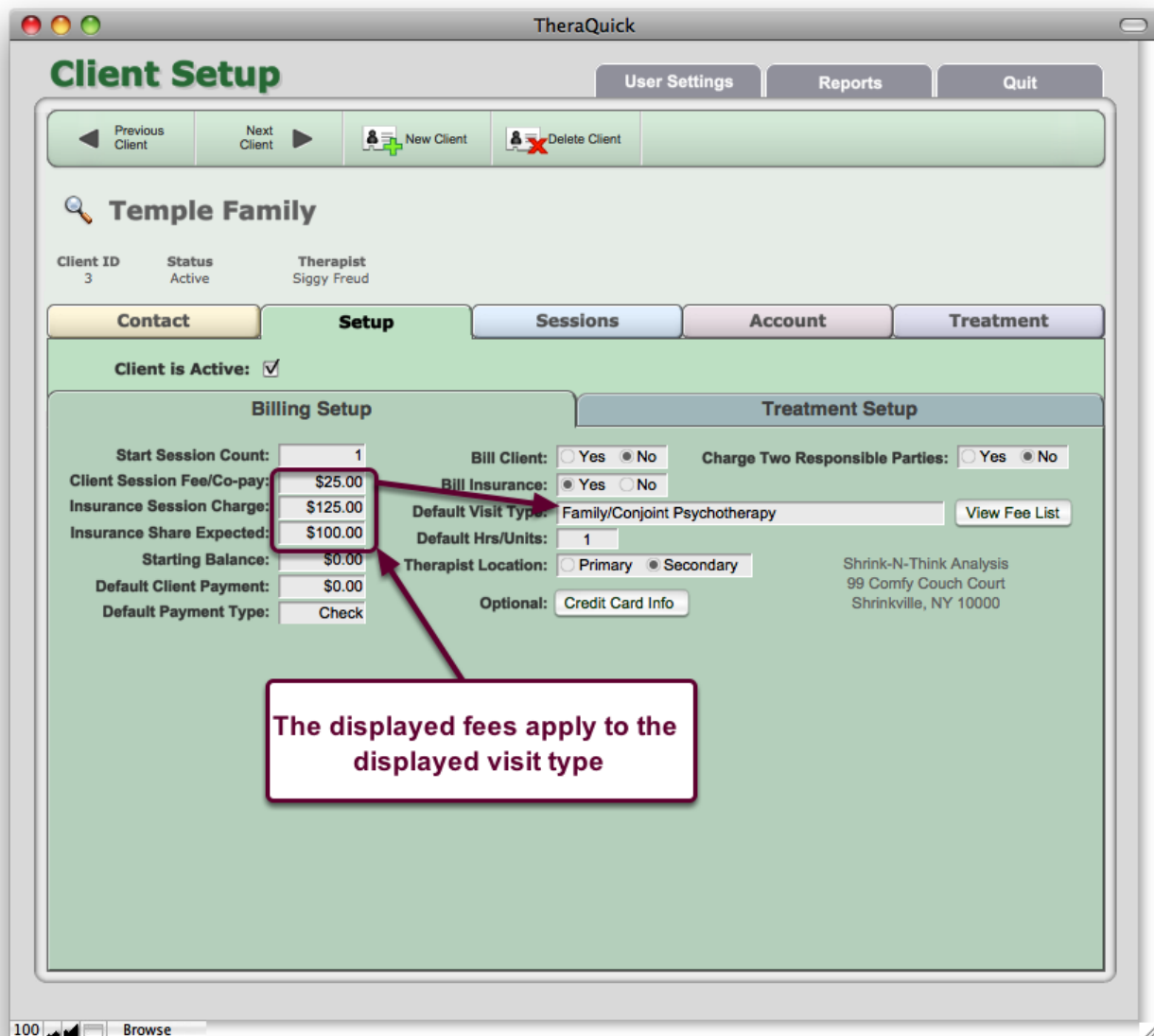


Setting Different Fees for Different Visit Types for a Client

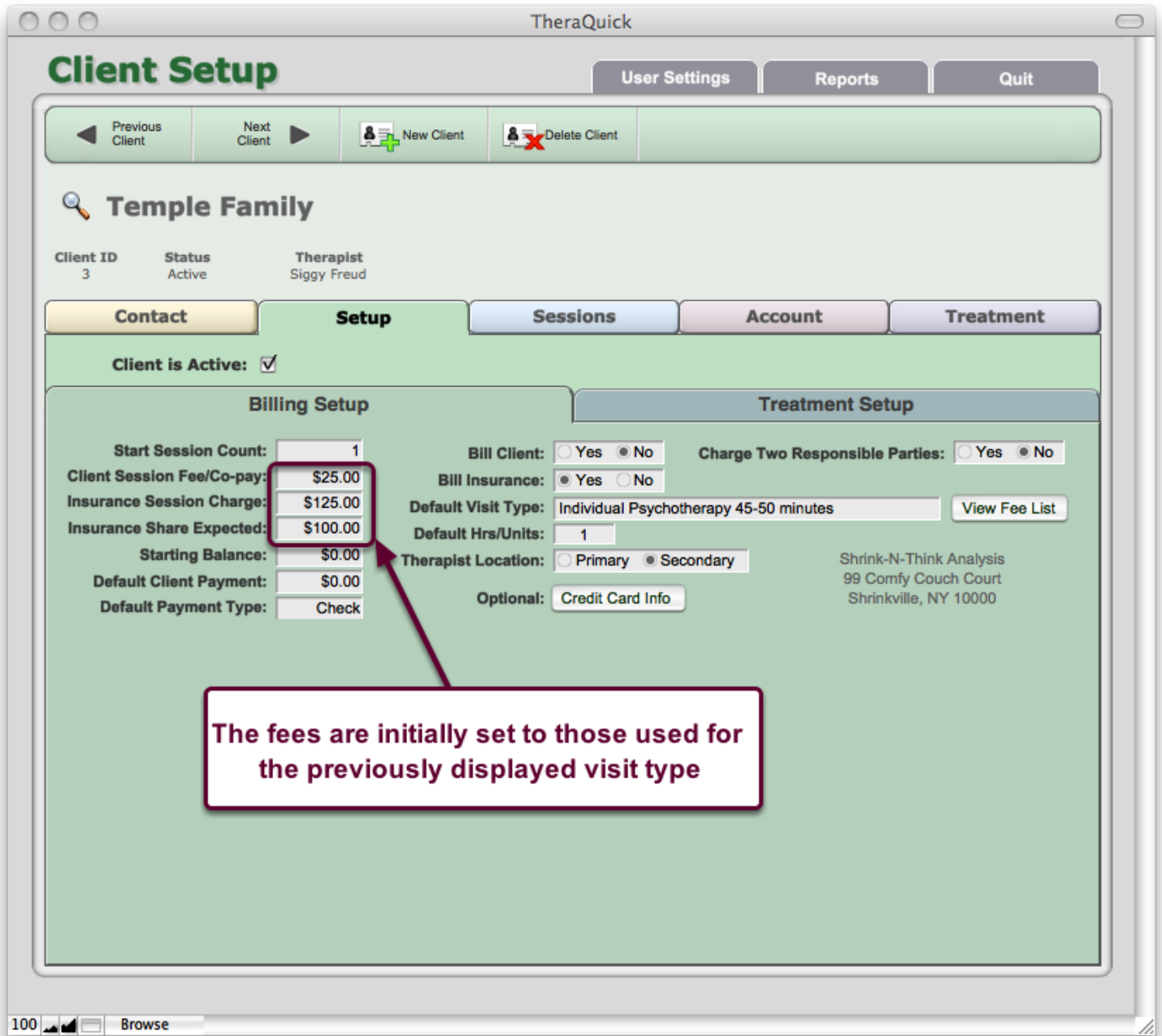
How to enter and use different fees associated with different visit types (CPT codes) for a client.

