DURING SETUP:

1. MACROS CREATED
2. SIGNATURE UPLOADED
3. GOOGLE CALENDAR SYNC SET UP
4. SELF CHECK IN and SURVEYS COMPLETED
5. ATLEAST ONE KFUNNEL CREATED and TESTED
6. ATLEAST ONE CAMPAIGN CREATED and TESTED
7. GO LIVE DATE CHOSEN
8. FIRST TWO WEEKS OF PATIENT FILES SET UP and SCHEDULED
9. PROVIDERS COMFORTABLE WITH CONTACTING SUPPORT

GO LIVE CHECK LIST:

1. Were all phases of training I-5 completed by provider or provider and staff?
2. Can your clinic schedule patients without a hitch?
3. Can the provider/s use his/her Macro Notes comfortably?
4. Can the clinic process payments with ease of use and was integrated merchant set up?
5. If Billing Insurance, were test claims sent to clearing house and mapped?
6. Was self-check in set up and ran through?
7. Did at least one lead come into Katana from Kfunnel?
8. Has provider/staff participated in training either offered by Support or on FB Live?
9. 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
10. Support Contacted to go over issues found in Run Through?

**READY TO GO LIVE!!!**