

2016 MSOW New Hire Training Agenda

MSOW has many features that are customizable to your Organization. It is important to note that the proper set up be completed prior to the use of many of these features. During this course you will be introduced to those features during multiple hands on training sessions. The divisions displayed below are approximate. Each class is different; your experience may vary.

Training Day One – Monday August 15th, 2016

9:00am – 4:00pm

I. Getting to Know MSOW

- a. Signing Into MSOW
- b. The MSOW Homepage
 - Overview
 - Link to Customer Website
 - Email Practitioner
 - User Defined Fields
 - Return
- c. Navigating MSOW's Screen
- d. Performing a Search in MSOW
 - Practitioner
 - Table
 - Extended Search Options

II. Entering an Application in MSOW

Staff

- Offices (if single facility)
- Specialties (if single facility)
- Hospitals
- Credentials
- ID Numbers
- Insurances
- References
- Contacts
- Profile Report
- Notes
- Societies
- Work History
- Images
- Languages
- Health Information
- Alias
- Interests
- Gap Analysis

Facility

- Committees
- Covering MDs
- Leadership
- Peer Review (if applicable)
- Performance Parameters (if applicable)
- Proctors Facility
- Facility Groups (if applicable)
- Reappointment History
- Report Card
- Collaborators
- Status History
- Facility Offices (if applicable)
- Specialties (if applicable)

III. Workflow Overview Demonstration

IV. Table Maintenance

- a. Boards
- b. Hospitals
- c. Insurance Companies
- d. Offices

Day Two – Tuesday August 16th, 2016

9:00am – 4:00pm

V. Other MSOW Features

- a. Response Letters
- b. Meetings – Committee and CME
- c. Batch Labels
- d. Batch Update
- e. Practitioner Export
- f. Export Specifications
- g. Reports
- h. Date Calculator

VI. Utilizing Workflow

- a. Initiating a Process
- b. Employee Work List
- c. Print Letters
- d. Send Fax
- e. Internet Grabber
- f. NPDB Export
- g. FSMB Report
- h. Reappointment
- i. Reappointment Packet Creation

VII. Processes Lab

Application Specialist will guide Users who will practice data entry and launching processes.

VIII. Administrator Functions

- a. Removing a Practitioner
- b. Merge Offices
- c. Merge Hospitals
- d. Merge Universities
- e. User Defined Data
- f. Practitioner Label Configuration
- g. Audit Trail
- h. Work List Reassignment