Manage your client fees under the Client Activity > Setup > Billing Setup tab



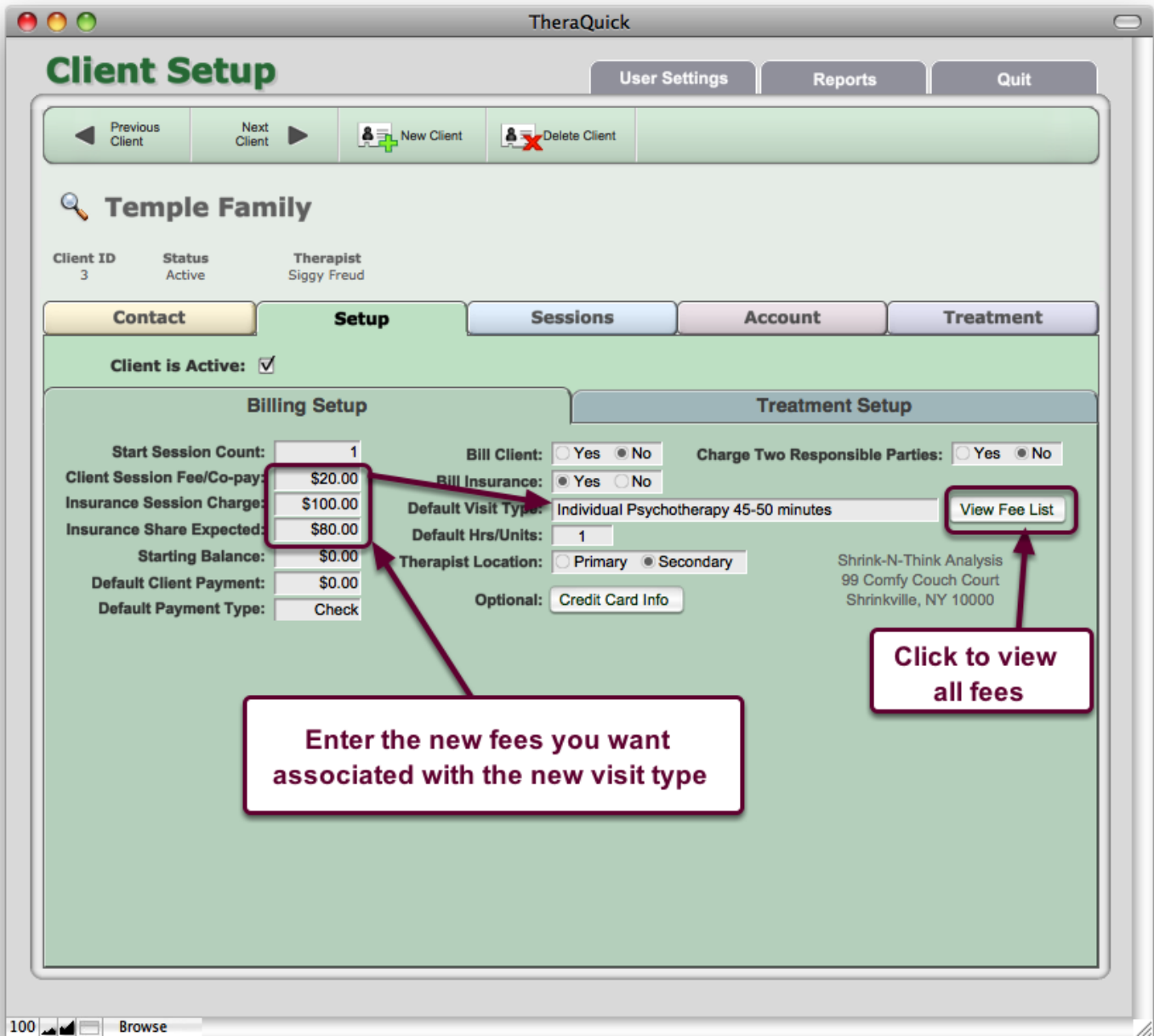
The fees shown under Billing Setup are now associated specifically with the displayed visit type. There are two ways to set different fees for a different visit type. The first way is to select the new visit type from the drop-down list in the Default Visit Type field.

