

## BUSINESS OFFICE TOPICS TRAINING SCHEDULE

Training session times are provided in the Learning Center.

May 2015		
Topic	Frequency	Date
<ul style="list-style-type: none"><li>• Bad Debt</li><li>• Deferral Strategies</li></ul>	2 <sup>nd</sup> Tuesday of the Month	May 12
<ul style="list-style-type: none"><li>• Authorizations and Notifications</li><li>• Missing Documents</li></ul>	2 <sup>nd</sup> Wednesday of the Month	May 13
<ul style="list-style-type: none"><li>• Direct Deposit</li></ul>	2 <sup>nd</sup> Thursday of the Month	May 14
<ul style="list-style-type: none"><li>• Medicaid Pending</li></ul>	4 <sup>th</sup> Tuesday of the Month	May 26
<ul style="list-style-type: none"><li>• Resident Trust (Part 1 and 2)</li></ul>	4 <sup>th</sup> Wednesday of the Month	May 27
<ul style="list-style-type: none"><li>• Business Office Duties and Frequency</li><li>• Weekly Business Office Meeting Template</li><li>• Private Collections</li></ul>	4 <sup>th</sup> Thursday of the Month	May 28