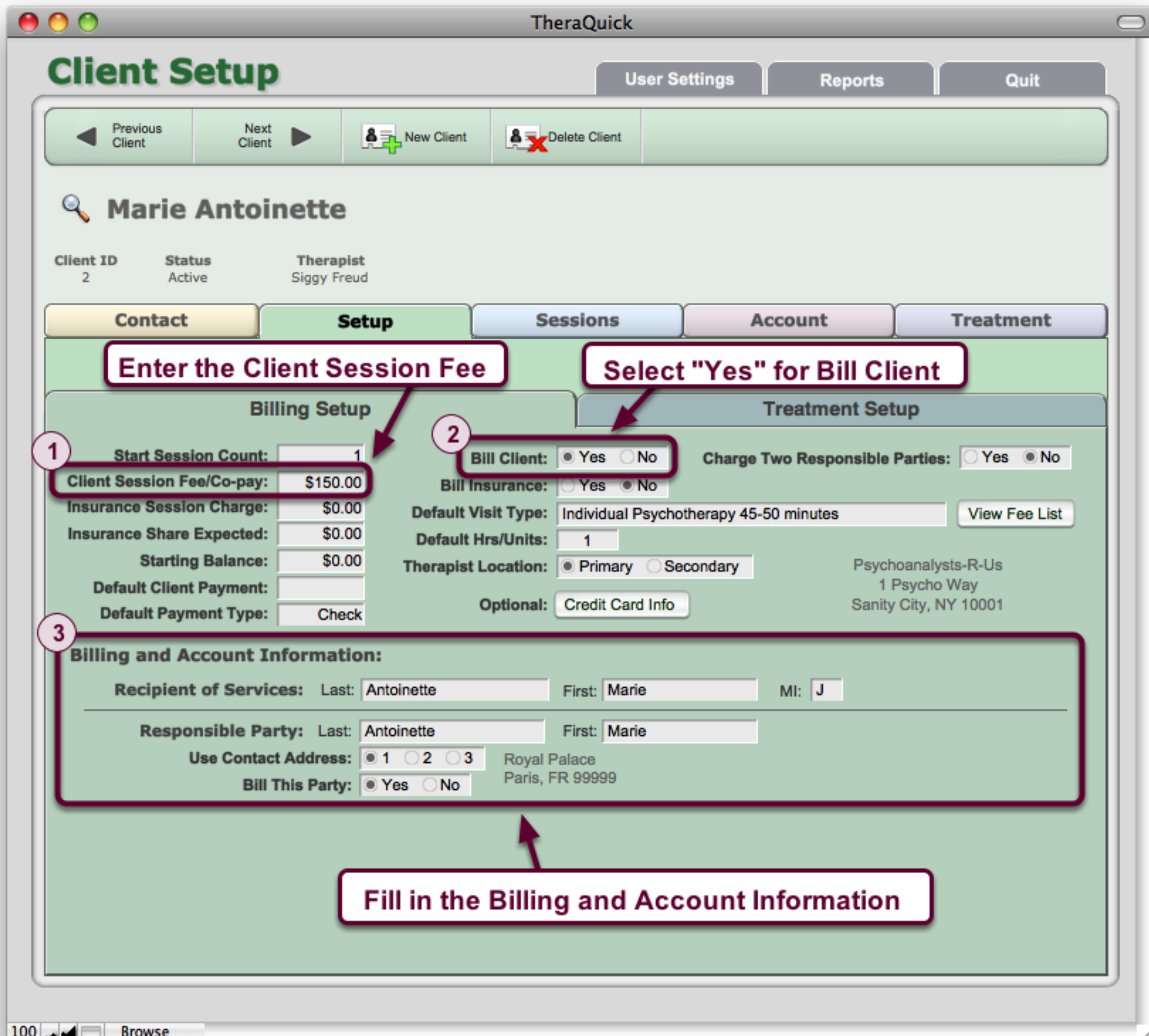
Setting Up a Client for Periodic Billing

How to setup a client for monthly or periodic billing, and how to prepare a billing statement for a selected time period for that client.