The current fees are initially used as the default fees for the new visit type



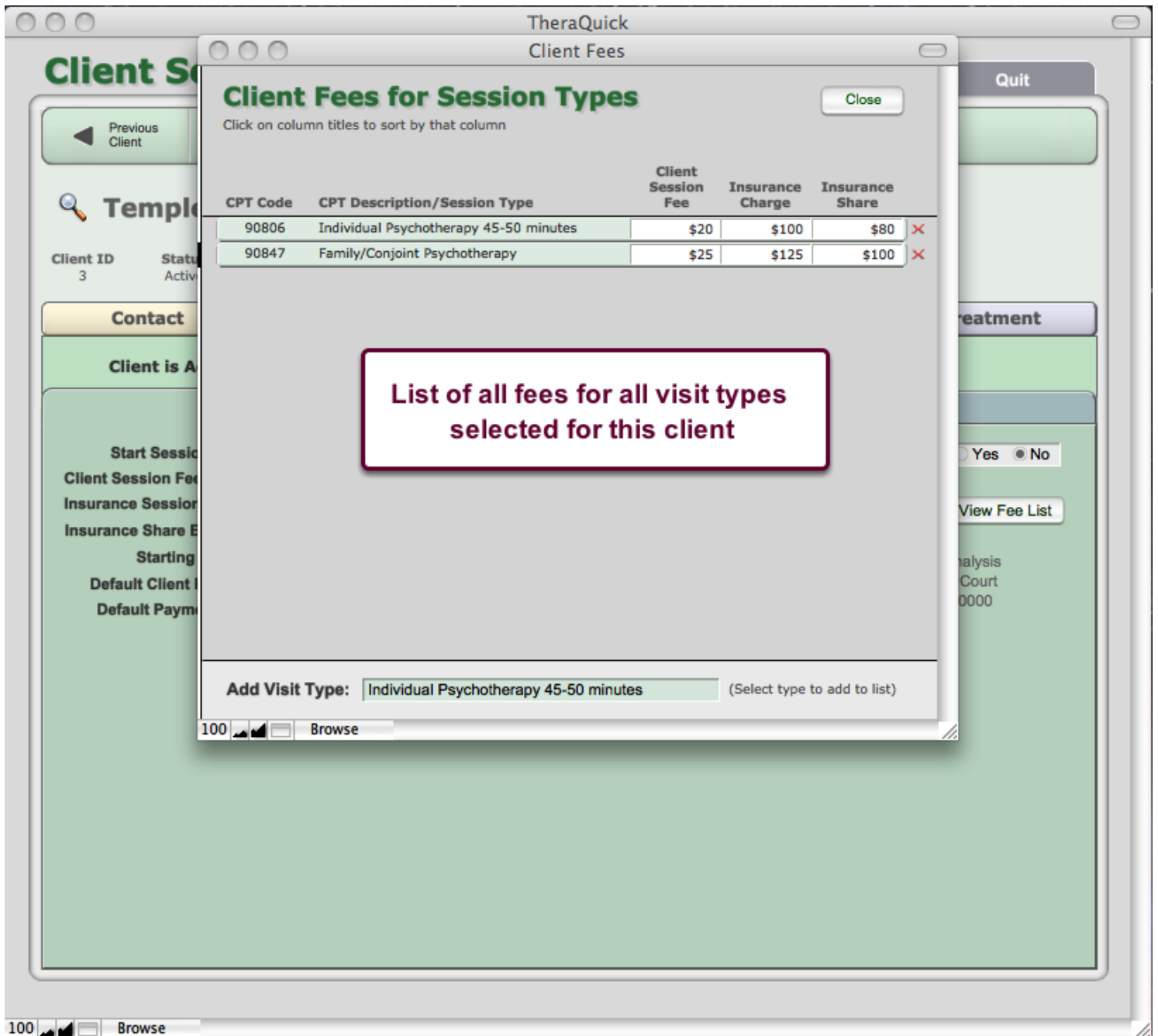
When a new visit type is selected, the fees are initially set to the same values as for the previous visit type that was viewed (if it was a chargeable visit with non-zero fees).

Enter the new fees to be used for the new visit type



The fees that you enter for the newly-selected visit type will now automatically be used when you create a session using that visit type. The original fees with the previous visit type will be used when that visit type is applied to a session. You can view all the fees associated with the different visit types by displaying the Fee List, using the "View Fee List" button.

