have coffee with the rest of your class.

► Who should attend and why?

Course Name	Who should attend	Learning outcomes/units
Reception General iP10 R	For novice practice staff working directly with patients over the counter or by phone.	<ul style="list-style-type: none"> Managing appointments inc referrals Process private, 3rd party and HIC Online billing Basic receipting
Administration Level 1 iP10 A1	Senior practice staff responsible for setting up rosters, creating new users, basic configuration of practiX and responsible for batching HIC online and more advanced billing.	<ul style="list-style-type: none"> Published notes Accessing and creating documents Importing scanned images Balance tills
Administration Level 2 iP10 A2	Practice Manager, Senior Administration Staff or Principal responsible for high level reporting and system administration	<ul style="list-style-type: none"> Set up new users and providers Create permanent and temporary rosters Edit and import templates Document handling More complex billing processes
Administration Especially for Specialists iP10 AS	Experienced secretaries and administration staff working in Specialist Practices	<ul style="list-style-type: none"> Update prices and create new item numbers Understand Site configuration options Understand Health Record configuration Scheduling, Resources and Rosters
Templates in detail Advanced iP10 T	For senior practice staff interested in creating templates to enhance practice processes, save time and improve efficiency. Moving towards a paperless office.	<ul style="list-style-type: none"> Perform advanced billing functions Produce meaningful reports Undertake advanced configuration functions Refine scheduling
Health Records Advanced configuration iP10 HC	Senior experienced practice staff including the IT savvy practitioner responsible for streamlining clinical practice processes and reporting.	<ul style="list-style-type: none"> Quoting Informed Financial Consent Price updates, item number maintenance Health Fund Billing, Batching Formatting labels Referrals Schedules, resources and rosters for specialists
Health Records Level 1 iP10 H1	For new providers and clinical staff using practiX for consultations or those who would like to refresh their skills. A must attend for Providers, Practice Managers and Practice Nurses.	<ul style="list-style-type: none"> Understand different types of templates Organising your templates Merge fields in documents Merge fields in labels Create templates to refine clinical processes inc diagrams Next action maintenance Document handling
Health Records Level 2 iP10 H2	Experienced users of Health Records wanting to maximize their use of practiX to save time and improve the quality of their service to their patients. Practice Managers and nurses are encouraged to attend.	<ul style="list-style-type: none"> Vaccine updates and product exclusions MIMS & ICPC updates Provider set up – clinical defaults Resources and appointment types Custom form set up Other statistics setup Customise Health Summary Views Problem Importance Tabulated results set up
		<ul style="list-style-type: none"> Access patient health records Request pathology and radiology services Prescribe medication Review results and create recalls, published notes Record an immunization Use templates and auto replace notes Use all consultation tools Letter writer
		<ul style="list-style-type: none"> Build comprehensive progress notes using <ul style="list-style-type: none"> Clinical templates, Health Summary Templates Drawing and images Customise pathology and radiology requests Tabulated results Annotating progress notes, results, requests etc.

Registration Form

Please copy for each delegate from your practice
Please write clearly

Title First Name Surname

Practice / Organisation Name Minor ID (if applicable) Practice type GP Specialist Allied Health

Postal Address

Suburb State Postcode

Phone Mobile Email

Special Dietary Requirements

What is your position in the practice How long have you been using practiX?

Please enroll me in the following	Course code	Location code	Date	Time	Cost
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total					\$ <input type="text"/>

Morning and afternoon tea provided. Lunch provided for attendees attending 2 courses on a single day. Time unless otherwise notified: Morning 9.30am to 12.30 pm. Afternoon 1.30pm to 4.30pm. Evening 6.30pm – 9.30pm

Payment Method

Total amount payable \$ inc. GST

Cheque (made payable to **iSOFT Primary Care**)

Direct Deposit Account Name: iSOFT Primary Care
Account No.: 176245001
BSB No.: 342 011

MasterCard Card No.:

Visa

AMEX Name on card:

Expiry: / Signature

Location Codes

QBC	Brisbane Central	NS	Sydney CBD
QC	Cairns	AC	Canberra
QGC	Gold Coast	VM	Melbourne
QSC	Sunshine Coast	WP	Perth
QT	Townsville	WGR	Goldfields Region
NCH	Coffs Harbour	SA	Adelaide
NN	Newcastle		

Course Codes

Code	Course Name	Level
iP10 R	Reception	General
iP10 A1	Administration	Level 1
iP10 A2	Administration	Level 2
iP10 AS	Administration	Especially for specialists
iP10 T	Templates in detail	Advanced
iP10 HC	Health Records Configuration	Advanced
iP10 H1	Health Records	Level 1
iP10 H2	Health Records	Level 2

Terms and Conditions

iSOFT reserves the right to change the date and venue of courses offered if necessary. **Course Sizes:** A maximum number of 10 participants per trainer. **Cancellations:** All cancellations must be made in writing to iSOFT Australia and received a minimum of 10 days prior to the scheduled training. Substitutes are welcome to attend. A cancellation administration fee of \$25 will apply. **Networking:** Please bring your business cards so you can exchange them with other course participants.



Complete this form and send to practiX Training

Post: P.O. Box A100, Sydney South, NSW 2000
Email: primary.implementation@isofthealth.com Fax: 02 8251 6801