DURING SET UP:

1. PHASES II and IV PHASES OF TRAINING COMPLETED
2. GO LIVE DATE CHOSEN
3. AT LEAST 2 WEEKS OF PATIENT FILES SET UP AND SCHEDULED
4. STAFF AWARE ON HOW TO CONTACT SUPPORT
5. STAFF PARTICIPATED IN TRAINING OFFERED BY SUPPORT OR FACEBOOK LIVE

GO LIVE CHECK LIST:

1. Can your clinic schedule patients without a hitch?
2. Can the clinic process payments with ease of use and was integrated merchant set up?
3. If Billing Insurance, were test claims sent to clearing house and mapped?
4. Was self-check in set up and ran through?
5. Has staff participated in training either offered by Support or on FB Live?
6. Was roll play event/ Run through performed within the clinic?
   1. Patient Scheduled
   2. Patient Checked in by FD or Self Check in if using
   3. Treated (notes, charges, diagnosis codes entered)
   4. Payment Taken
   5. Appointment Completed
7. Support Contacted to go over issues found in Run Through?

**STAFF IS READY TO GO LIVE!!!**