Viewing the Fee List



Client Fees for Session Types

Click on column titles to sort by that column

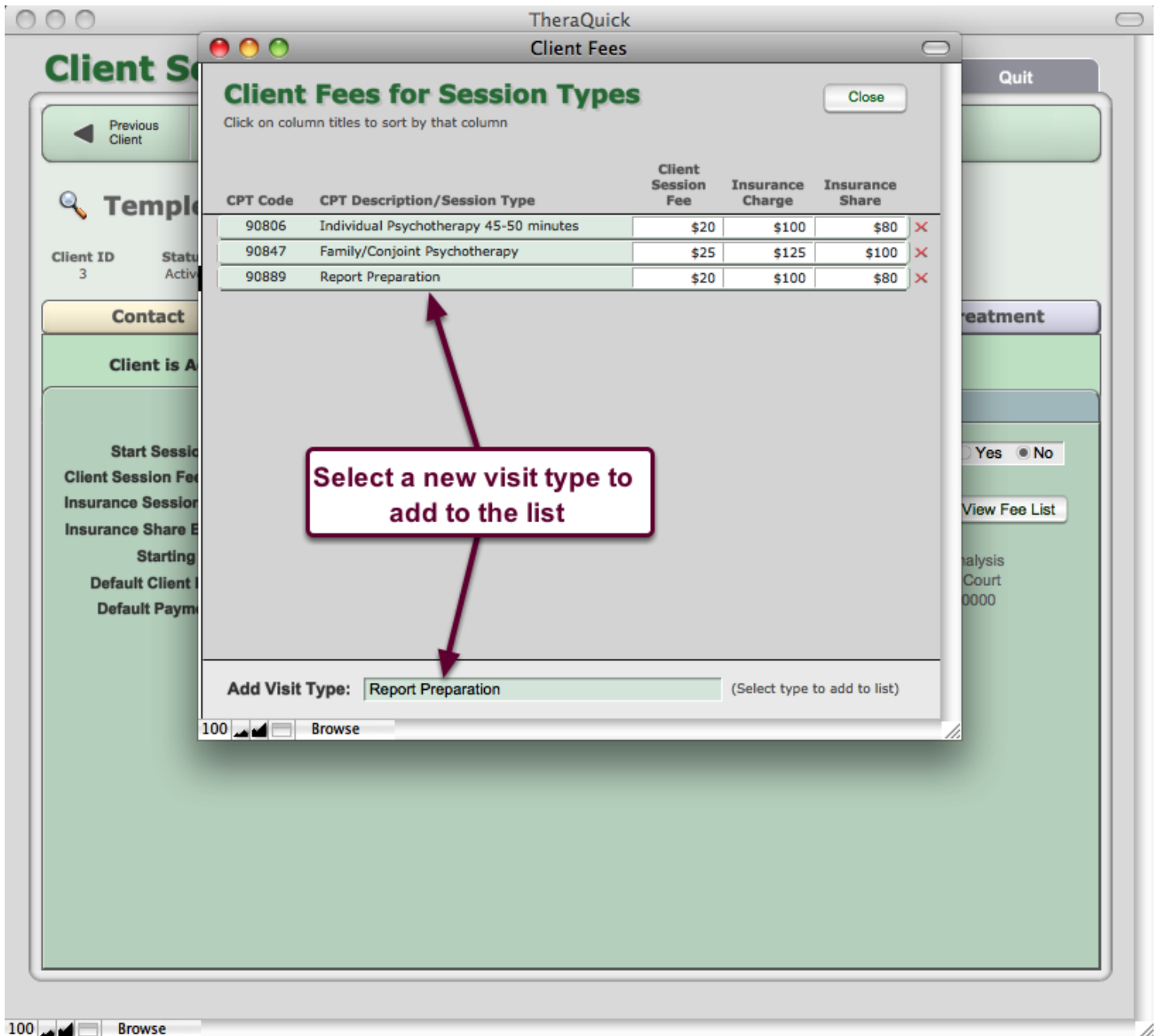
CPT Code	CPT Description/Session Type	Client Session Fee	Insurance Charge	Insurance Share
90806	Individual Psychotherapy 45-50 minutes	\$20	\$100	\$80
90847	Family/Conjoint Psychotherapy	\$25	\$125	\$100

List of all fees for all visit types selected for this client

Add Visit Type: Individual Psychotherapy 45-50 minutes (Select type to add to list)

Within the Fee List, you can change the fees or add new visit types to the list. To add a new visit type in the Fee List, select the new visit type from the drop-down list at the bottom of the window.

Adding a new visit type to the Fee List



Client Fees for Session Types

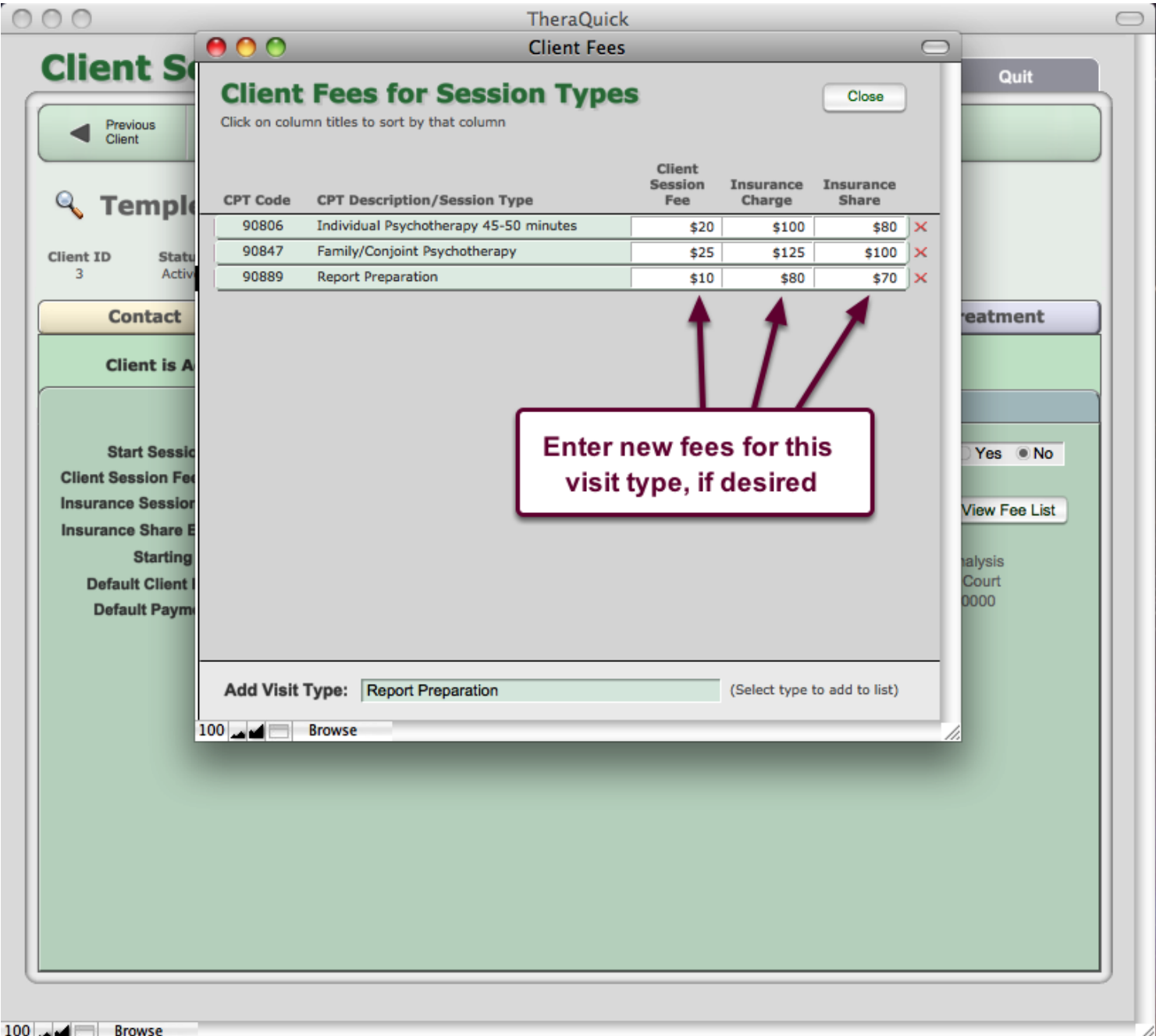
Click on column titles to sort by that column

CPT Code	CPT Description/Session Type	Client Session Fee	Insurance Charge	Insurance Share
90806	Individual Psychotherapy 45-50 minutes	\$20	\$100	\$80
90847	Family/Conjoint Psychotherapy	\$25	\$125	\$100
90889	Report Preparation	\$20	\$100	\$80

Add Visit Type: (Select type to add to list)

As soon as you've selected the new visit type (Report Preparation, in this example), a new entry is made in the Fee List, and the fees from the last viewed visit type are applied to the new visit type.

