



OPERATING BUDGETING LESSONS

Each client will receive access to the courses that apply to the StrataJazz modules owned. The following lessons are included within the curriculum for StrataJazz® Operating Budgeting.

Functionality	Lesson
General	Introduction to StrataJazz
Service Line Budgeting	Review the Service Line Model
	Review Charge Code Detail
	Complete Volumes by Service Line
Global Statistics Budgeting	Complete Volumes by Global Statistics
Form <i>Department Budgeting</i>	Access Your Budget and Complete the Form
Model <i>Department Budgeting</i>	Use the Budget Interface and Review Reports
Global Methods <i>Department Budgeting</i>	Select Global Methods
Statistics <i>Department Budgeting</i>	Complete Volumes by Department Statistics
Provider Budgeting	Add Providers
	Complete Provider Volumes and Revenue
	Complete Provider Compensation
Gross Charges <i>Department Budgeting</i>	Complete Gross Charges
Other Revenue <i>Department Budgeting</i>	Complete Other Revenue
Employee Roster Staffing <i>Department Budgeting</i>	Adjust FTEs and Wages
	Adjust Employee Wage Rates
Fixed Job Code Staffing <i>Department Budgeting</i>	Adjust FTEs for Fixed Job Codes
	Add New Job Codes
Variable Job Code Staffing <i>Department Budgeting</i>	Adjust FTEs for Variable Job Codes
	Adjust Hours for Variable Job Codes
Wages <i>Department Budgeting</i>	Adjust Hours by Pay Type
	Adjust Wage Rates
	Adjust Salaries by Pay Type
Contract Labor <i>Department Budgeting</i>	Complete Contract Labor
Salaries Summary <i>Department Budgeting</i>	Review Salaries Summary
Benefits <i>Department Budgeting</i>	Complete Benefits
Non-Staffing Expenses <i>Department Budgeting</i>	Adjust Annual Non-Staffing Expenses
	Adjust Monthly Non-Staffing Expenses
	Adjust Detailed Non-Staffing Expenses
Spreads	Use Spreads and Workspace

<i>Department Budgeting</i>	
Workflow	Submit Your Budget for Review
<i>Department Budgeting</i>	Complete Budget Approval
Form Tools	Attach Documentation and View History
<i>Department Budgeting</i>	
Reimbursement Budgeting	Review the Reimbursement Model
	Complete Reimbursement
Operating Budgeting Workspace	Use the Workspace
	Run Reports

MANAGEMENT REPORTING LESSONS

Each client will receive access to the courses that apply to the StrataJazz modules owned. The following lessons are included within the curriculum for StrataJazz Management Reporting®.

Functionality	Lesson
General	Introduction to StrataJazz
Management Reporting	Comments on Variances
	Review Department Variances
	Review the Management Reporting Page
	Run reports

PRODUCTIVITY REPORTING LESSONS

Each client will receive access to the courses that apply to the StrataJazz modules owned. The following lessons are included within the curriculum for StrataJazz Productivity Reporting®.

Functionality	Lesson
General	Introduction to StrataJazz
Productivity Reporting	Review Productivity Reports by Pay Period
	Review Daily Productivity Reports
	Run Reports

AD-HOC REPORTER LESSONS

Each client will receive access to the courses that apply to the StrataJazz modules owned. The following lessons are included within the curriculum for StrataJazz Ad-Hoc Reporting®.

Functionality	Lesson
General	Introduction to StrataJazz
Ad-Hoc Reporting	Create Basic Report in Ad-Hoc Reporting
	Add Sections and Filters
	Add Totals and Calculations
	Apply Totals and Calculations
	Apply Formatting and Sorts
	Distribute Reports

RVU BUILDER LESSONS

Each client will receive access to the courses that apply to the StrataJazz modules owned. The following lessons are included within the curriculum for StrataJazz RVU Builder®.

Functionality	Lesson
General	Introduction to StrataJazz
RVU Builder Reporting	Build RVUs
	Submit, Approve and Reopen RVUs

CAPITAL PLANNING LESSONS

Each client will receive access to the courses that apply to the StrataJazz modules owned. The following lessons are included within the curriculum for StrataJazz® Capital Planning.

Functionality	Lesson
General	Introduction to StrataJazz
Capital Request Form	Complete General Information
	Complete Financial Information
	Complete Classifications
	Complete Business Plan and Purchase Information
Capital Request Pricing Model	Complete Capital Investment Pricing
	Complete One-Time Operating Expenses
	Request Funding Allocation
	Complete Volumes
	Complete Revenue
	Completing Expenses
	Review the Income Statement and Cash Flow Statement
	Complete Input Income Statement
	Review Analysis
Capital Request Form Tools	Use Spreads within the Capital Investment Tab
	Attach Supporting Documentation
	View and Create Discussion
Capital Workflow	Review History
	Submit Your Capital Request for Approval
	View the Routing Slip
	Review a Capital Request
Capital Management Workspace	Set Out of Office
	Personalize the Capital Management Grid
	Search and Filter Capital Requests
	Use Views and Saved Searches
	Monitor the Capital Process in StrataJazz
Funding Releases	Run Reports
	Create a Funding Release



To produce eLearning, we are partnering with The Breakaway Group. The Breakaway Group has over 15 years of experiences and their sole focus is on “optimizing Healthcare IT adoption, from EMR, RIS/PACS, ICD-10, Compliance, Patient Education, and Nursing Orientation, to

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