



WOLF TRAINING

Catalogue of Courses
and Programs



About Wolf Training

Wolf offers training courses in 1, 2, and 3.5 hour blocks; training can be delivered online or onsite depending on the needs of the clinic. Training is priced based on the number of hours; clinics can receive up to 15% discount on training and other services with a **WolfCare** package. See page 4 for more about WolfCare.

Wolf will work with your clinic to design a customized training program specifically for your clinic.

Don't forget - training isn't a one-time thing. As you new staff and physicians join your practice or as time goes on, it's worth considering additional training to learn new skills or simply to brush up on the ones you've got.

Buy Wolf Training

To find out more about any of training courses, to schedule Wolf Training, or to buy training, please call **Sales** at **1.866.879.9653**, option **2**. Or visit the website at <http://www.wolfmedical.com/contacttraining.html> and submit your training request using this form. We will follow up with you shortly.

Wolf Training Packages

New Clinic Training Package – Required for All New Clinics

- * Wolf Admin 100 - Administering Wolf EMR
- * Wolf Admin 200 - Scanning and Linking
- * Wolf Billing 100 - Introduction for Office Staff
- * Wolf Billing 101 - Introduction for Physicians
- * Wolf Billing 200 - Advanced Billing for Office Staff
- * Wolf Scheduling 100 - Introduction for Office Staff
- * Wolf Scheduling 101 - Introduction for Physicians
- * Wolf Clinical 100 - Introduction to Workflow for Office Staff
- * Wolf Clinical 101 - Introduction for Physicians

Recommended Training Package for New Clinics

- * Wolf Billing 201 - Using WCB e-Link (Alberta only)
- * Wolf CDM 100 - Introduction to Chronic Disease Management
- * Wolf Clinical 200 - Prenatal
- * Wolf Go-Live Training

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Administrator & Maintenance

- * Wolf Admin 100 - Administrating Wolf EMR
- * Wolf Admin 200 - Scanning and Linking

Wolf Billing

- * Wolf Billing 100 - Introduction for Office Staff
- * Wolf Billing 101 - Introduction for Physicians
- * Wolf Billing 200 - Advanced Billing for Office Staff
- * Wolf Billing 201 - Using WCB e-Link (AB)
- * Wolf Billing 400 - Billing Follow-Up

Wolf Scheduling

- * Wolf Scheduling 100 - Introduction for Office Staff
- * Wolf Scheduling 101 - Introduction for Physicians
- * Wolf Scheduling 200 - Advanced Topics
- * Wolf Scheduling 400 - Refresher

Wolf Clinical and Workflow

- * Wolf Clinical 100 - Introduction to Workflow for Office Staff
- * Wolf Clinical 101- Introduction for Physicians
- * Wolf Clinical 102 - Front-Office WorkDesk for Allied Healthcare Professionals
- * Wolf Clinical 200 - Prenatal
- * Wolf Clinical 201 - Customizing Word documents
- * Wolf Clinical 205 - Advanced Clinical Training for Physicians



Wolf Care provides Wolf customers with preferred pricing for professional services such as training and consulting services. Customers receive up to 15% off standard pricing for training and consulting services (excluding new implementation training). Customers simply draw against the Wolf Care service block as they require training and services. Wolf Care hours have no expiry date and can be rolled over from one year to the next.

To find out more about Wolf Care, or to purchase a Wolf Care package, please contact **Sales** at **1.866.879.9653**, option **2**.

When I bought my first computer back in the 80s I remember looking at it and thinking, "If I could ever talk to that and have it come up in words we'd have a really useful tool."

Dr. Tim Kolotyuk, of Westlock Alberta

"Within the next decade at least, I think it will be the norm... if you're planning to stay in practice, this is something you will need to do."

Dr. Heidi Fell of Calgary Alberta

Wolf Administrator Training

Course # - Wolf Admin 100

Course Name - Administering Wolf Medical Suite

Length - 3.5 hours

Mandatory for office staff in new clinics. Includes how to set data restrictions, set up rural retention codes (if applicable), location codes, monitor your business continuity solution, and other mandatory topics to ensure your clinic's Wolf Medical Suite system is running smoothly.

