



tops Software
Course Catalog



Course Catalog

Getting Started

Congratulations on your (oh-so-brilliant) decision to incorporate tops Software into your practice! We offer a range of courses for doctors and staff members to learn how to use topsOrtho™ and topsCephMate™ to manage the practice. Course descriptions are listed on the following pages.

tops Software operates with an “open door” admissions policy: anyone who meets the prerequisites of the class, listed in the course outline, is eligible for admission. We reserve the right to interview and guide participants toward the correct class placement.

Commercial Relationships

The courses we offer are geared toward the use of topsOrtho and topsCephMate products developed by tops Software. tops Software does not have affiliations with other commercial entities and does not promote the use of specific products other than our own. Our instructors have completed a rigorous curriculum designed and administered by tops Software.

Registration

All class participants must register in advance with tops Software. Please call +1 (770) 627-2527 to register by phone and provide the following information:

- Name of participant
- Address of participant
- Telephone number of participant
- Email address of participant
- Name of class/Class code
- Date of class
- Total fee (if applicable)
- Credit card number and expiration date (if applicable)

Tuition for each class session is due at the time of scheduling. In addition, the practice must be in good standing with tops Software with no outstanding balance on the account. A class confirmation will be sent after tuition fees have been paid in full.

Continuing Education Credits

tops Software is designated as an Approved PACE Program Provider by the Academy of General Dentistry. Our formal continuing dental education programs are accepted by the AGD for Fellowship, Mastership and membership maintenance credit. Approval does not imply acceptance by a state or provincial board of dentistry or AGD endorsement. The current term of approval extends from 10-1-2015 to 09-30-2018

After completion of class, participants will receive a survey, which must be completed and returned to tops Software in order for a certificate of completion to be awarded. This certificate will indicate the number of Continuing Education units earned for the class session.

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Tuition/Fees

The tuition for each class session is listed under the class description.

Cancellation/Refund Policy

On-site Courses

Notification 30 days or more before the first day of on-site instruction = no fee

Notification less than 30 days before the first day of on-site instruction = \$1,000 USD fee

Online Courses

Online instruction sessions can be cancelled or rescheduled at any time without a fee. For cancelled sessions, a credit will be applied to the account of the office. Classes can be rescheduled based upon availability.

tops User Conference

The registration fee for the annual tops Software User Conference (topsFest) is non-refundable. Details about topsFest are available on the [topsOrtho website](#).

On-Site Instruction at Your Practice

On-site courses are delivered on location at your practice.

NOTE: tops Software reserves the right to limit the class size to six participants per session. This will ensure the maximum learning experience.

Online Courses

In order to participate in any online course, you must register in advance. Please refer to the Registration section of this document on the previous page for details.

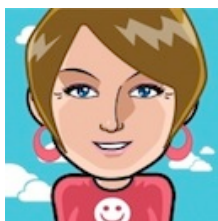
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Instructor Certification

All tops Software instructors have adequate experience and education to teach the courses in this catalog. Instructors have successfully completed a Certification Program to ensure their knowledge of tops Software's products and functions, and all other relevant subject matter. In addition, tops instructors receive monthly continuing education to ensure they remain current with relevant subject matter. Certification Verification is available at the request of any attendee.

A comprehensive Session Assessment is provided to participants at the end of each course to gauge instructor effectiveness.

Meet Your Instructors



Ann Miller

Ann joined tops in 2010. She previously worked in training and development for Monitronics Home Security Systems in Dallas, and as webmaster/learning systems coordinator for Edison Community College in Piqua, Ohio. Ann has a bachelor's degree in digital communications and marketing from Franklin University in Ohio.



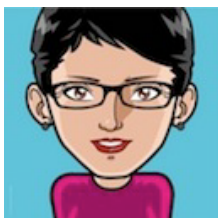
Kelly DelaEspriella

Kelly worked in the orthodontic field for over 16 years as a chairside assistant and clinical coordinator prior to joining team tops as an **instructor**. When she's not out on the road, she enjoys spending time with her family and volunteering at her local hospice for children - she was their 2014 Volunteer of the Year! In addition to a big heart, she also has an amazing eye for landscape and portrait photography - smile and say cheeeeeese!



Terry Hailey

Terry's 15 years of orthodontic experience come in handy in her role as a tops instructor. She joined tops in 2011 after working as executive manager and treatment coordinator for a busy, multi-location practice that used topsOrtho.



