

# Yosi Implementation Overview

Below is an overview of the simple 30-day implementation process from start to go-live.



## Day 1: Begin Implementation

Introduction, gather requirements:

- 1) Establish a point of contact that will oversee the implementation
- 2) Provide access to your Athena instance (Takes less than 2 mins)
- 3) Create required settings in your Athena **instance**
- 4) Supply all your intake forms including policies



## Day 3: Your practice work flow discussion

After all the materials are collected, we will discuss:

- 1) Your practice's work flow and intake needs (Typically takes 30 minutes to 1 hour)



## Day 15: Yosi completes your build

After the initial work flow discussion, Yosi will:

- 1) Configure and custom build your intake solution as per your requirements
- 2) Your build is ready!
- 3) Staff training begins



## Day 25: Final sign off and Go Live

Last step, before go-live:

- 1) Yosi will conduct final training sessions for all staff members
- 2) Practice will sign off approval
- 3) Establish Go Live Date