The Lytec 2006 Interactive Training CD Suite provides an innovative approach to delivering and sharing software application information with software users. It combines the convenience of self-paced instruction with interactive software simulations that lead the end user through various courses and lessons resulting in maximum learning potential and retention.

You will be guided step-by-step on how to use the various features available in Lytec 2006. Many lessons are organized into a series of courses, which enable you to choose those areas of Lytec that are of particular interest enabling you to learn at your own pace.

There are a total of six modules available in the Lytec 2006 Interactive Training CD Suite. Below is a description of each available CD. License the entire suite or just the one or more you need!

**CD #1 – Setup & Maintenance**
The “Setup & Maintenance” interactive training module will guide you step-by-step on how to set up and maintain your Lytec database. In addition, there are several lessons which address several HIPAA Security Standards as they relate to Lytec specifically.

Courses include:
- Navigation
- System Setup
- User Security
- Data Recovery
- Lists
- Accounting Codes
- Fee Schedules

Learn how to set up and use fee schedules
**CD #2 – Daily Accounting Activities**

The “Daily Accounting Activities” interactive training module will guide you step-by-step on how to use Lytec on a daily basis. Courses include:

- Patient Entry
- Charge and Payment Entry
- Authorizations
- Batch Insurance Payments
- Electronic Remittance Advice
- Batch Patient Payments
- Prepayments
- Inventory
- Sales Tax
- Daily Close

Learn how to post EOB Payments

Learn how to set up and transmit electronic claims

**CD #3 – Billing & Accounts Receivable**

The “Billing & Accounts Receivable” interactive training module will guide you step-by-step on how to use Lytec for insurance and patient billing purposes and accounts receivable management. Courses include:

- Insurance Billing
- Medigap
- Patient Billing
- Electronic Claims
- Patient Refunds
- Accounts Receivable and Billing Reports
The "Cash Flow Analysis and Practice Management" interactive training module will guide you step-by-step on how to use the extensive reporting system in Lytec 2006 to analyze your practice data as well as perform other important practice management tasks.

Courses include:

- Print Options
- Patient Analysis
- Financial Analysis
- Audit & Security Analysis
- Scheduled Tasks
- Lists
- Financial Analysis
- Insurance Analysis
- Managed Care Analysis

Learn how to set up/post managed care payments

CD #4 – Cash Flow Analysis & Practice Management

Learn how to enable and use auto recall

CD #5 – Appointment Scheduling

The "Appointment Scheduling" interactive training module will guide you step-by-step on how to use the Professional Scheduler module which is integrated into Lytec 2006.

Courses include:

- Set Up Appointment Schedule
- Navigation
- Appointment Entry
- Print Appointment Reports
- Superbills
- Waiting List
- Templates
- Search and Cross Schedule Appointments

Learn how to enable and use auto recall
**CD #6 – Collections**
The “Collections” interactive training module will guide you step-by-step on how to manage various collection activities in Lytec 2006.

Courses include:

- Set up Collections
- Administrative Collection Activities
- Collection Agent Activities
- Collection Reports
- Collection Letters

Learn how to assign collection tasks to collection agents

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**Need More Information?**
For more information, call us at 1-800-735-1991 or contact your authorized Lytec Value Added Reseller.

[www.lytec.com](http://www.lytec.com)