

Synapse® EIS System Administration Remote Course Syllabus

NRS-EISADM-R

DAY ONE - MONDAY:

- **9:00 AM – 10:30 AM EST**
 - ▶ **Topic: Basic System Design**
 - Navigating the system
 - Worklists
 - Filter Profiles
 - My Profile
 - ▶ **Topic: System Administration**
 - Home Page Overview
 - Main Tables Overview
- **10:30 AM – 11:00 AM EST - Break**
- **11:00 AM – 12:30 PM EST**
 - ▶ **Topic: System Administration**
 - Main Tables Deep Dive

DAY TWO - TUESDAY:

- **9:00 AM – 10:30 AM EST**
 - ▶ **Topic: System Administration**
 - Additional Tables
 - Settings
- **10:30 AM – 11:00 AM EST - Break**
- **11:00 AM – 12:30 PM EST**
 - ▶ **Topic: System Administration**
 - Settings Continued
 - System Configuration
 - Management and Functions

DAY THREE - WEDNESDAY:

- **9:00 AM – 10:30 AM EST**
 - ▶ **Topic: Ancillary Products Overview**
 - Patient Portal
 - Referrer Portal
 - Kiosk
 - ▶ **Topic: Worklists**
- **10:30 AM – 11:00 AM EST - Break**
- **11:00 AM – 12:30 PM EST**
 - ▶ **Topic: Home Page Menu Bar Review**
 - ▶ **Topic: Workflow**
 - Daily Worklist
 - Task Worklist
 - Document Worklist

DAY FOUR - THURSDAY:

- **9:00 AM – 10:30 AM EST**
 - ▶ **Topic: Scheduling**
 - Schedule Exam
 - Schedule Grid
 - Enter Order
 - Add Order to Schedule
 - Cancelling and Rescheduling
 - Block and Flag Schedule
- **10:30 AM – 11:00 AM EST - Break**
- **11:00 AM – 12:30 PM EST**
 - ▶ **Topic: Workflows**
 - Registration
 - Exam Confirmation Processes
 - Preauthorization
 - Precertification
 - Technologist Workflow