



# Checkfront Front Desk Training Checklist



Take Bookings



## TAKE BOOKINGS

### Create a new booking

- ☒ Click day on Calendar
- ☒ Select New Booking
- ☒ Choose Tour
- ☒ Enter booking information in pop-up
- ☒ Apply Promo
- ☒ Hit Continue
- ☒ Add other items
- ☒ Fill in form
- ☒ Hit Continue
- ☒ Click Pay Now
- ☒ Enter payment
- ☒ Check send
- ☒ Hit Proceed
- ☒ Select Collection
- ☒ Add a Guest
- ☒ Enter guest
- ☒ Hit Submit



## MANAGE BOOKINGS

### Add a new item

- ☒ Search for guest
- ☒ On Invoice, select Edit
- ☒ Choose Add Item
- ☒ Find item with Category and item drop-down
- ☒ Hit Save

### Cancel booking

- ☒ Find booking day in Calendar
- ☒ Click on paper icon
- ☒ Select the correct booking name
- ☒ Hit Cancelled button on Invoice drop-down

### Issue a refund

- ☒ On Booking Invoice, select Transactions
- ☒ Click on Refund
- ☒ Choose payment method
- ☒ Select send email notification
- ☒ Hit Refund



# Front Desk Training Manual For Medical Practices

**Deborah E. Holmes**



## **Front Desk Training Manual For Medical Practices:**

**Front Office Management for the Veterinary Team - E-Book** Heather Prendergast, 2014-09-30 UPDATED Pet Health Insurance and Wellness Programs chapter describes how pet insurance and wellness programs may be integrated into a successful business UPDATED chapters include the most current information on team management human resources marketing inventory management and preparing and maintaining a budget UPDATED coverage of technology and procedures includes new computer screen shots new photos revised What Would You Do Not Do boxes addressing real life situations and a glossary helping you make a smooth transition into the workplace *Standard Operating Procedures for Primary Care Physicians* Robyn Freeman, Leila Chambers, 1997 **Practice Made Perfect** Marsha L. Heinke, 2014-05-14 **The Electronic Health Record for the Physician's Office E-Book** Julie Pepper, 2023-07-19 Get realistic hands on practice with performing EHR tasks Combining a print textbook with online SimChart for the Medical Office software The Electronic Health Record for the Physician's Office 4th Edition uses real world examples and screenshots to walk you through each EHR task Clear step by step guidelines simplify the exercises in each simulation so you master all the EHR skills required of a medical office professional You will learn how to use EHR in patient care and reimbursement as you perform tasks in administrative use clinical care and coding and billing Written by Medical Assisting educator Julie Pepper this manual also helps you prepare for success on the Certified Electronic Health Records Specialist CEHRS examination UNIQUE Integration with SimChart for the Medical Office SCMO Elsevier's educational EHR sold separately makes it easier to learn and apply EHR fundamentals EHR Exercises with step by step instructions reinforce key concepts and allow practice with actual software increasing in difficulty based on the knowledge gained Critical Thinking Exercises provide thought provoking questions to enhance learning and problem solving skills Chapter Review Activities allow you to assess your knowledge of the material with activities such as a review of key terms matching and true false questions and additional opportunities for software practice Review of Paper Based Office Procedures describes how tasks are completed when the healthcare facility is using paper based procedures instead of electronic Trends and Applications provide real life examples of how EHR systems are being used to improve health care Application exercises in the appendix include front office clinical care and coding and billing allowing you to practice skills before tackling graded SCMO exercises Student resources on the Evolve website include a custom test generator to allow CEHRS exam practice or simulation NEW Content is aligned to the latest blueprint for the Certified Electronic Health Records Specialist CEHRS exam NEW Updated coverage includes data validation and reconciliation patient portals EHR training IT troubleshooting techniques common documentation errors reimbursement systems and processes authorizations federal guidelines and escalation procedures and reporting NEW Screenshots demonstrate EHR applications within SimChart for the Medical Office **Practice Management for the Veterinary Team - E-Book** Heather Prendergast, 2023-11-09 NAME *Patient Safety, An Issue of Oral and Maxillofacial Clinics of North*

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**REA's Authoritative Guide to the Top 100 Careers to Year 2005** Research and Education Association, 1997-01-01 This book provides current information on the top 100 careers Each career is described in detail including job duties training and education requirements salary projected job availability and related occupations It includes a special section on how to find a job write a resume and cover letter and provides tips for effective job interviews **Saunders Essentials of Medical Assisting - E-Book** Diane M. Klieger, 2013-08-09 Saunders Essentials of Medical Assisting 2nd Edition is designed to give you just the right amount of the essential information you need to prepare for your career as a medical assistant It covers all of the need to know information in an organized approachable format The condensed information is perfect for shorter programs of study and as a review tool for certification or re certification for practicing medical assistants Full color and visually oriented this text presents information in manageable segments that give you all the relevant facts without being overwhelming With the most up to date information on basic body systems foundational concepts such as medical terminology nutrition and full coverage of office concepts and procedures you ll have everything you need to know to begin your Medical Assisting career with confidence Full color design is visually stimulating and great for visual learners Helpful studying features guide students through the material such as Learning Objectives for every chapter Key Information summarized in tables throughout the text and emphasized Key Words Practical Applications case studies at the beginning of each chapter quickly introduce students to real life Medical Assisting Word Parts and Abbreviations at the end of the Anatomy and Physiology sections reinforce learned medical terminology Illustrated step by step Procedures with charting examples and rationales show how to perform and document administrative and clinical procedures UPDATED information on Medical Office Technology prepares students for jobs in today s modern and often hectic medical offices NEW Disaster Preparedness content demonstrates how medical offices can work closely with community and health departments during an emergency Newly organized information emphasizes foundational areas of knowledge with new chapters on Nutrition Phlebotomy Venipuncture and Blood Lymphatic and Immune Systems **Transforming Medical Practices with AI** Dr. Emilia Anderson, 2025-05-09 Revolutionizing Healthcare One Innovation at a Time Step into the future of medicine where

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