

COURSE DESCRIPTIONS

<p>April 26th 8:30 a.m. – 10:00 a.m.</p>	<p>Supply Contracts Overview [C&A] <i>Allegro Room – Presented by Don Boss</i></p> <ul style="list-style-type: none"> When to get pricing: expiring contracts, saving opportunities, largest volume of spend Value Analysis Team Project Management: bidding, price comparison, documentation, award and final pricing Contract Import Process: Obtain GPO or direct pricing, activate, review and work unmatched items 	<p>Allocations in GL [GL] <i>Adagio Room – Presented by Phil Sandy</i></p> <ul style="list-style-type: none"> Discuss different methods of allocating account activity and balances Step through the set-up process for various types of allocations Discuss how the tool is being used in your organization 	<p>PO Liability [Hands On – SC, AP] <i>Salon D – Presented by Bea Muganda-Slaughter</i></p> <ul style="list-style-type: none"> Examples of correcting PO Liability issues Available PO Liability reports to assist in monthly reconciliation Correct PO Liability issues in your database 	<p>Managing Your Capital Spend in Supply Chain [Forum – SC, C&A] <i>Salon C – Led by Al Burks & Tena McGaughey</i></p> <ul style="list-style-type: none"> Discuss how one hospital uses MediClick tools to manage capital requisitioning
<p>April 26th 10:30 a.m. – 12:00p.m.</p>	<p>Off-Contract Spend Analysis [C&A] <i>Allegro Room – Presented by Lisa Fohey</i></p> <ul style="list-style-type: none"> Identify off-contract spend and tactics for getting it on contract Locate the best cost-savings opportunities Provide basic data for your Value Analysis Teams 	<p>Point of Use vs. Point of Distribution [SC] <i>Adagio Room – Presented by Al Burks</i></p> <ul style="list-style-type: none"> Define the difference Discuss the benefits and limitations of each Obstacles to changing methods 	<p>Excel Training Part 1 [Hands On – GENERAL] <i>Salon D – Presented by Phil Sandy</i></p> <ul style="list-style-type: none"> Master difficult Excel functions Save time in Excel with tips and tricks Overcome common spreadsheet problems 	<p>Invoice Imaging & Credit Card Payments [Forum – AP] <i>Salon C – Led by Alison Satterfield & Anita Woods</i></p> <ul style="list-style-type: none"> Discuss the benefits of implementing invoice imaging and credit card payments
<p>April 26th 1:30 p.m. – 3:00 p.m.</p>	<p>Projects Overview [C&A] <i>Allegro Room – Presented by Bambi Bauer</i></p> <ul style="list-style-type: none"> View a demonstration of the new Projects functionality Benefits of managing the entire RFP process Explore the benefits of having RFPs, returned proposals and price comparisons visible Tracking savings after the contract has been awarded 	<p>Handhelds [SC] <i>Adagio Room – Presented by Cara Burns</i></p> <ul style="list-style-type: none"> Using handheld devices to automate manual processes Benefits of moving to handheld applications The difference between operating systems and units 	<p>Excel Training Part 2 [Hands On – GENERAL] <i>Salon D – Presented by Phil Sandy</i></p> <ul style="list-style-type: none"> Apply advanced Excel functions to your daily work Analyze large amounts of data using database functions and pivot tables Build a simple macro 	<p>Supply Chain Round Table [Forum – SC] <i>Salon C – Led by Al Burks & Lee Kopf</i></p> <ul style="list-style-type: none"> Bring questions for your peers about operational issues, industry trends, the changing expectations of the Supply Chain professional