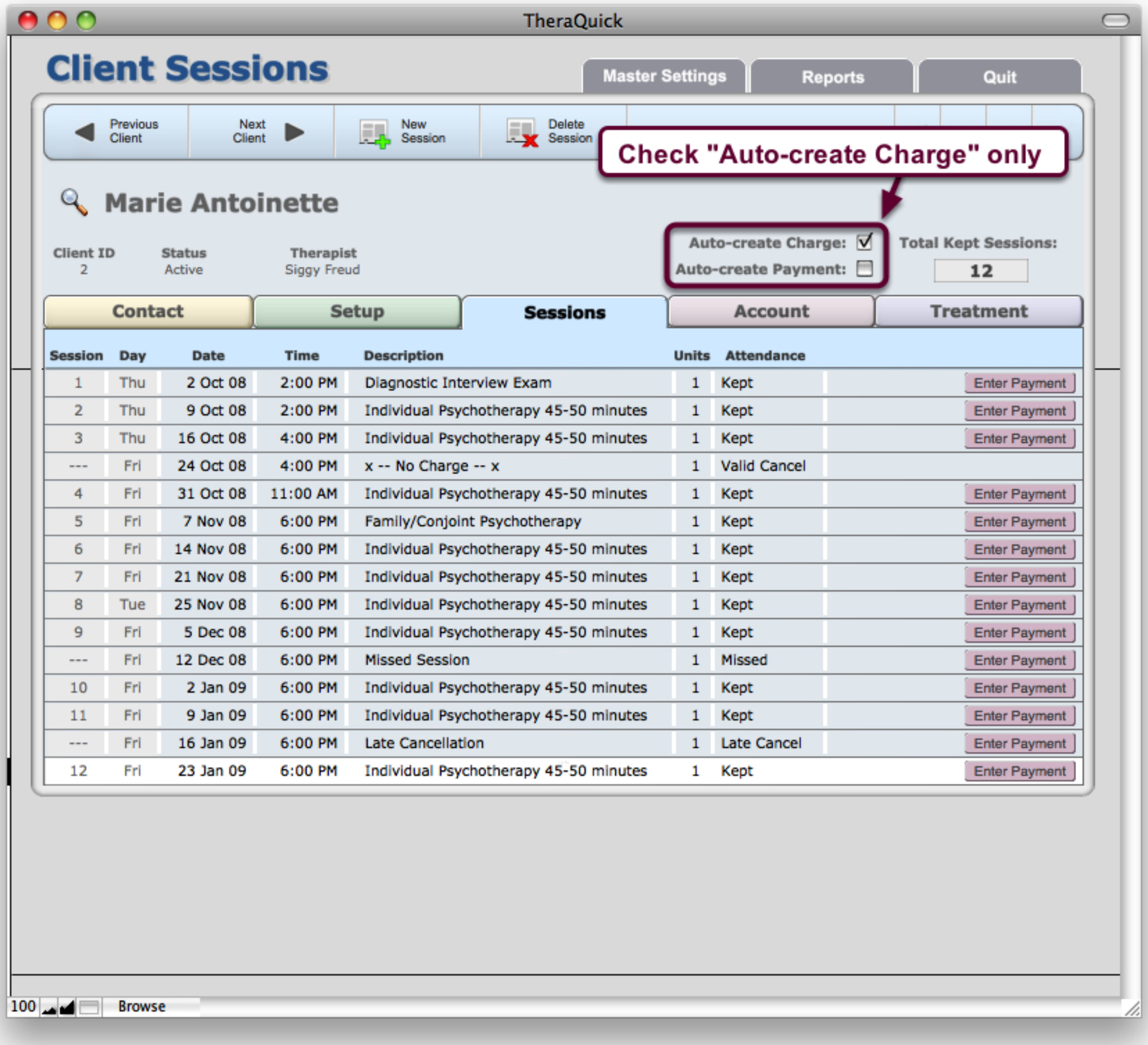
Navigate to the Client Setup > Billing Setup layout for the desired client.