Entering new fees for the new visit type



Client Fees for Session Types

Click on column titles to sort by that column

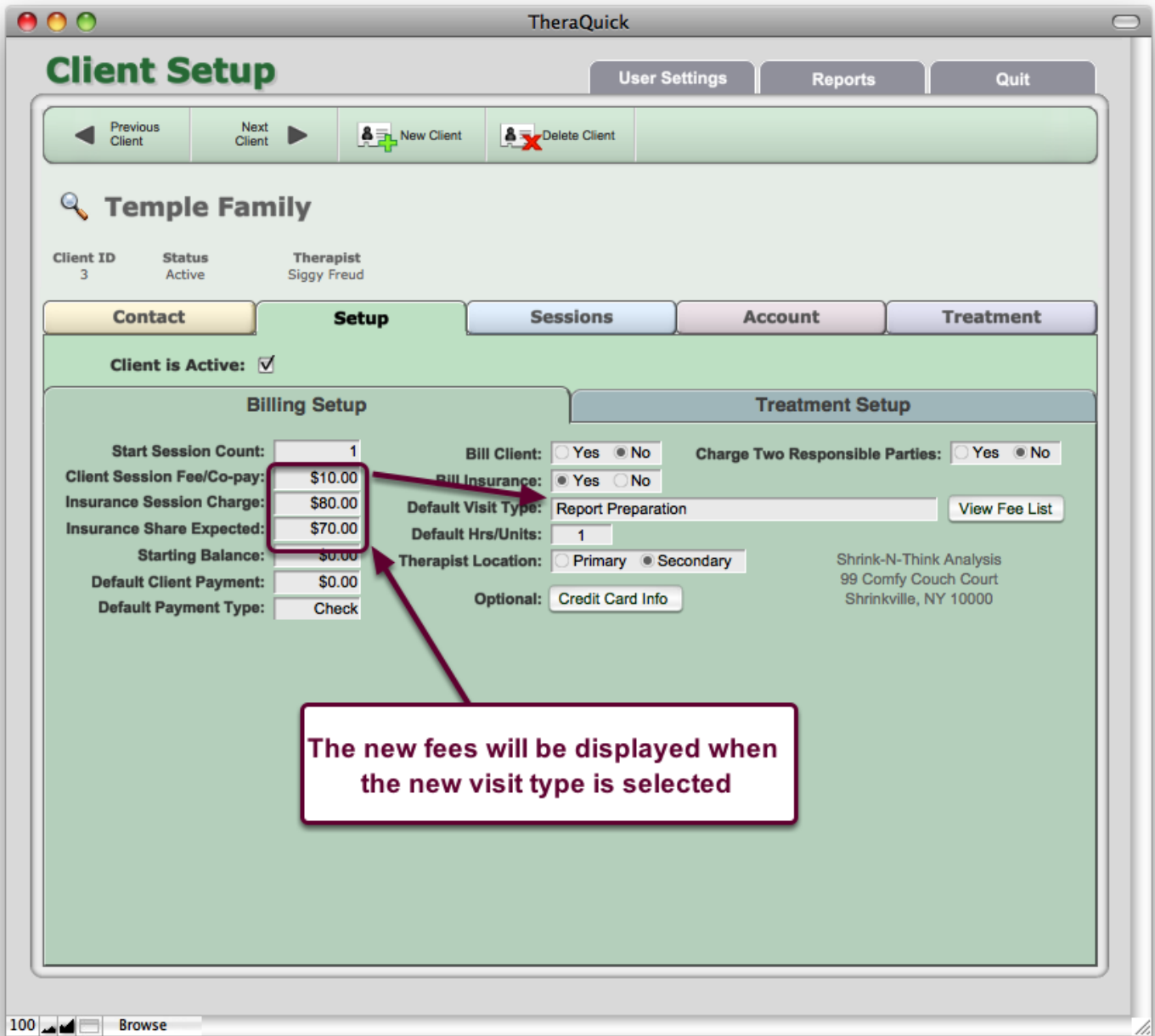
CPT Code	CPT Description/Session Type	Client Session Fee	Insurance Charge	Insurance Share
90806	Individual Psychotherapy 45-50 minutes	\$20	\$100	\$80
90847	Family/Conjoint Psychotherapy	\$25	\$125	\$100
90889	Report Preparation	\$10	\$80	\$70

Enter new fees for this visit type, if desired

Add Visit Type: (Select type to add to list)

