



Diary Administration

in Healthcare Practice Management

Cost: R325 | **2 CEUs** | **Start:** Anytime

Duration: 2 Hours | **Online CPD** Short Course

About Course

The course aims to provide information on how to optimise the configuration of your software and insight into how to optimise your workflow using the electronic diary in your practice.

Course Structure

MODULE 1: INTRODUCTION

- Introduction
- Navigation
- Purpose of Diary Administration
- Roles in Diary Administration
- Customisation

MODULE 2: CONFIGURATION OF THE PRACTICE

- Entities
- Service Centres
- Practitioners

MODULE 3: CONFIGURATION OF THE DIARY

- Multiple Diary Views & Time Slots
- Theatre Sessions & Lists

MODULE 4: OPTIMISATION OF THE WORKFLOW IN THE PRACTICE

- Printing the Diary
- Use of the Sidebar
- Booking Statuses
- Booking Types
- Tasks & Task Lists

MODULE 5: AUDITS

- Booking Notifications/Icons
- Audit Bookings for Invoicing
- Time Slot History & Appointment History

MODULE 6: WORKLISTS FOR BUREAUX

- Configuration for Bureaux

MODULE 7: THIRD-PARTY DATA-SHARING PORTALS

- The Patient Portal
- The Practitioners Portal
- Ending



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Details & Website

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WHAT YOU WILL LEARN IN OUR COURSES

Our courses target healthcare professionals and support staff seeking a comprehensive understanding of fundamental healthcare practice management principles and their practical application. The acquired knowledge and techniques are applicable for refining management and leadership skills, positioning individuals for advancement within their practices.

LEARNING APPROACH

Each course is organised into manageable modules and lessons. Engage with downloadable and online materials, featuring a variety of interactive content and infographics.

ABOUT GOODX ONLINE COURSES

GoodX Online Courses offers a dynamic and accessible platform catering to the educational needs of healthcare practitioners and support staff. This platform stands out by providing the flexibility to learn at any time and from anywhere, accommodating the busy schedules of healthcare professionals and health workers.

Courses focus on vital aspects of modern healthcare management, with a particular emphasis on paperless automation, optimisation and compliance. GoodX Online Courses aim to equip participants with the knowledge and skills needed to navigate the evolving landscape of the healthcare industry efficiently.

Founded by Dr. Dirkie Wolvaardt in 1985, GoodX has become a market leader in South Africa, developing software for healthcare practice management. Years of experience, consistent research, and frequent software updates have contributed to creating a trusted software package used by healthcare professionals across the world. Throughout our journey, GoodX has acquired extensive industry expertise spanning various disciplines and practices, both large and small, which we share through our comprehensive courses.

TECHNICAL REQUIREMENTS

Basic Requirements

To complete this program, you'll need a current email account and access to a computer and the internet, along with a PDF Reader.

Browser Requirements

While not mandatory, we recommend using Google Chrome for the best accessibility to course material. Your preferred browser must be configured to allow pop-ups.

ABOUT THE CERTIFICATE

Receive official recognition for your knowledge with a certificate of completion from GoodX Online Courses. Set yourself apart as a professional capable of leading operations and transforming healthcare service delivery.

Assessment is based on an online quiz. To receive your digital certificate, **you must meet the outlined** course requirements. Professionals registered with the HPCSA acquire **Ethical CEU points**.

Upon successful completion, your digital certificate will be issued to your **online profile**.

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