(1) Enter the Client Session Fee/Co-pay, and (2) select "Yes" for Bill Client if you wish to include this client in batch billing. (3) Fill in the Billing and Account Information for the client. Note: this example has no vaule for the Insurance Session Charge and therefore no insurance transactions will be created for this client. You can include an Insurance Session Charge

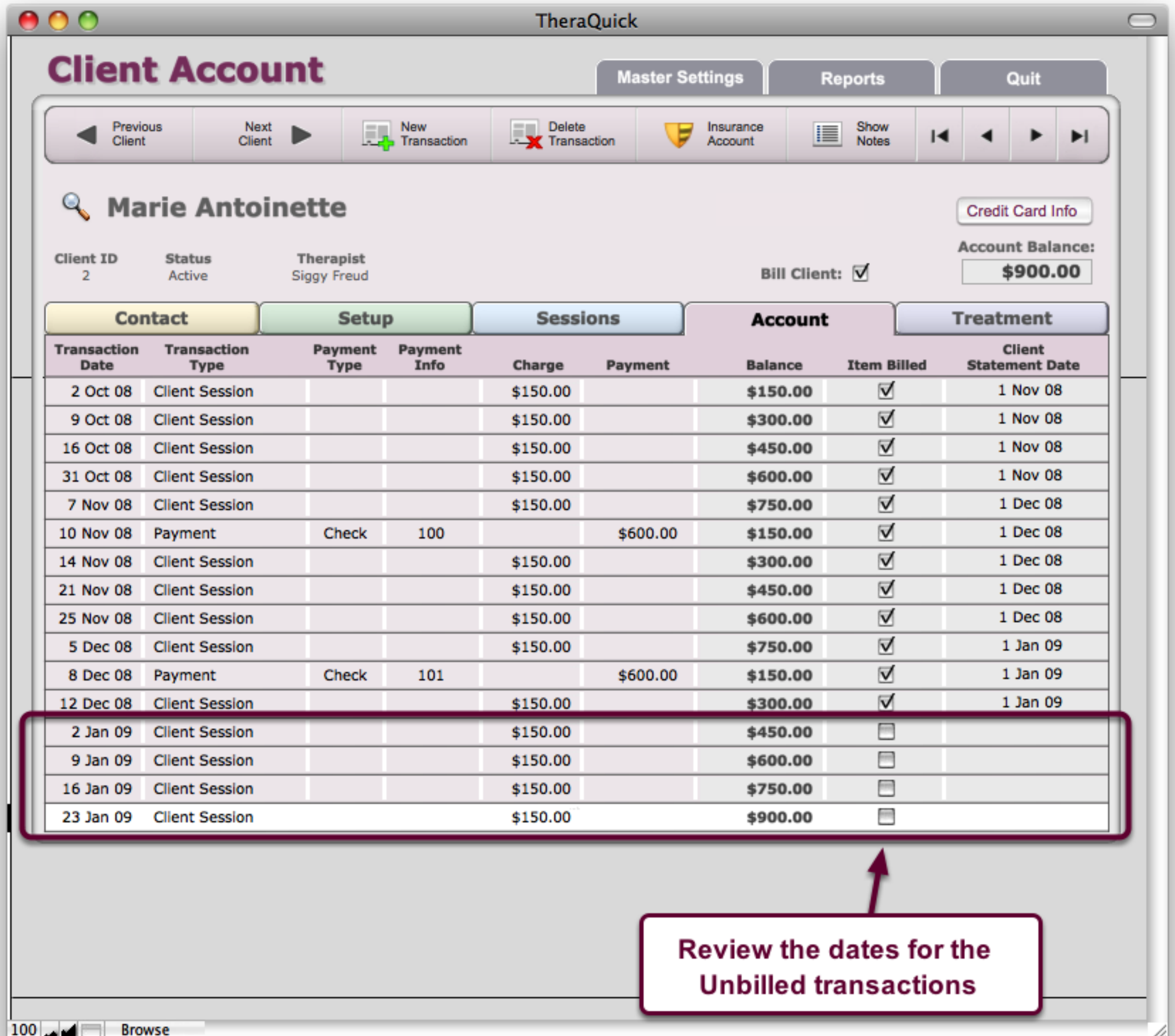
and Insurance Share Expected if you wish, if this client will be using insurance coverage. The Default Client Payment and Default Client Type are not used when a client does not pay for a session at the time of the visit.

