## Your First 90 Days with ChiroTouch

### Week 1
- ChiroTouch Installation and Mentor Assignment
- After installation, your assigned Mentor will contact you within 72 hours to setup your first scheduled call and determine your training needs.

### Week 2
- A One-on-one orientation call with your mentor to help you login to your new software and give you a tour of the online training materials here on CTU.
- If you are planning to have patient demographic data copied from your old system into ChiroTouch, schedule this data conversion with help from your mentor.
- Begin moving through the first third of the CTU training modules.
- Start moving through the implementations steps provided to you.
- Contact your clearinghouse to see what steps they require to transition to working with ChiroTouch. If you have not chosen a clearinghouse, you MUST do so as soon as possible.

### Weeks 3 & 4
- Data conversion or begin the process of manually entering your patient data.
- 2-6 scheduled calls with your mentor.
- Continue moving through CTU materials, completing the material.
- Discuss any add-on services that you may require with your mentor.
- Complete implementation steps.
- Create your Go Live plan and schedule your billing training with your Mentor.

### Weeks 5 & 6
- 1-2 scheduled mentor calls.
- For offices participating in the EHR government stimulus program, move through the EHR courses*.  
- Go Live!
- 90 minute Billing training 1-5 days after live date.

### Weeks 7 & 8
- 30 minute Q&A sessions with a member of the training department, as needed.
- 90 minute EOB/ERA training.

### Weeks 9-12
- Transition out of training to Customer Support.
- Schedule a Personal Assistance and Learning (PAaL) session at your convenience additional training needs.
- Transition to Premium CTU for your ongoing access to CTU materials for review, or training new staff.

*You must have purchased the EHR certified version of ChiroTouch in order to access the EHR courses, and move through the meaningful use attestation process. These courses are not available to a provider, per your purchase agreement, until all standard provider courses have been completed. Upon completing the provider modules, and having your certified status verified by our EHR department, you will receive an Enrollment Key with further instructions.