<u>Interactive Online SolAce Billing Training</u>

An interactive online training related to the SolAce billing program is offered through Ivertex. The training is one hour in length and requires participants to have high speed internet. People can email webdemo@solace-emc.com to schedule a training date. Participants should include who they are, what they need, and scheduling availability in their email.

Some of the things that will be covered in the training are as follows:
- Set up (group/organization, patients, etc.)
- HCFA 1500 (completion/printing)
- Navigating claim editor (includes pop up warnings)
- Organizing claims (color coding/labeling a batch)
- Copying, changing dates, & creating new batches
- Pre-fill service claims (billing codes)
- Importing from other systems (i.e. Medisoft, Easy Biz, etc. used for documentation/case management for paper claims)
- Use of message center (outgoing claims, EOB, etc)

For questions related to the interactive online SolAce billing training please contact Ivertex at 602-439-2525.

For Early Intervention billing questions you should contact the Central Billing Office (CBO) at 800-634-8540.