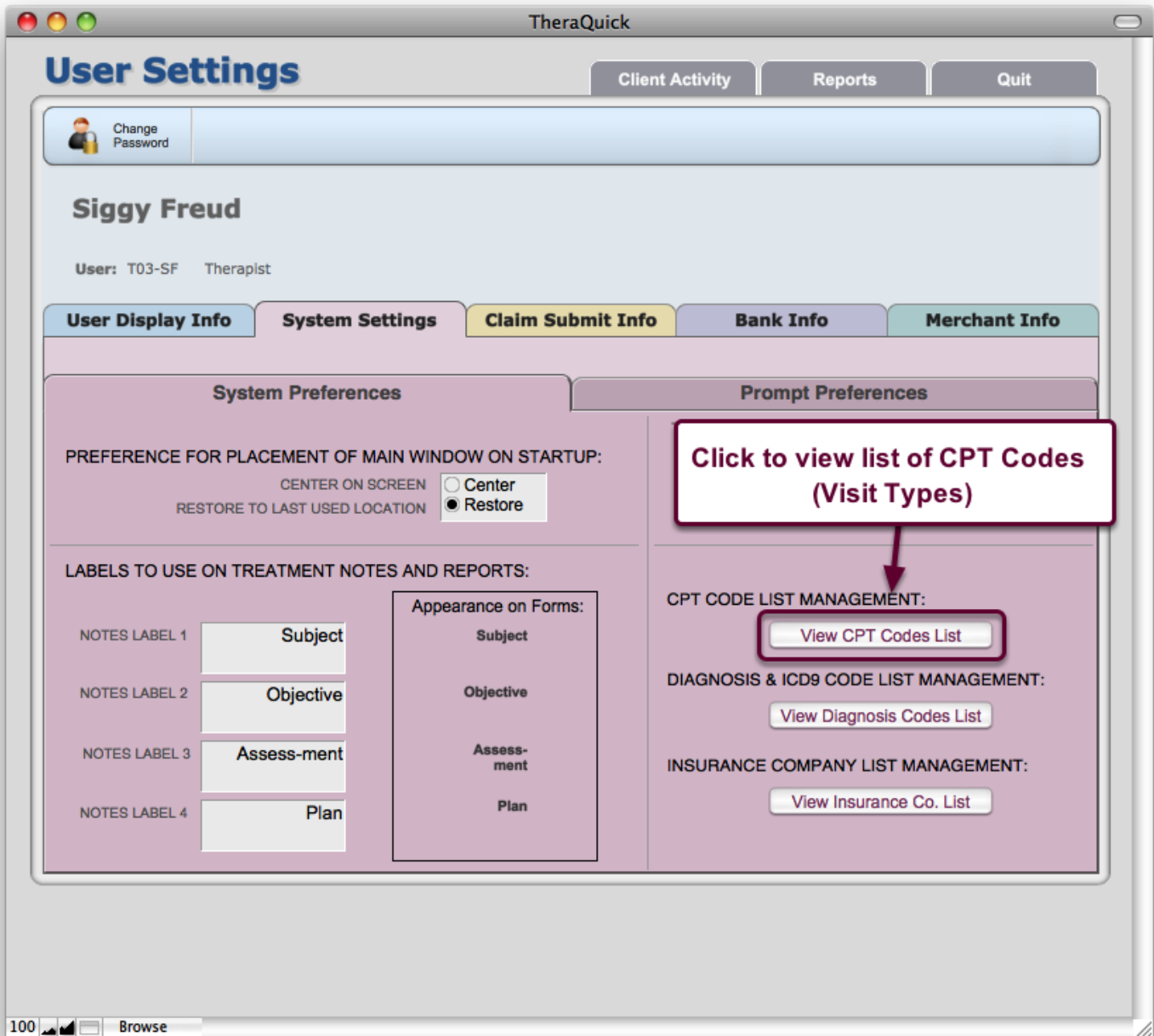
You can enter new fees or change existing fees by typing directly in the fields in this window.

Viewing the fees in the Client Setup layout



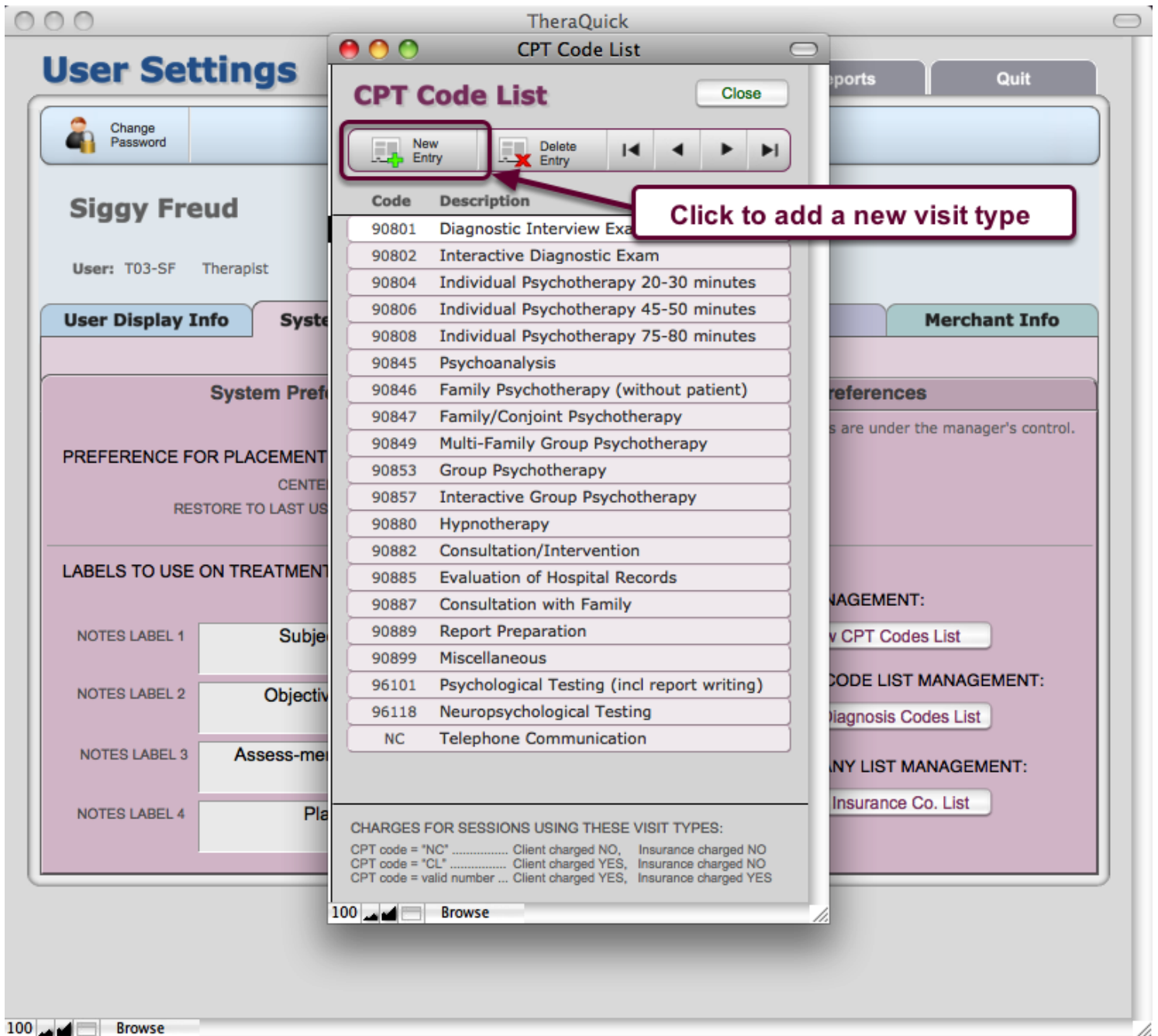
When you return to the Client Setup layout, the correct fees for the new visit type will be displayed. The fees for any of the other visit types can be displayed simply by selecting that visit type from the drop-down list.

