

2010 Annual User Group Conference – Agenda Details

Optional Training Session Topics – May 26th, 2010

The training sessions described below will be offered throughout the optional training day, directly preceding the Annual User Conference. These will occur in a classroom type format. In addition to the training topics, a separate area dedicated to hands on use of the software will be available staffed with Fastrack resources to assist you in working with ALL aspects of the system, include new additional modules, such as the Web Portal, Field Operations devices, as well as base features of the system.

In addition, if a particular timeframe does not offer a class you are interested in, you can meet with the Fastrack Directors, President and Trainers in our common area to discuss system features, development suggestions and ongoing opportunities to enhance your use of Fastrack to support your business operations.

Wednesday, May 26th, 2010 – 9:00 a.m. to 5:15 p.m. 1 Hour Sessions

8:00 a.m. to 9:00 a.m.

- **Breakfast** – Continental
 - A Selection of Orange Juice, Grapefruit Juice and Tomato Juice
 - Served with Freshly Baked Danish, Muffins, Croissants, and Bagels
 - Accompanied with Cream Cheese, Premium Preserves and Butter
 - Freshly Brewed Coffee, Decaffeinated Coffee and Revolution Teas

9:00 a.m. to 10:00 a.m.

- **Building Reports Using Crystal** - HME Orders, IV RX's and HHA Orders
 - Detailed coverage of tables associated with Orders for each module of the system. Relationships, field definitions, etc.
 - We will build an actual report using these tables as well as provide the RPT file we work with as a resource on your Fastrack Conference Jump Drive
- **HME 101** – The Basics and Beyond
 - Basics and Refresher - with emphasis on ways to use the system's inherent features - product notes, imaging, shortcuts to other areas, etc.

9:00 a.m. to 10:00 a.m. (cont'd)

- **Connecting with Fastrack** - How to communicate better using Fastrack features
 - Using email capabilities throughout the system
 - Task Manager functionality and changes
 - Fax communications - setup and use
 - Setting reminders through Outlook Links
- **Open Workshop** – Work on current functionality questions with a Fastrack Staff Member, try out a new feature, test drive a new module and get YOUR specific questions addressed
 - All modules of the application will be available for hands on use
 - Fastrack staff available to answer your questions
 - Director's, Fastrack's Owner and other Managers available to answer questions or meet with you.

10:15 a.m. to 11:15 a.m.

- **Building Reports Using Crystal** - Inventory Tables
 - Detailed coverage of tables associated with Inventory for each module of the system. Relationships, field definitions, etc.
 - We will build an actual report using these tables as well as provide the RPT file we work with as a resource on your Fastrack Conference Jump Drive
- **IV 101** - The Basics and Beyond
 - Basics and Refresher - with emphasis on ways to use the system's inherent features - product notes, imaging, shortcuts to other areas, etc.
- **Automating the Warehouse**
 - How to use the Symbol devices effectively to automate picking and inventory operations. How to setup technically the communications - hotspots what to avoid or consider. Managing issues with inventory and picking.
- **Open Workshop** – Work on current functionality questions with a Fastrack Staff Member, try out a new feature, test drive a new module and get YOUR specific questions addressed
 - All modules of the application will be available for hands on use
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11:30 a.m. to 12:30 p.m.

- **Field Operations** - setup, communications and application use
 - Communications setup considerations (SSL, Webserver, etc.)
 - How to effectively communicate between the main system and devices
 - Options on devices (Samsung, Symbol, Smart phone)
- **HHA 101** – The Basics and Beyond
 - Basics and Refresher - with emphasis on ways to use the system's inherent features - product notes, imaging, shortcuts to other areas, etc.
- **A/R Management**
 - Denials management, AR Management using the Collections area in Cash Receipts, updates to that area, Credit Card Processing considerations
- **Open Workshop** – Work on current functionality questions with a Fastrack Staff Member, try out a new feature, test drive a new module and get YOUR specific questions addressed
 - All modules of the application will be available for hands on use
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12:30 p.m. to 1:30 p.m.

- **LUNCH** – Cheeseburger in Paradise
 - Tidewater Cole Slaw, Caesar Salad, Bowtie Pasta Salad, Red Bliss Potato Salad
 - Southern Fried Chicken, Quarter Pound Cheeseburgers, Hot Dogs with Coney Island Condiments, Barbecue Breast of Chicken, Shredded Barbecue Pork
 - Assorted Breads, Campsite Baked Beans with Bourbon and Brown Sugar, Sweet Onions, Sautéed Mushrooms, Crumbled Bleu Cheese, Smoked Applewood Bacon and Condiment Bar
 - Beverages
 - Deserts and Coffee

1:45 p.m. to 2:45 p.m.

- **Integrated Intake Module** – Setup and Use
 - Items to consider when using this module, code setup related, communications capabilities
- **Building Reports Using Crystal** - Financial Tables including cash and billing
 - Detailed coverage of tables associated with financial tables for each module of the system. Relationships, field definitions, etc.
 - We will build an actual report using these tables as well as provide the RPT file we work with as a resource on your Fastrack Conference Jump Drive

1:45 p.m. to 2:45 p.m. (cont'd)

- **2010 Deconstructed** – How to make the most of this update
 - Technical considerations – database changes
 - Features available in this new version
- **Open Workshop** – Work on current functionality questions with a Fastrack Staff Member, try out a new feature, test drive a new module and get YOUR specific questions addressed
 - All modules of the application will be available for hands on use
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3:00 p.m. to 4:00 p.m.

- **Doing a Physical Inventory**
 - Setup considerations, manual counts and entries versus automated counts and entries, using the Symbols for counting, transfer of counts, reports
- **Employee Scheduling** - Setup Considerations and Use with HHA and IV
 - Tables to consider, employee patient scheduling interaction options, new features and looks at schedules
- **Building Reports Using Crystal** - Miscellaneous Tables
 - Detailed coverage of tables associated with patient, therapy, patient groups, and other miscellaneous tables for each module of the system. Relationships, field definitions, etc.
 - We will build an actual report using these tables as well as provide the RPT file we work with as a resource on your Fastrack Conference Jump Drive
- **Open Workshop** – Work on current functionality questions with a Fastrack Staff Member, try out a new feature, test drive a new module and get YOUR specific questions addressed
 - All modules of the application will be available for hands on use
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4:15 p.m. to 5:15 p.m.

- **HME Order Management** – New Features and how to make the most of this module
 - How to effectively manage HME orders, add events, track them and how this all relates to the Scoreboard.

4:15 p.m. to 5:15 p.m. (cont'd)

- **Scoreboard Logic and Use** – what does it mean to productivity?
 - What data feeds this new feature
 - How to interpret it
 - Possible indicators for productivity measures
- **Custom Form Writer** - options and features
 - Functions within the forms writer, how to apply them to various formats, data structures review in each option, new areas added
- **Open Workshop** – Work on current functionality questions with a Fastrack Staff Member, try out a new feature, test drive a new module and get YOUR specific questions addressed
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