Proceed to the Sessions layout for the client.



After creating the very first session, (4) check the "Auto-create Charge" option, but leave the "Auto-create Payment" option unchecked. This causes TheraQuick to automatically create a charge every time you enter a session, but not a payment. (You may need to manually create the charge for the client's first session by clicking on the "Create Charge" button for that session.)

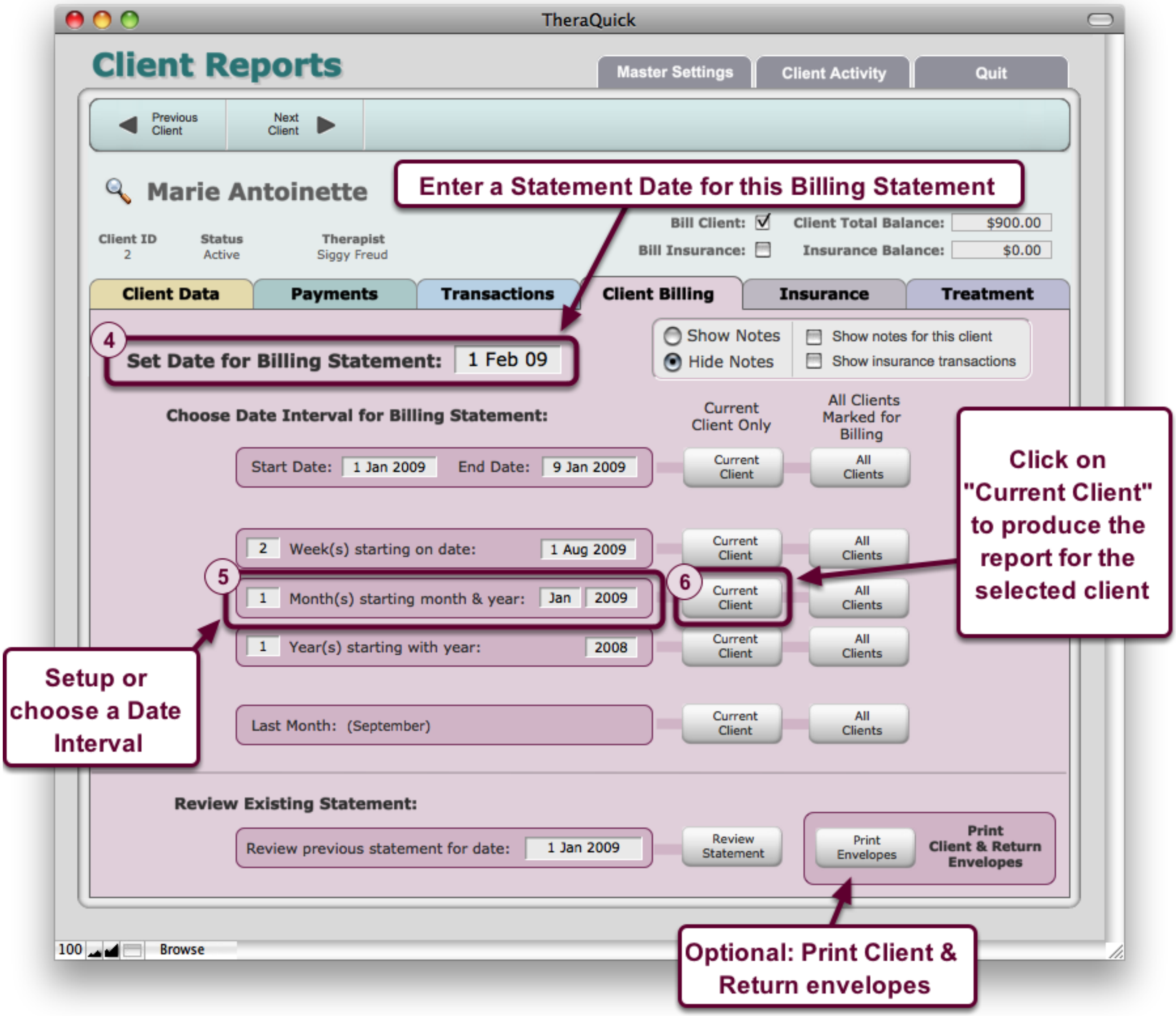
Optional: Review the account for the client to see what date interval will be required to capture the desired unbilled transactions.



