

Department: Business Information
Systems

Policy No: BIS 22

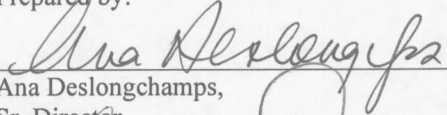
22. New User Training

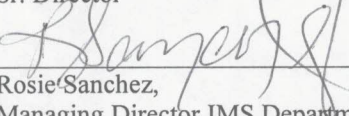
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

Revised Date: 01/10/2020

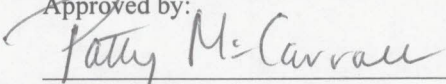
Effective Date: 01/31/2020

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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Centricity Business New User Training**

Policy#: **BIS 22**

Policy: The purpose of this policy is to document the guidelines for training of new and current users on GE Centricity Business.

Procedure:

- 1) The Information Management Systems Department is responsible for processing access requests for the GEGB practice management system.
- 2) Department supervisors submit requests for access/training to the GEGB system in the Information Management Systems Portal.
- 3) Supervisors must specify what training is to be provided by selecting from the listed tasks:
 - Patient Inquiry
 - Add/Edit Registration
 - FSC Update
 - Scheduling of appointments
 - View patient appointments
 - Enter general comments
 - View provider schedules
 - Dictionary inquiry
 - Fee Schedule Inquiry
 - Print Face Sheet
 - Print appointment list
 - Demand labels
 - Demand charts
 - Master schedules and templates
- 4) Training is scheduled one week after the employee's start date to allow exposure to system and employee functions.

- 5) Training is conducted by a campus analyst in a group setting or occasionally on a one-on-one basis. The campus analyst demonstrates how each function requested on the security clearance form is performed.
- 6) When training is completed, employee signs a scheduling training acknowledgment form and/or a BAR training acknowledgment form. The campus analyst will then sign-in into GE CB with a generic password to allow the employee to create a new password.