<p>April 26th 3:30 p.m. – 5:00 p.m.</p>	<p>Product Index Layer [C&A] <i>Allegro Room – Presented by Carolyn Boss</i></p> <ul style="list-style-type: none"> Discover the Product Index Layer How does MediClick maintain the Product Index Layer Learn how it can increase contract match rate Discuss future possibilities for the Product Index Layer 	<p>Invoice Approvals [AP] <i>Adagio Room – Presented by Bea Muganda-Slaughter</i></p> <ul style="list-style-type: none"> Understanding Invoice Approvals Step thru the set up process Flow Overview: from invoice entry to approved status 	<p>Item Mass Maintenance [Hands On – SC] <i>Salon D – Presented by Terry Barber & Mike Pruiksmas</i></p> <ul style="list-style-type: none"> Advantages of managing data using Item Mass Maintenance Automate manual tasks Discuss key points of the Excel spreadsheet Steps for implementing Item Mass Maintenance Walk through the process from start to finish in the training database 	<p>GS1: E-Commerce Standards for Healthcare Supply Chains [Forum – SC, AP] <i>Salon C – Led by Lisa Fohey & Craig Anderson</i></p> <ul style="list-style-type: none"> Discuss the current state of standards in the healthcare industry Summarize the GS1 initiative Review the MediClick tools available to drive standardization How implementing supply chain standards can impact your bottom line
<p>April 27th 8:30 a.m. – 10:00 a.m.</p>	<p>Service Contracts Overview [C&A] <i>Allegro Room – Presented by Don Boss</i></p> <ul style="list-style-type: none"> Introduction to Service Contracts Review document management with versioning Demonstrate routing capabilities Email integration with users and non-users 	<p>Vendor Management in Supply Chain and AP [SC, AP] <i>Adagio Room – Presented by Lisa Fohey</i></p> <ul style="list-style-type: none"> Overview of vendor tables Using searches and inquiries to avoid duplicate vendors Keeping your vendor master file clean Discuss your best practices 	<p>Financial Report Writer Including Consolidated Financial Reports [Hands On – GL] <i>Salon D – Presented by Phil Sandy</i></p> <ul style="list-style-type: none"> New features in the Financial Report Writer Create Consolidated Financial Reports on your own database Set up security to use the Consolidated Financial Report feature 	<p>Establish and Implement Policies & Procedures When Using MediClick [Forum – SC] <i>Salon C Room – Led by Bambi Bauer & Al Walston</i></p> <ul style="list-style-type: none"> Hear how Children's of Dayton Hospital created and executed process changes to achieve best practices using MediClick
<p>April 27th 10:30 a.m. – 12:00 p.m.</p>	<p>Account Mass Maintenance and Mass Account Copy [GL] <i>Allegro Room – Presented by Bea Muganda-Slaughter</i></p> <ul style="list-style-type: none"> Time-saving benefits of using Account Mass Maintenance A demonstration of both, including account updates and deletes User security within Account Mass Maintenance 	<p>Sales Tax [SC, AP] <i>Adagio Room – Presented by TBD</i></p> <ul style="list-style-type: none"> Reports that help reconcile sales tax liability How sales tax works in Supply Chain for stock, non-stock and non-file The flow of sales tax transactions Discuss how you are using the sales tax feature 	<p>Supply Chain Ad Hoc Report Writer [Hands On – SC] <i>Salon D – Presented by Cara Burns</i></p> <ul style="list-style-type: none"> Determine how to select the best report object Create a new report and customize existing reports Learn how to share Ad hoc reports with others in your hospital Create a report on your own database 	<p>Contract Compliance [Forum – C&A] <i>Salon C – Led by Bambi Bauer & Nick Toscano</i></p> <ul style="list-style-type: none"> Discuss how GPOs and Health Systems measure and track rebates
