

PsycPrac Fee Codes



Fee Codes enable the efficient use of automated processes that produce your invoices, Income Cashbook and Income Categories reports.

Fee Codes *per se* control 5 variables in relation to any income activity...

1. Description: *PsycPrac* allows three descriptions. 1) A general working description that only you will see. 2) An item description that you wish to appear on receipts or invoices. 3). A short description for the Diary item.
2. Clinical flag: You will enter all revenue related activities to do with clients into your diary. Some items are for clinical consultations and other are not. Non-clinical items include reports, case conferencing, travel time, etc. When you produce a Client's Diary Record report, all the clinical items will be listed first and numbered sequentially. This will allow you to answer the quest; "how many sessions has this client had?" Then all the non-clinical items will appear in the Client's Dairy report in order of date.
3. Method: There are two methods for calculating the fee that will appear on an invoice or receipt, namely 1) Set Fee and 2) Pro Rata. A set fee applies to a standard consultation, or a standard report. Pro Rata would apply to case conferences or travel time. For the Pro Rata method, for invoices and receipts, the automated process will divide the hourly rate by 60, then multiply the result by the number of minutes as determined by the Duration of the Diary entry.
4. Fee: Enter the Fee including any GST/VAT. For example, for a standard report with a basic fee of \$500.00 where a 10% GST applies, enter \$550.00 as the fee. The fee is what you are actually paid or expect to be paid. Where a GST/VAT applies, the full price of the service includes the GST/VAT there's no getting around this fact. To calculate GST at 10%, you take the basic fee and multiply it by 1.1 ($\$100 \times 1.1 = \110.00). For a 12.5% VAT you take the basic fee and multiply it by 1.125 ($\$100 \times 1.125 = \112.50).
5. GST/VAT percentage: Enter the nominal percentage as it applies to the service that the Fee Code represents. For example, in Australia there is no GST on most clinical consultations. On the other hand the GST does apply to reports, case conferences, travel time, etc. You will need to consult with the tax office to be sure about where and when not to apply the GST/VAT. Just enter the nominal percentage such as 10.0 for 10%, or 12.5 for 12.5%.

Fee Codes for Diary Items

You could have a number of Fee Codes to represent standard consultations. You would need separate Fee Codes when there is change on variables in relation to the otherwise standard consultation. For example, two obvious variables are the description and the fee. Consider three examples...

Standard Consultations with description and fee as changing variables.

Code	Description	Receipt/Invoice	Clinical	Method	Fee	GST
MHCP	Mental Health Care Plan	Standard Consultation	YES	Set Fee	\$130.00	0%
MHCPBB	Mental Health Care Plan Bulkbill	Standard Consultation	YES	Set Fee	\$81.60	0%
TSCEAP	Sunny Shire EAP	Standard Consultation	YES	Set Fee	\$140.00	0%

Consider the possibilities when the Duration of the consultation is the changeable variable. For example, you might have a code for a general consultation of one hour and you might on occasions do the same sort of consultation for a Duration of two hours. In other words, you

might have a single session and a double session approach to coaching for example. In the example below, GEN1 and GEN2 are equivalent to GEN except for the descriptions. You could adopt whichever method suits your purpose. The Pro Rata option seen for code GEN gives you the flexibility to have sessions of any Duration. The Set Fee approach seen for codes GEN1 and GEN2 allows for more precise descriptions. It depends on what suits you.

Session and double session options

Code	Description	Receipt/Invoice	Clinical	Method	Fee	GST
GEN1	Single Coaching session	One hour coaching	YES	Set Fee	\$143.00	10%
GEN2	Double coaching session	Two hour coaching	YES	Set Fee	\$286.00	10%
GEN	Coaching	Coaching time	YES	Pro Rata	\$143.00	10%

Variable Duration of diary items applies to activities such as case conferencing, or travel time. To have a separate Fee Code for all the variable possibilities would be overwhelming and too much to cope with. In these circumstances it is best to use the Pro Rata method for calculating your fee.

Where Duration is always variable

Code	Description	Receipt/Invoice	Clinical	Method	Fee	GST
CONF	Case Conferencing	Case Conference	NO	Pro Rata	\$155.00	10%
TRAV	Travel time	Travel time	NO	Pro Rata	\$155.00	10%
SEM	Seminar	Seminar	NO	Pro Rata	\$220.00	10%

Fee Codes for Off Diary Items

Diary item Fee Codes are for time related activities whereas Off Diary Sales are quantity based sales. You might for example make regular jail visits for pre-sentencing reports, and you are able to claim 55 cents per kilometre. In this scenario you will produce a diary invoice for the report and an Off Dairy invoice for the travel claim per kilometre.

The fee for quantity based sales is the price per unit. If you are able to claim 50 cents per kilometre then add the GST and enter 55 cents as the unit price, or fee.

Off Diary Sales Fee Codes based on a unit price

Code	Description	Receipt/Invoice	Clinical	Method	Fee	GST
TRAVX	Travel Expense per K	Travel Expense	NO	n/a	\$0.55	10%
BOOK1	Mindfulness Kabat-Zinn	The title of the Book	NO	n/a	\$55.00	10%
CD1	Relaxation introduction	The title of the CD	NO	n/a	\$22.00	10%

Likewise you might sell books and/or CDs to your clients or on-line. You would enter these sales onto your computer for two reasons. 1) To accurately represent your earnings on you Income Cashbook reports for income tax reporting. 2) You need to produce an invoice and track its payment; or you need to provide a receipt to your customer.