Linda Short

Linda joined tops in 2011. She previously taught medical professionals to use software for pharmaceutical and clinical trials, taught Panasonic customers to use video editing software, and taught adult education computer classes. Earlier in her career, Linda was a television news editor. She has a bachelor's degree in communications from John Carroll University in Ohio.

Course Catalog

Course Code TX-101

Basic Implementation of topsOrtho Lecture and Hands-On – Onsite

Course Objective:

This course is designed to teach orthodontists and staff members to implement topsOrtho practice management software into their practice.

Course Description:

This is a three-day course, conducted onsite at the practice. Instruction is provided in both lecture and hands-on formats. Doctors and staff members will learn to use topsOrtho software to manage all administrative and clinical aspects of the practice. The data and current protocols of the practice can be incorporated into the session to provide a comprehensive implementation. At the end of this course, participants should be able to:

- Add and Manage New Patients
- Add and Reconcile Financial Transactions
- Create, Reschedule and Cancel Appointments
- Create Basic Letter Templates
- Create and Define Appointment Procedures
- Create Basic Schedule Templates
- Enter New Patient Contracts
- Implement Staff Security Privileges
- Conduct Paperless Clinical Exams
- Record Patient Records using Paperless System
- Develop Treatment Plans using Paperless System
- Import Patient Images from Digital Media Source
- Compile Custom Lists for Patients, Appointments, Recalls, Treatment Notes, Financial Transactions and Referrals
- Generate Reports for Analysis of Finances, Appointments and Practice Statistics
- Manage the Patient Flow Utility
- Understand Integration of topsOrtho with other software programs

Course Instructors:

Ann Miller, Certified tops Instructor
Linda Short, Certified tops Instructor
Terry Hailey, Certified tops Instructor
Kelly DelaEspriella, Certified tops Instructor

Prerequisites:

This course is for orthodontists who have graduated from ADA-certified programs, as well as their clinical and administrative staff members.

Tuition:

\$2,850 USD, plus regional travel expenses (expenses vary depending upon practice location). Fee includes instructional materials.

Class Capacity – 6

Continuing Education Units – 24



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Course Catalog

Course Code WB-102

topsOrtho Your Way

Lecture and Demonstration – Online

Course Objective:

This course is designed to address practice-specific questions that may arise during the use of topsOrtho.

Course Description:

A facilitated, interactive learning experience for orthodontists and staff members. Topics will be determined during a pre-course conference held approximately one week prior to the class session. At the end of the session, each participant should be able to achieve the tasks set forth in the pre-course conference.

Course Facilitators:

Ann Miller, Certified tops Instructor

Linda Short, Certified tops Instructor

Terry Hailey, Certified tops Instructor

Kelly DelaEspriella, Certified tops Instructor

Prerequisites:

This course is for orthodontists who have graduated from ADA-certified programs, as well as their treatment coordinators. All registrants must have previously completed the Basic Implementation of topsOrtho Course.

Tuition:

\$150 USD

Class Capacity – 4

Continuing Education Units – 1

This course takes place online. Participation instructions will be sent to attendee upon completion of registration. Please contact tops Software at +1 (770) 627-2527 to schedule the class.



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Course Catalog

Course Code WB-103

New Employee Introduction to topsOrtho **Lecture and Demonstration – Online**

Course Objective:

This course is designed to introduce new practice employees to topsOrtho.

Course Description:

A facilitated, interactive learning experience demonstrating the features of topsOrtho. This course has two 1-hour segments, Part I and Part II. At the end of this course participants should be able to:

- Enter New Patients into topsOrtho
- Enter Patient Insurance Information into topsOrtho
- Enter Appointments
- Cancel Appointments
- Reschedule Appointments
- Create Missed Appointment List
- Enter Recalls
- Delete Recalls
- Create Recall Lists
- Enter Payments and Charges
- Understand the Features of the Patient Flow and their Functions
- Understand and View Patient Information
- Write a Letter
- Learn about Starting and Ending your Day in topsOrtho

Course Facilitators:

Ann Miller, Certified tops Instructor
Linda Short, Certified tops Instructor
Terry Hailey, Certified tops Instructor
Kelly DelaEspriella, Certified tops Instructor

Prerequisites:

This course is open to employees of orthodontic practices that use topsOrtho.

Tuition:

\$300 USD

Class Capacity – 4

Continuing Education Units – 2

This course takes place online. Participation instructions will be sent to attendee upon completion of registration. Please contact tops Software at +1 (770) 627-2527 to schedule the class.



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Course Catalog

Course Code WB-203

Advanced Letters

Lecture and Demonstration – Online

Course Objective:

This course is designed to take participants beyond the basic Administrative Templates of topsOrtho to create letters and forms that stand out from the crowd.

