

## **WITS Regional Training**

The WITS Help Desk will be providing regional trainings for Treatment Providers and RSS Stand Alone Providers from August 19 through September 11, 2013.

Regional trainings will cover the following topics:

- **RSS Stand Alone Provider Training** – linking clients and accepting referrals and authorizations in WITS, entering billable notes, requesting additional units/services, billing process and adjudication, closing a client in WITS.

Please call the WITS Help Desk at (208) 332-7316 to register for the RSS Stand Alone Provider Training.

- **Treatment Provider Training** – some topics will include billing process and adjudication, documenting co-pays for a client and fee percentage, linking clients and accepting referrals and authorizations in WITS, requesting additional units/services, and consents.

Additional training topics will be considered based on the feedback obtained from the survey for the state-wide trainings conducted in June 2013. If you have not already taken the survey, please click on the link below to provide feedback:

<https://www.keysurvey.com/f/529878/4adf/>

Please go to the WITS website at [www.wits.dhw.idaho.gov](http://www.wits.dhw.idaho.gov) to register for the Treatment Provider Training.

The dates, times, and locations of each training are listed on the WITS Training calendar located at [www.wits.dhw.idaho.gov](http://www.wits.dhw.idaho.gov). Please register each person individually for each training on the WITS website.

## **WITS On-line Training**

The WITS Help Desk will also provide on-line trainings on the following topics from July through mid-August 2013:

- **Agency WITS Administrator Training** –providing basic WITS technical support for your agency; creating and managing staff accounts; how and when to utilize Support Tickets in WITS.
- **Billing Training** – will discuss Notes (Group, Encounter, and Miscellaneous), Billing Reports, and Consenting Client Records.
- **Core Training** – will discuss the Client Profile, Intake, Program Enrollment, Viewing and Linking Client Records, Accepting Referrals and Authorizations, and Admission.
- **Implementation Assistance** – how to know if your agency is successfully implementing WITS as the billing record.
- **Services Training** – selecting the correct service on Encounter Notes based on the Client Group Enrollment (who is paying for the client).

The dates, times, and locations of each training are listed on the WITS Training calendar located at [www.wits.dhw.idaho.gov](http://www.wits.dhw.idaho.gov). Please register each person individually for each training on the WITS website.

If you have questions, please contact the WITS Help Desk at [dbhwitshd@dhw.idaho.gov](mailto:dbhwitshd@dhw.idaho.gov) or call (208) 332-7316.