<p>April 27th 1:30 p.m. – 3:00 p.m.</p>	<p>Inventory Management [SC] <i>Allegro Room – Presented by Al Burks</i></p> <ul style="list-style-type: none"> Introduction to Inventory Management tools Inventory Control Process Causes of erroneous inventory counts Understand the components of the reorder quantity 	<p>ProSheet [GL] <i>Adagio Room – Presented by Bea Muganda-Slaughter</i></p> <ul style="list-style-type: none"> Create reports using ProSheet functions and ProSheet formula builder Work with account code masks and account selection templates Retrieve accounts and JV data Discuss its uses beyond financial reporting 	<p>Accounts Payable Ad Hoc Report Writer [Hands On – AP] <i>Salon D – Presented by Alison Satterfield</i></p> <ul style="list-style-type: none"> Determine how to select the best report object Create a new report and customize existing reports Learn how to write Ad hoc reports to make them meaningful and accurate Create a report on your own database 	<p>Self Contracting – Where do you begin? [Forum – C&A] <i>Salon C – Led by Bambi Bauer & Nick Toscano</i></p> <ul style="list-style-type: none"> Discuss possibilities of self-negotiated contracts Explore ways to make your spend lucrative enough to secure a solid contract
<p>April 27th 3:30 p.m. – 5:00 p.m.</p>	<p>Electronic Data Exchange (EDI) [SC, AP] <i>Allegro Room – Presented by Bambi Bauer</i></p> <ul style="list-style-type: none"> Steps needed to make EDI operational Save time and money using EDI Discuss automating the PO authorization process 	<p>Supply Chain Best Practices [SC] <i>Adagio Room – Presented by Lisa Fohey</i></p> <ul style="list-style-type: none"> Explore how Supply Chain professionals reduce touches, add value and innovate 	<p>General Ledger Ad Hoc Report Writer [Hands On – GL] <i>Salon D – Presented by Bea Muganda-Slaughter</i></p> <ul style="list-style-type: none"> Determine how to select the best report object Create a new report and customize existing reports Learn how to write Ad hoc reports to make them meaningful and accurate Create a report on your own database 	<p>Managing Non-File Spend [Forum – C&A, SC] <i>Salon C – Led by Don Boss</i></p> <ul style="list-style-type: none"> Discuss how the C&A tool handles non-file spend Explore the current functionality and future potential of this module
<p>April 28th 8:30 a.m. – 10:00 a.m.</p>	<p>Extracting Data for Analyses That Affect the Bottom Line Including Productivity Reporting [Forum – C&A, SC, AP, GL] <i>Salon D – Led by Cara Burns, Alison Satterfield, Cyndy Yager & Patty Mahon</i></p> <ul style="list-style-type: none"> Discuss meaningful analytics that provide the executive team vision to improve the bottom line Discuss different reports in Supply Chain and Accounts Payable that measure productivity 	<p>Interface Overview [GENERAL] <i>Adagio Room – Presented by Carl Fields</i></p> <ul style="list-style-type: none"> The ins and outs of interfaces Available MediClick interfaces Automating interfaces to save time and money 	<p>Marketing the Value of Contracting in Your Supply Chain [Forum – C&A, SC] <i>Allegro Room – Led by Bambi Bauer & Tom Harkenrider</i></p> <ul style="list-style-type: none"> View a demonstration of how one MediClick customer is optimizing reporting tools to market the value of their supply chain 	
<p>April 28th 10:30 a.m. – 12:00 p.m.</p>	<p>Requisition Approvals [SC] <i>Allegro Room – Presented by Cara Burns</i></p> <ul style="list-style-type: none"> Benefits of electronic requisitioning for standard and capital requisitions Key differences between standard and capital requisitions Understanding requisition and commodity approvals Discuss the transition from manual to automated approvals 	<p>Invoice Exceptions [SC, AP] <i>Adagio Room – Presented by Lisa Fohey</i></p> <ul style="list-style-type: none"> Flow overview: from invoice matching to invoice exception to exception clearing Choices for clearing invoice exceptions and the impact of each Capital purchase orders and invoice matching implications 	<p>Dashboards [GL] <i>Salon D – Presented by Phil Sandy</i></p> <ul style="list-style-type: none"> What other customers are doing with dashboards Discuss the tools available to assist in building an electronic dashboard Build a spreadsheet-based dashboard Integrate MediClick data into your spreadsheet-based dashboard 	