Transaction Date	Transaction Type	Payment Type	Payment Info	Charge	Payment	Balance	Item Billed	Client Statement Date
2 Oct 08	Client Session			$150.00		$150.00	☑	1 Nov 08
9 Oct 08	Client Session			$150.00		$300.00	☑	1 Nov 08
16 Oct 08	Client Session			$150.00		$450.00	☑	1 Nov 08
31 Oct 08	Client Session			$150.00		$600.00	☑	1 Nov 08
7 Nov 08	Client Session			$150.00		$750.00	☑	1 Dec 08
10 Nov 08	Payment	Check	100		$600.00	$150.00	☑	1 Dec 08
14 Nov 08	Client Session			$150.00		$300.00	☑	1 Dec 08
21 Nov 08	Client Session			$150.00		$450.00	☑	1 Dec 08
25 Nov 08	Client Session			$150.00		$600.00	☑	1 Dec 08
5 Dec 08	Client Session			$150.00		$750.00	☑	1 Jan 09
8 Dec 08	Payment	Check	101		$600.00	$150.00	☑	1 Jan 09
12 Dec 08	Client Session			$150.00		$300.00	☑	1 Jan 09
2 Jan 09	Client Session			$150.00		$450.00	☐	
9 Jan 09	Client Session			$150.00		$600.00	☐	
16 Jan 09	Client Session			$150.00		$750.00	☐	
23 Jan 09	Client Session			$150.00		$900.00	☐	

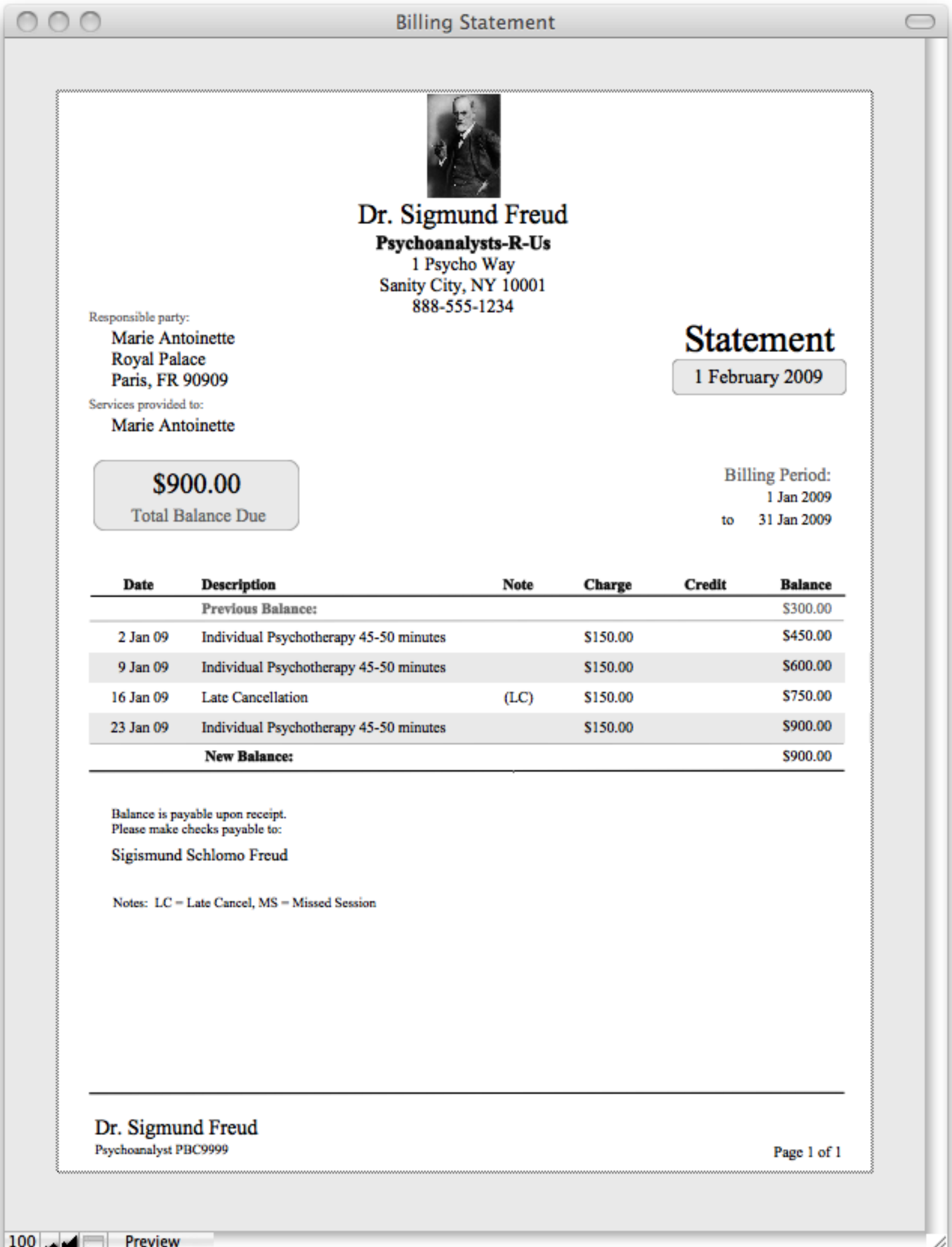
In this example, the January 2009 sessions have not been billed, so we want to make sure the date interval we select for the report will include January 2009.