Course # Wolf Admin 200

Course Name - Scanning and Linking

Length - 2 hours

Mandatory for office staff in new clinics. Includes the fundamentals of scanning and linking paper documents to the patient record in Wolf.

Wolf Billing Training

Course # - Wolf Billing 100

Course Name Introduction for Office Staff

Length - 3.5 hours

** Billing courses are province-specific*

Mandatory for office staff and billing clerks in new clinics. Recommended for new office staff and billing clerks in existing clinics. Includes creating single or multiple bills; 3rd party, patient, hospital, long term care and home billing; and how to add or edit the details of a bill. We also review the basics of billing reporting.

Course # - Wolf Billing 101

Course Name - Introduction for Physicians

Length - 1 hour

** Billing courses are province-specific*

Mandatory for physicians in new clinics. Recommended for new physicians in existing clinics. This course reviews the creation of single or multiple bills; hospital, long term care and home billing; how to add or edit the details of a bill; and the basics of billing reporting. This course does not review 3rd party or patient billing.

Course # - Wolf Billing 200

Course Name - Advanced Billing for Staff

Length - 2 hours

** Billing courses are province-specific*

Mandatory for office staff and billing clerks in new clinics. Recommended for new office staff and billing clerks in existing clinics. Includes how to submit billings correctly, remittances, and how you know how to deal with remittances. We also review basic billing reports (Accounts Receivables and Accounting Summary). This course must be scheduled within 1 week in Alberta or 2 weeks in other provinces of go live to ensure submissions are being made correctly.



Course # - Wolf Billing 201
Course Name - Using WCB e-Link
Length - 3.5 hours
Province - Alberta

Alberta only. For physicians and office staff in new or current clinics. This course reviews the basics of WCB eLink so clinics can comply with the requirement to move to electronic submissions of WCB claims in Alberta using eLink. Highly recommended for all Alberta clinics.

Course # - Wolf Billing 400
Course Name - Billing Follow-Up
Length - 1 hour

** Billing courses are province-specific*

This refresher course in Wolf Billing is recommended for any clinic who may want a refresher of the basics to ensure they know all the short-cuts and quickest ways to maximize their efficiency with Wolf Billing. We invite clinics to submit their list of topics they'd like covered in this session.

Wolf Clinical and Workflow Training

Course # - Wolf Clinical 100
Course Name - Introduction to Workflow for Office Staff
Length - 3.5 hours

Mandatory for office staff in new clinics implementing Wolf Workflow. This course reviews the fundamentals of Wolf Workflow (Front Office Workdesk) for staff who will not need access to Wolf Clinical.

Course # - Wolf Clinical 101
Course Name - Introduction to Workflow for Physicians
Length - 3.5 hours

Mandatory for physicians in new clinics. Recommended for new physicians in existing clinics. Includes the basics of Wolf Workflow and Wolf Clinical. In the first half of the course we review Confidentiality and Security; Messaging; Follow-ups; recording patient medical information; the medical summary; patient demographics; group vaccinations; labs and documents; prescriptions; referrals; using the Internet (Net) tab and the Billing tab. In the second half we concentrate on the proper use of the visit record including SOAP templates; using the history builder; using Word templates; setting data restrictions; creating referrals and prescriptions; ordering labs; managing vaccinations; and review important forms including prenatal forms, CPX, and WCB (if applicable in your province).

Course # - Wolf Clinical 102
Course Name - Front-Office Workdesk for Allied Healthcare Professionals
Length - 3.5 hours

This course reviews the fundamentals of Wolf Clinical and Workflow for nurse practitioners, nurses, pharmacists, billing clerks or receptionists who would use Wolf Clinical to record and track measurements such as blood pressure, blood tests, urinalysis, height, weight, glucometer metre reading; we will also review how to start a SOAP note specific to their needs.

Course # - Wolf Clinical 200

Course Name - Prenatal

Length - 1 hour

In this course we train on how to use the provincial prenatal form to record your prenatal patient interactions.

Course # - Wolf Clinical 201

Course Name - Customizing Word Documents

Length - 1 hour

In this course we review how to customize basic clinic-specific or physician-specific letters such as sick notes; we'll show you how to pull your SOAP data into your letter. This course assumes strong familiarity with MS Word.

