SYNAPSE®
EIS

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**
  - o **Topic: Home Page Menu Bar Review**
  - o **Topic: Workflow**
    - Daily Worklist
    - Task Worklist
    - Document Worklist

DAY FOUR - THURSDAY:

- **9:00 AM – 10:30 AM EST**
  - o **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**
  - o **Topic: Workflows**
    - Registration
    - Exam Confirmation Processes
      - Preauthorization
      - Precertification
    - Technologist Workflow