Navigate to the Reports section and select the Client Billing Tab.



(4) Enter the desired Statement Date for this billing statement, (5) choose one of the means of selecting the desired date interval to cover the date range for the unbilled transactions. There is no harm in choosing an interval that starts earlier or ends later since only unbilled transactions will be presented. However, the date interval is displayed as the "Billing Period" on the report for reference. (6) Click on the "Current Client" button in the row with the desired date interval to produce a billing statement for only the selected client. (You can produce statements for all clients marked for billing simultaneously by clicking on "All Clients" instead.) Optional: You can produce pre-addressed billing and return envelopes for this client by clicking on the "Print Envelopes" button.

Review the billing statement.



Billing Statement

Dr. Sigmund Freud
Psychoanalysts-R-Us
1 Psycho Way
Sanity City, NY 10001
888-555-1234

Responsible party:
Marie Antoinette
Royal Palace
Paris, FR 90909

Services provided to:
Marie Antoinette

Statement
1 February 2009

$900.00
Total Balance Due

Billing Period:
1 Jan 2009
to 31 Jan 2009

Date	Description	Note	Charge	Credit	Balance
	Previous Balance:				$300.00
2 Jan 09	Individual Psychotherapy 45-50 minutes		$150.00		$450.00
9 Jan 09	Individual Psychotherapy 45-50 minutes		$150.00		$600.00
16 Jan 09	Late Cancellation	(LC)	$150.00		$750.00
23 Jan 09	Individual Psychotherapy 45-50 minutes		$150.00		$900.00
	New Balance:				$900.00

Balance is payable upon receipt.
Please make checks payable to:
Sigismund Schlomo Freud

