

Job Responsibilities and Associated IDX Application Class

The table below list job responsibilities and the required IDX application class that authorizes the appropriate security category to be assigned to the user's IDX ID upon completion of the training.

Job Responsibilities	IDX Course Curriculum
Preliminary assignment of an IDX account.	<u>Introduction to IDX</u> <i>This is a mandatory course and only needs to be attended once but it must be attended prior to attending any other IDX application training. The user will receive their IDX ID and password that will provide the initial security to look-up a patient and view patient demographic information.</i>
Schedule clinic appointments and pre-admissions.	<u>Clinic Scheduling (Appointments & Pre-admissions)</u>
Checking in, checking out clinic appointments and collecting co-payments.	<u>Clinic Checkin, Checkout & Cash Drawer (SIAM)</u>
Maintain, build or modify a provider's schedule.	<u>Master Schedule Maintenance</u>
Create a visit for billing purposes. (i.e. a service provided for a patient from which their presence is not required or a service that is requested from and provided for a vendor.	<u>Service No Patient Visit and Vendor Visits</u>
View a list of daily appointments or provider schedules.	<u>Scheduling Inquiry (Appointment Manager)</u>
View financial data (claims, charges and payments), ENTER financial data and create claims.	<u>Introduction to CBO for PFS</u> <i>This class is ONLY for staff members from the Joint Office of Patient Financial Services</i>
View financial data (claims, charges and payments) (<i>View ONLY</i>).	<u>Introduction to CBO for Clinics</u>
Enter charges and resolve TES Edits.	<u>Charge Entry</u>
Create charge batches for charge entry personnel.	<u>Charge Batching</u> <i>This class is typically only attended by Nursing Unit Clerks</i>
View, enter and link HMO referrals.	<u>Referrals</u>
Enter patient demographic and insurance information into IDX.	<u>Patient Access (Registration)</u>
Checking in, checking out a patient in ETC and collecting co-payments.	<u>ETC with Cash Drawer</u>
Admit, transfer, discharge patients, reserve a bed, put a bed in and out of service, transfer patients from pass, bed swap and print parking waivers,	<u>ADT (Part of Nursing Orientation)</u> <i>This class is typically only attended by Nursing Unit Clerks. Nursing Assistants and nurses can attend; however, it is up to the discretion of their supervisor.</i>