Viewing the CPT Codes (Visit Type) list



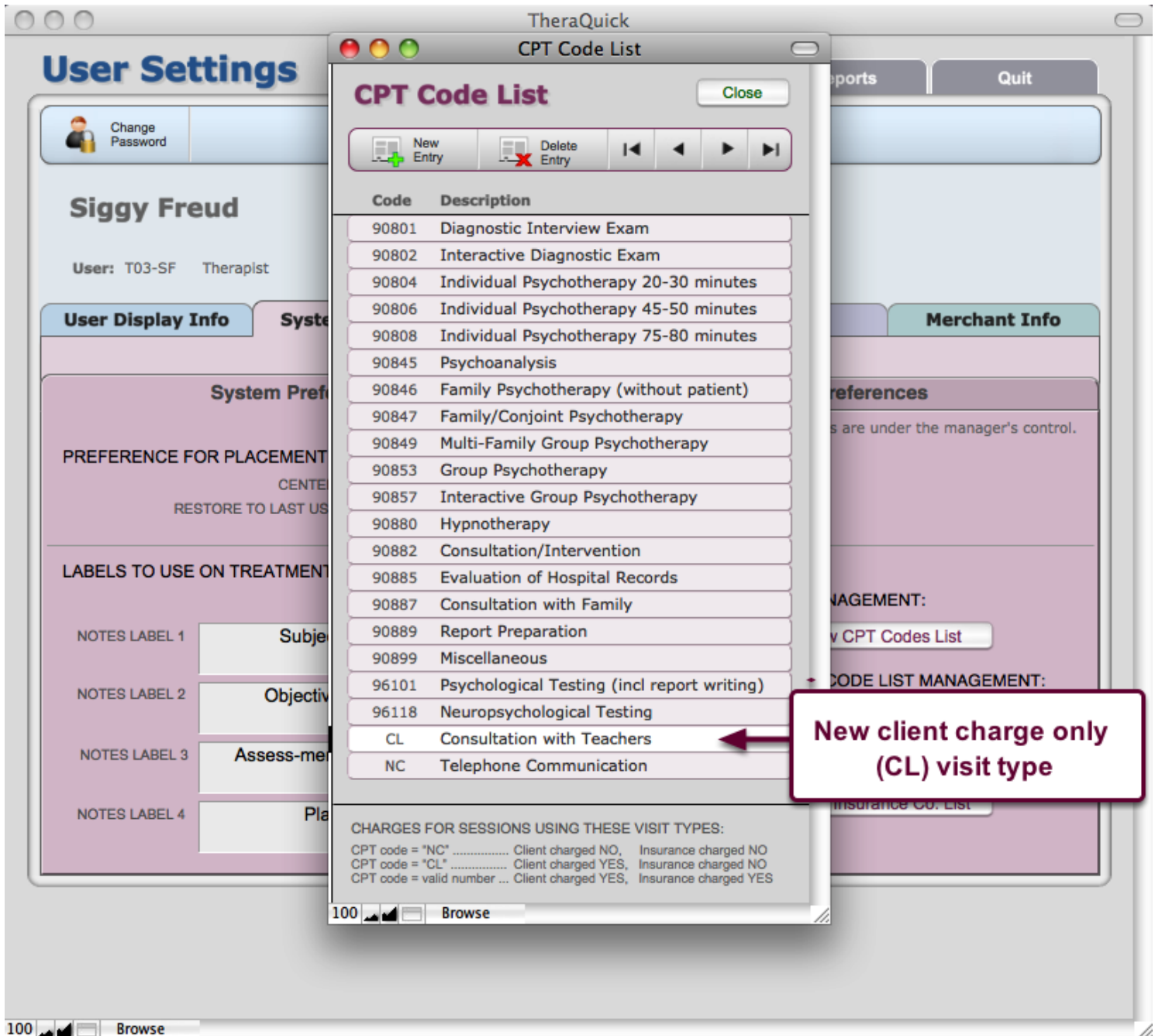
You can view the list of visit types that appear in the drop-down list by going to your User Settings > System Settings > System Preferences tab, and clicking on the "View CPT Codes List."

Managing the CPT Code List



When viewing the CPT Code List, you can add new entries, or delete unused ones. You can designate whether they are to be charged only to the client only by placing "CL" in the Code field (no charge will be entered into the insurance account). You can designate that they do not incur any charges by placing "NC" in the Code field (you can record the interaction, and no charges will be entered into either the client or insurance accounts). If a valid number is entered in the Code field, the session will be charged to both the client and the insurance accounts.