Course Description:

A facilitated, interactive learning experience. The forum is a web-based environment demonstrating the features of topsOrtho. At the end of this course, participants should be able to:

- Understand how to use topsLetters as a marketing tool for your practice
- Understand how to use topsLetters to improve communications in your practice
- Create and apply custom letterhead
- Understand the Features and Functions of the Font Palette
- Understand the Features and Functions of the Color Palette
- Understand how to add objects to templates
- Understand the Features and Functions of the Placeholders Palette
- Understand how to share templates with other tops users

Course Facilitators:

Ann Miller, Certified tops Instructor

Linda Short, Certified tops Instructor

Terry Hailey, Certified tops Instructor

Kelly DelaEspriella, Certified tops Instructor

Prerequisites:

This course is open to employees of orthodontic practices that use topsOrtho.

Tuition:

\$150 USD

Class Capacity – 4

Continuing Education Units – 1

This course takes place online. Participation instructions will be sent to attendee upon completion of registration. Please contact tops Software at +1 (770) 627-2527 to schedule the class.



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Course Code WB-209

Financial Basics

Lecture and Demonstration – Online

Course Objective:

This course will teach orthodontists and staff members how to use topsOrtho for basic financial management of the practice.

Course Description:

A facilitated, interactive learning experience. The forum is a web-based environment demonstrating how topsOrtho can manage the practice financials. At the end of this course, participants should be able to:

- Enter Charges
- Enter Payments
- Enter Account Adjustments
- Enter Contracts without Insurance
- Print Contracts without Insurance
- Initialize Contracts without Insurance
- Enter Automatic Payment Plans
- Understand a Patient Ledger
- Print a Patient Ledger and Receipts
- Understand and Print Statements
- Understand the Financial Day Sheet
- Process a Deposit
- Understand and Manage the Accounts Receivable Report

Course Facilitators:

Ann Miller, Certified tops Instructor

Linda Short, Certified tops Instructor

Terry Hailey, Certified tops Instructor

Kelly DelaEspriella, Certified tops Instructor

Prerequisites:

This course is for orthodontists who have graduated from ADA-certified programs, as well as their treatment and financial coordinators. All registrants must have successfully completed the Basic Implementation of topsOrtho Course.

Tuition:

\$150 USD

Class Capacity – 4

Continuing Education Units – 1

This course takes place online. Participation instructions will be sent to attendee upon completion of registration. Please contact tops Software at +1 (770) 627-2527 to schedule the class.



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Course Catalog

Course Code CM-101

Introduction to topsCephMate

Lecture and Demonstration – Online

Course Objective:

This course introduces orthodontists to the features of topsCephMate, the cephalometric tracing and treatment simulation program integrated with topsOrtho.

Course Description:

A facilitated, interactive learning experience designed to provide orthodontists with the knowledge to effectively use topsCephMate to assist in treatment diagnosis. Topics include:

- How to Place Landmarks on a Cephalometric X-Ray
- How to Make the Contours of a Cephalometric X-Ray
- How to Complete Measurements and Analysis of a Cephalometric X-Ray for Diagnosis
- How to Create and Save a Custom Analysis
- How to Morph the Cephalometric X-Ray to Illustrate Projected Results of Proposed Treatment

Course Facilitators:

Ann Miller, Certified tops Instructor

Linda Short, Certified tops Instructor

Terry Hailey, Certified tops Instructor

Kelly DelaEspriella, Certified tops Instructor

Prerequisites:

This course is for orthodontists who have graduated from an ADA-certified program, and who have purchased topsCephMate.

Tuition:

\$600 USD

Class Capacity – 6

Continuing Education Units – 3

This course takes place online. Participation instructions will be sent to attendee upon completion of registration. Please contact tops Software at +1 (770) 627-2527 to schedule the class.



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tops Software provides a suite of state-of-the-art orthodontic software:

- topsOrtho™ is the leading Mac-based orthodontic practice management and imaging system.
- topsCephMate™ is an easy-to-use, intuitive digital cephalometric tracing and treatment program.
- topsEcho™ for the iPhone or iPad provides up-to-the-minute access to patient information and images, schedules, referrals, treatment notes and more.
- topsCheck-In for iPad™ is a fast, easy, reliable way for patients to check in using an iPad.
- topsChecklist for iPad™ app allows you to create customized checklists and to use the iPad as a touch screen.

For more information, visit our Web site: topsOrtho.com.

For sales or customer support, please call +1 770.627.2527.

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