Course # - Wolf Clinical 205

Course Name - Advanced Clinical Training for Physicians

Length - 3.5 hours

In this advanced course we review features of Wolf to personalize and configure Wolf so you can save time and increase the quality of your information. In this course we cover how to create and use SOAP templates; how to configure time-savers such as auto-correct, spell-check and Smart tags and set up your folders for organizing each physician's Word documents and drawings; how to set up quick referrals; finally, we review the capabilities of the Finance Tab and the Net Tab.

Wolf Scheduling Training

Course # - Wolf Scheduling 100

Course Name - Introduction for Office Staff

Length - 2 hours

Mandatory for office staff in new clinics. Recommended for new office staff in existing clinics. Includes fundamentals of working with the Wolf Scheduling. We review how to book, edit and work with physician and resource schedules; how to manage patients including moving appointments and tracking arrivals; and how to track appointments and generate key reports.

Course # - Wolf Scheduling 101

Course Name - Introduction for Physicians

Length - 1 hour

Mandatory for physicians in new clinics. Recommended for new physicians in existing clinics. Includes the fundamentals of working with the Wolf Scheduler. We show you how to add a patient, change patient information, how to put notes in your schedule, and how to book, copy, cancel and move an appointment. We can also optionally cover how to modify or manage your own schedule.

Course # - Wolf Scheduling 200

Course Name - Advanced Topics

Length - 1 hour

In this course we go over how to create waitlists, create your own user-defined fields for patient

demographics, how to print out a billing report. We invite clinics to submit their list of topics they'd like covered in this session.

Course # - Wolf Scheduling 400
Course Name - Refresher
Length - 1 hour

This refresher course in Wolf Scheduler is recommended for any clinic who may want a refresher of the basics to ensure they know all the short-cuts and quickest ways to maximize their efficiency with Wolf Scheduler. We invite clinics to submit their list of topics they'd like covered in this session.

Wolf Chronic Disease Management Training

For the clinic who wants to get started with CDM, we recommend CDM 100, Introduction to Chronic Disease Management. Once you are familiar with the basics of the extensive CDM functionality in Wolf we recommend extending your expertise with focused courses such as CDM 202 and CDM 203 to hone your skills in using provincial toolkits (where applicable) and writing queries and rules for patient demographics, alerts, and proactive patient management.

Course # - Wolf CDM 100
Course Name - Introduction to Chronic Disease Management
Length - 3.5 hours
Province - All

In this course we review the basics of the Wolf Chronic Disease Management tools so your clinic will be able to use the templates, flowsheets, and Wolf Practice Search for more efficient and proactive management of patients with chronic diseases.

Course # - Wolf CDM 200
Course Name - Implementing Complex Care Fees and Incentive Codes
Length - 3.5 hours
Province - BC

This course is designed for BC clinics who want to reap the benefits of BC complex care fees and incentives codes. This course is part of a consulting services package consisting of customization services and 3.5 hours of remote training for an unlimited number of users at your clinic.

NOTE: We strongly recommend you take CDM 100 BC – Introduction to Wolf CDM, or that you are a knowledgeable user of the CDM functionality in Wolf prior to taking this course.

Course # - Wolf CDM 201
Course Name - Implementing TOP Templates in Wolf (Alberta)
Length - 3.5 hours
Province - Alberta

An integrated package to track health screenings for TOP (Towards Optimized Practice) in Alberta. Comprised of templates, flowsheet, rules and searches. Also includes a comprehensive training session. [Click here for more information about TOP & Wolf.](#)

Course # - Wolf CDM 202

Course Name - Working with Provincial CDM Toolkits

Length - 1 hour

Province - Province-specific

In this session we will guide you through how to successfully upload CDM data to the provincial toolkit (where they exist). We will also review how different practices can come together to share and compare CDM data for smaller-scale research initiatives.

Course # - Wolf CDM 203

Course Name - Using Practice Search

Length - 2 hours

Province - All

In this session we will review how to use Wolf Practice Search to build queries and alerts to help you understand patient demographics and to support proactive patient outreach.



For more information about WolfTraining:

Phone: (604)-576-6969, press '2'

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