Adding a visit type with a client charge only



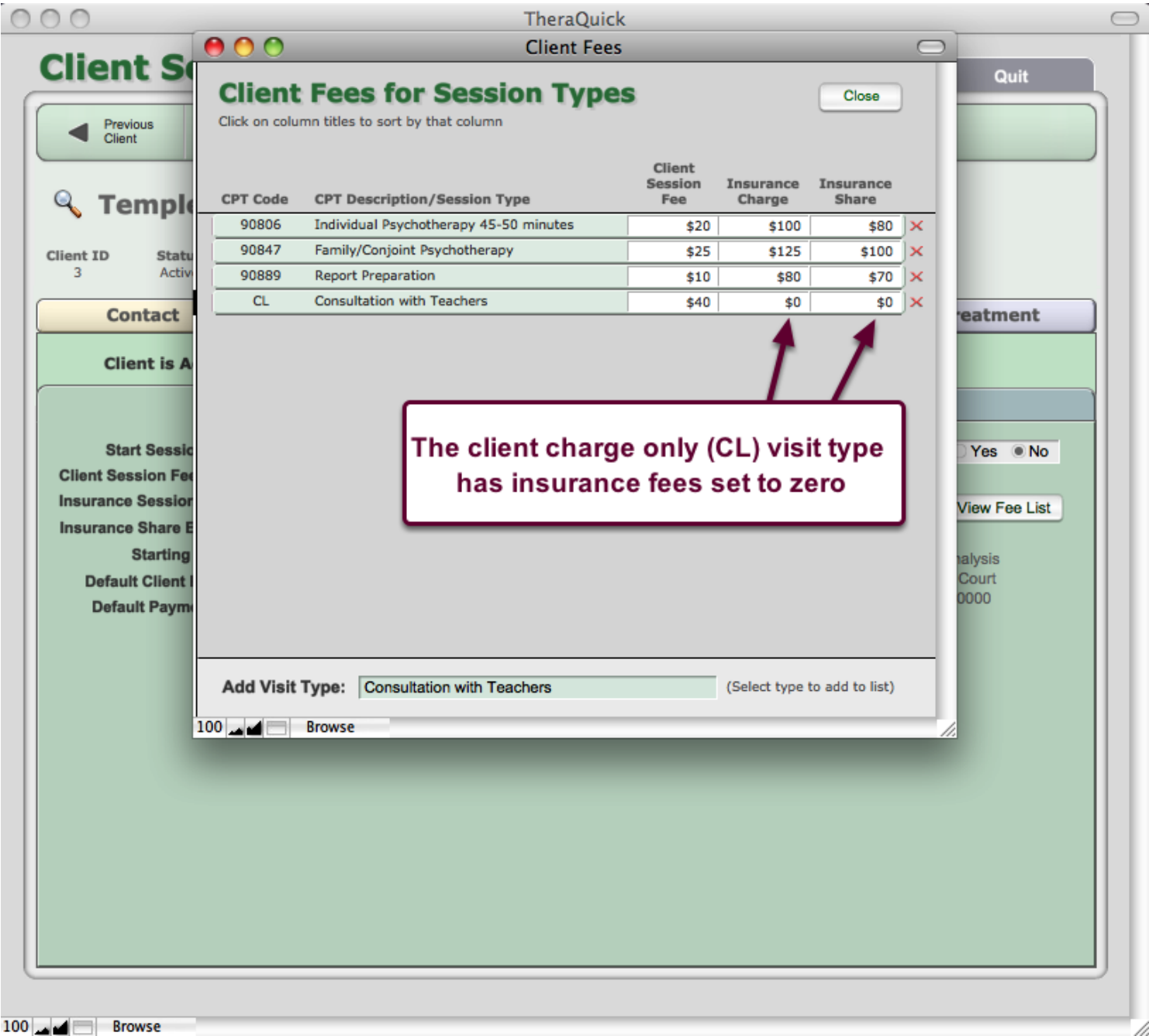
The screenshot shows the 'CPT Code List' window in the TheraQuick application. The window title is 'TheraQuick CPT Code List'. It features a 'Close' button in the top right corner. Below the title bar are navigation controls: a 'New Entry' button with a green plus icon, a 'Delete Entry' button with a red minus icon, and four arrow buttons for navigation. The main area is a table with two columns: 'Code' and 'Description'. The table lists various CPT codes and their descriptions. The code 'CL' for 'Consultation with Teachers' is highlighted in a light blue row. A red arrow points from a white box with a red border to this row. The box contains the text 'New client charge only (CL) visit type'. Below the table, there is a section titled 'CHARGES FOR SESSIONS USING THESE VISIT TYPES:' with a legend for 'NC' (Client charged NO, Insurance charged NO), 'CL' (Client charged YES, Insurance charged NO), and a 'valid number' (Client charged YES, Insurance charged YES).

Code	Description
90801	Diagnostic Interview Exam
90802	Interactive Diagnostic Exam
90804	Individual Psychotherapy 20-30 minutes
90806	Individual Psychotherapy 45-50 minutes
90808	Individual Psychotherapy 75-80 minutes
90845	Psychoanalysis
90846	Family Psychotherapy (without patient)
90847	Family/Conjoint Psychotherapy
90849	Multi-Family Group Psychotherapy
90853	Group Psychotherapy
90857	Interactive Group Psychotherapy
90880	Hypnotherapy
90882	Consultation/Intervention
90885	Evaluation of Hospital Records
90887	Consultation with Family
90889	Report Preparation
90899	Miscellaneous
96101	Psychological Testing (incl report writing)
96118	Neuropsychological Testing
CL	Consultation with Teachers
NC	Telephone Communication

CHARGES FOR SESSIONS USING THESE VISIT TYPES:
 CPT code = "NC" Client charged NO, Insurance charged NO
 CPT code = "CL" Client charged YES, Insurance charged NO
 CPT code = valid number ... Client charged YES, Insurance charged YES

In this example, a visit type of "Consultation with Teachers" has been added, and has been designated "CL." When a session is created with this visit type, the client will be charged, but the insurance account will not be charged.

Reviewing the session fees



Client Fees for Session Types

Click on column titles to sort by that column

CPT Code	CPT Description/Session Type	Client Session Fee	Insurance Charge	Insurance Share	
90806	Individual Psychotherapy 45-50 minutes	\$20	\$100	\$80	X
90847	Family/Conjoint Psychotherapy	\$25	\$125	\$100	X
90889	Report Preparation	\$10	\$80	\$70	X
CL	Consultation with Teachers	\$40	\$0	\$0	X

The client charge only (CL) visit type has insurance fees set to zero

Add Visit Type: (Select type to add to list)

You can set the client fee for the new visit type. When you create it, the insurance fees will automatically be set to zero.