Notes: LC = Late Cancel, MS = Missed Session

Dr. Sigmund Freud
Psychoanalyst PBC9999

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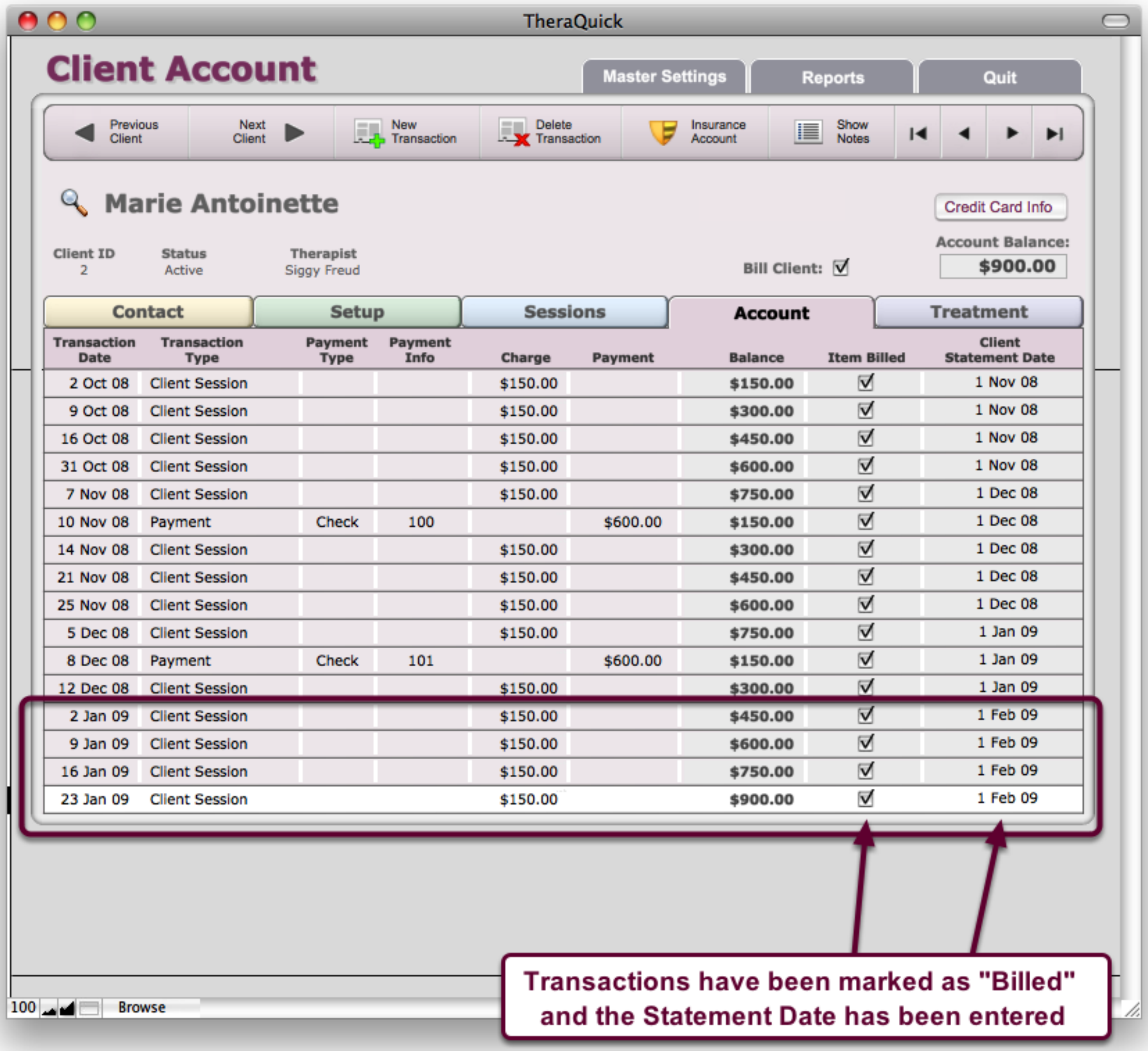
100 Preview

TheraQuick presents you with a preview of the billing statement as it would look when printed.

Navigate through the pages, or continue to the next step using the Navigate Preview window.

The Navigate Preview window (which appears over the report window) allows you to navigate through the pages of the report, if there is more than one. Click "Continue" to proceed with saving and/or printing the report. You will have the option to save it as a PDF, and then to print the report. After either saving or printing, TheraQuick will mark the transactions as "Billed."

Optional: Review the client's account to see the updated information.



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16 Jan 09	Client Session			$150.00		$750.00	☑	1 Feb 09
23 Jan 09	Client Session			$150.00		$900.00	☑	1 Feb 09

The transactions that were included in the report are now marked as "Billed" in the client's account and the Statement Date you selected has been entered in the transaction record.