

Tuesday, October 28

Start Time	End Time	Workflow Track	Billing Track
8:00 AM	9:00 AM	Registration, Networking Breakfast & Coffee	
9:00 AM	9:15 AM	Kickoff: Welcome/Introductions	
9:15 AM	10:00 AM	Workflow Enhancements: Queue Management <i>Utilizing queues and settings, automate DT Confirmation</i>	Payer Pricing and Billing Rules <i>Deep-dive on payer contracts</i>
10:00 AM	10:10 AM	Break	
10:10 AM	11:00 AM	Workflow Enhancements: Data Clean-Up <i>Clear unnecessary data for more accurate reporting</i>	Per Diem Kit Billing Rules <i>Setting up and processing</i>
11:00 AM	11:10 AM	Break	
11:10 AM	12:00 PM	Processing Drugs <i>IV/INJ, multi-drug orders, TPNs</i>	Billing Administration <i>Insurance Company setup and billing-related Templates</i>
12:00 PM	1:00 PM	Lunch Break	
1:00 PM	1:50 PM	Delivery Tickets & Printing Labels <i>Demonstrate DT best practices and overview of labels</i>	Replacing Splitting Delivery Tickets in CPR+ <i>Utilizing the Billing Review queue and RTB</i>
1:50 PM	2:00 PM	Break	
2:00 PM	2:50 PM	Patient Care <i>Care Plans, Progress Notes, and CareTend To Do's</i>	Billing Procedures <i>Bill for Denial, ERN, claims creation</i>
2:50 PM	3:00 PM	Break	
3:00 PM	4:00 PM	Trouble-Shooting & Self-Service Tools <i>Resolve common errors, CRC, and knowledge-based articles</i>	A/R Manager - Batch Billing and Secondary/Tertiary Payers <i>Program Options, transfer balance</i>
4:30 PM	7:00 PM	HAPPY HOUR at Pinstripes - Overland Park! Don't miss out!	

Wednesday, October 29

Start Time	End Time	Advanced Topics Track	Inventory and Reporting Track
8:00 AM	9:00 AM	Registration, Networking Breakfast & Coffee	
9:00 AM	9:15 AM	Kickoff: Welcome/Introductions	
9:15 AM	10:00 AM	Maintenance Files Review: Part 1 <i>Security Setup and Employee Records</i>	CareTend BI: Layouts <i>Overview, Content Explorer, customization, and layouts</i>
10:00 AM	10:10 AM	Break	
10:10 AM	11:00 AM	Maintenance Files Review: Part 2 <i>Lookup Editor, Companies, Templates, and more</i>	CareTend BI: Financial Reporting Workshop <i>Review the recommended reports for period-end closing</i>
11:00 AM	11:10 AM	Break	
11:10 AM	12:00 PM	Utilities Best Practice <i>Controlled Substance Report automation, Program Options</i>	CareTend BI: Operational Reporting Workshop <i>Review best practice operational reporting</i>
12:00 PM	1:00 PM	Lunch Break	
1:00 PM	1:50 PM	CareTend Managed Services <i>Learn about how we can serve your organization!</i>	Drug Item Setup <i>Deep-dive on drug inventory</i>
1:50 PM	2:00 PM	Break	
2:00 PM	2:50 PM	CareTend Nursing: Part 1 <i>Explore WellSky Resource Manager capabilities</i>	Equipment Management 101 <i>Review equipment item setup, Equipment Manager, Recurring Rentals, and pick-up tickets</i>
2:50 PM	3:00 PM	Break	
3:00 PM	4:00 PM	CareTend Nursing: Part 2 <i>Explore Custom Assessments by Dynamic Forms</i>	Inventory Transfers and Purchase Orders <i>Demonstrate processes and utilizing Templates to streamline</i>
		End of Event	

Schedule last updated June 13, 2025. Please note the schedule is subject to change.
Please check <https://training.wellsky.com> for the latest schedule.