

# Cornerstone Coach 2017 Course offerings

Sign up for a course with a Cornerstone® Coach to make sure your practice is getting the most out of your Cornerstone® Software.

## Select your training method:



### Online (Individual)

Get personalized attention for your practice with online one-on-one instructor-led training.

**\$130.00 per hour**



### In person

Receive onsite, dedicated training with a Cornerstone coach for larger practices with advanced needs.

**\$1,700 per day** (minimum 2 days required)

| Course title   | Audience   | Duration | Description   |
|--|--|----------|---|
| <b>Understanding and Using Cornerstone Reports</b>   | Practice managers  | 2 hours  | Learn how to access and manipulate important predefined financial, patient, client, and other practice information. Managers will also learn about the most commonly requested reports as well as review recommended reports.   |
| <b>Advanced Reporting</b>                            | Practice managers<br>Practice owners                               | 3 hours  | During this 3-hour course, key practice leaders learn how to access customized and predefined reports in addition to other measurement features to review key performance indicators, including the Performance Tracker, Snapshot, and Client Patient Report Builder. You'll also be introduced to the Cornerstone Measurement Dashboard.   |
| <b>Up and Running with the Electronic Whiteboard</b> | Practice managers<br>Receptionists<br>Veterinarians<br>Technicians | 5 hours  | The first 2.5 hours are devoted to teaching key practice leaders how to efficiently set up the Cornerstone Software features necessary for effective management and use of the Electronic Whiteboard.<br><br>During the second 2.5 hours, practice staff will learn how to use their practice's customized Electronic Whiteboard to electronically track, record, and manage patient treatments more effectively.   |
| <b>Electronic Medical Records—Setup and Usage</b>    | Practice managers<br>Veterinarians<br>Practice owners              | 12 hours | Electronic medical record setup training is a 6-hour course that is conducted over two sessions. In the setup phase, key practice leaders learn to efficiently set up background features in the Cornerstone Software for effective management and use of electronic medical records, including user-defined prompts, instructions, and diagnostic codes. Participants will cover the electronic medical record setup, focusing on vital signs, document templates—such as digital medical notes, release forms, and other important documents—and critical practice default settings.<br><br>Following proper setup completion, project leaders who are moving their practice toward becoming chartless or trying to improve process efficiencies will learn how to use the Cornerstone Software's powerful medical record capabilities. This process is completed in 6 hours of training over two sessions. |
| <b>Work Flow Overview Analysis</b>                   | Practice managers<br>Veterinarians<br>Practice owners              | 3 hours  | During this 3-hour session, key practice leaders will learn about the Cornerstone Software features related to optimal work flows. You'll review Cornerstone outpatient and inpatient work flows with a Cornerstone Coach to make decisions regarding feature implementation in your practice.  |
| <b>Practice Manager Training</b>                     | Practice managers  | 4 hours  | This 4-hour course will guide your practice manager through the features and functionalities the Cornerstone Software offers to help you effectively manage your practice. From keeping staff information and security up to date through running and analyzing the correct reports, this course is a must for any manager using the Cornerstone Software.  |

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|--|--|----------|---|
| <b>Initiating Inventory Management</b>             | Inventory managers                                   | 5 hours  | During this course, inventory managers from practices that are just starting to use the Cornerstone inventory functionality will learn how to set up the features and defaults necessary to begin successfully tracking and using the inventory module.<br><br>This session walks inventory managers through inventory management work flow, with steps like creating and completing purchase orders, receiving inventory and posting receipts, maintaining quantity on hand, and other important inventory transactions as well as reviewing available inventory reports in their practice's data files. |
| <b>Improving Inventory</b>                         | Inventory managers                                   | 3 hours  | During this 3-hour, hands-on course, inventory managers will learn how to identify their Cornerstone inventory management gaps and take steps to improve quantity accuracies, inventory turns, and profitability within their practice's data files.  |
| <b>Measuring and Managing Compliance</b>           | Practice managers<br>Practice owners                 | 2 hours  | During this 2-hour course, key practice leaders will learn how to set up and measure the compliance of products and services delivered at your practice.  |
| <b>Boarding and Grooming</b>                       | Boarding and grooming personnel                      | 2 hours  | Once the Boarding and Grooming module is activated, key practice leaders will learn how to set up and use the boarding and grooming functionalities within the Cornerstone Software. Topics include how to make reservations, view boarding availability, and make grooming appointments.   |
| <b>Multi-Location/Single Database</b>              | Practice managers<br>Practice owners                 | 10 hours | This 10-hour course is divided into four sessions and is designed for practices that have multiple locations and want to keep all of the Cornerstone Software's data consistent at all locations. A Cornerstone Coach will walk you through the necessary setup and usage of Cornerstone Multi-Location/Single Database features.   |
| <b>Patient Referral Management Setup and Usage</b> | Specialty, referral, and emergency practice managers | 2 hours  | This 2-hour course provides specialty, referral, and emergency practice managers with the tools they need to successfully track referring veterinarians and practices. This includes adding referring veterinarian (RDVM) information, running RDVM reports, email, or faxing RDVMs from the Cornerstone Software and monitoring communications to RDVMs.   |
| <b>Mobile Computing</b>                            | Mobile practitioners                                 | 2 hours  | In this course, mobile users will learn how to set up and use the Cornerstone Software during appointments away from the practice. Lessons cover setting defaults and security, creating a mobile computer, using a mobile computer in the field, and checking a mobile computer back into the practice.  |

To register or learn more, email [cornerstonecoach@idexx.com](mailto:cornerstonecoach@idexx.com)