

SimplePractice Payroll Spreadsheet Training

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Setting up the spreadsheet

One-time setup process to generate a list of client / clinician matches, input your clinicians, and set up your payroll split

- Calendar
- Clients
- Billing
- Reports**
- Account Activity
- Supervision
- Reminders
- Settings

Dashboard

Income

Reports related to your practice income

- Income allocation
- Monthly income
- Referral income
- Payouts
- 2020 Tax Report

Billing

Reports related to client billing and payments

- Outstanding balances
- Client balance aging
- Clinician invoicing
- Invoices

Appointments

Reports related to appointments and client communication

- Appointment status**
- Attendance
- Appointment reminders
- Sent emails

Insurance

Reports related to insurance claims and payments

- Unpaid insurance appointments
- Outstanding claims
- Filed claims
- Payment Reports
- Coverage Reports
- Insurance fees

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Appointment status

10/08/2021 - 11/08/2021

All Clinicians All More

CSV Excel

Appointment							Client Responsibility				
Date Of Service	Client	Clinician	Billing Code	Rate Per Unit	Units	Total Fee	Status	Charge	Uninvoiced	Paid	Unpaid
10/08/2021	[REDACTED]	Colleen Gallagher	90834	\$200	1	\$200	PAID	\$40	--	\$40	--
10/08/2021	[REDACTED]	Colleen Gallagher	90834	\$200	1	\$200	PAID	\$40	--	\$40	--
10/08/2021	[REDACTED]	Jamie Hopper	90834	\$200	1	\$200	UNPAID	\$200	--	--	\$200
10/08/2021	[REDACTED]	Colleen Gallagher	90834	\$200	1	\$200	PAID	\$200	--	\$200	--
10/08/2021	[REDACTED]	Jamer Linares	90834	\$95	1	\$95	PAID	\$95	--	\$95	--
10/08/2021	[REDACTED]	Hunter Harrow	90834	\$200	1	\$200	UNPAID	\$200	--	--	\$200
10/08/2021	[REDACTED]	Jill Torrente	90834	\$200	1	\$200	PAID	\$200	--	\$200	--
10/08/2021	[REDACTED]	Jill Torrente	90834	\$200	1	\$200	PAID	\$200	--	\$200	--
10/08/2021	[REDACTED]	Colleen Gallagher	90834	\$200	1	\$200	PAID	\$200	--	\$200	--
10/08/2021	[REDACTED]	Migdalia Valdes	90834	\$200	1	\$200	NO CHARGE	--	--	--	--
10/08/2021	[REDACTED]	Migdalia Valdes	90834	--	1	--	NO CHARGE	--	--	--	--



Running Payroll

Step 1: Export Transactions report

- Calendar
- Clients
- Billing**
- Reports
- Account Activity
- Supervision
- Reminders
- Settings

Recent Transactions

10/09/2021 - 11/08/2021

NOV 8	Session w 90834 Psyc		\$96.63
NOV 8	Session w 90834 Psyc		\$200
NOV 8	Session w 90834 Psyc		\$200
NOV 8	Payment f Stripe - Vis		+\$40
NOV 8	Invoice fo INV #880		\$40
NOV 8	Session w 90834 Psyc		\$125
NOV 8	Session w 90834 Psyc		\$200
NOV 8	Session w 90834 Psyc		\$200
NOV 8	Invoice fo INV #879		\$155
NOV 8	Payment f Stripe - Dis		+\$275
NOV 8	Session w 90834 Psyc		\$200
NOV 8	Session w 90834 Psyc		\$155
NOV 8	Invoice fo INV #878		\$75
NOV 7	Payment f Stripe - Am		+\$80
NOV 7	Invoice fo INV #877		\$40

- Billing Documents
- Export Transactions**
- Card Transactions
- Insurance



- Calendar
- Clients
- Billing**
- Reports
- Account Activity
- Supervision
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- Settings

Export

Since last export on 10/31/2021

Select Date Range

Export as Quickbooks CSV

- Billing Documents
- Export Transactions
- Card Transactions
- Insurance





Running Payroll

Step 2: Insurance Payments report

- Calendar
- Clients
- Billing
- Reports**
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- Reminders
- Settings

Dashboard

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Reports related to client billing and payments

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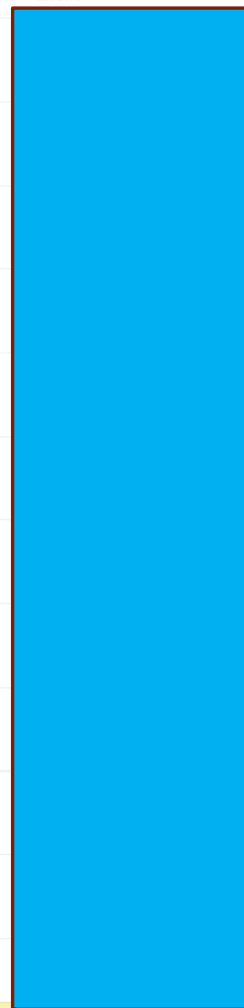
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Payment Reports

10/08/2021 - 11/08/2021 All Clinicians

CSV Excel

Date Received	Client	Payer	Paid	Clearinghouse Reference	Payer Claim	Payment Reference
11/08/2021		ComPsych (37363)	--	9L4PCOWSM5WRUX	9740085	NO PAYMENT
11/05/2021		Beacon Health Options, Inc.	--	MISSING DATA	01 101121 09717 00502	0000350100
11/05/2021		Beacon Health Options, Inc.	\$20	MISSING DATA	01 101121 09717 00501	0000350100
11/04/2021		AETNA (60054)	\$131.25	YIIVEG0Q3QF6Z	EYY1S6X4R0000	821308000275727
11/04/2021		AETNA (60054)	--	9L4PCP8WTRQI8R	E1TXS75N20000	921308000275728
10/29/2021		Cigna (62308)	\$245.98	9KYOFEK6XQZNP	212566857300	602600541510
10/28/2021		Beacon Health Options, Inc.	--	MISSING DATA	01 102121 09650 00125	0001734220
10/28/2021		Beacon Health Options, Inc.	--	MISSING DATA	01 101121 09932 00630	0001734220
10/28/2021		Beacon Health Options, Inc.	--	MISSING DATA	01 102121 09650 00124	0001734220
10/28/2021		Beacon Health Options, Inc.	\$160	MISSING DATA	01 102121 09650 00121	0001734220
10/28/2021		Beacon Health Options, Inc.	--	MISSING DATA	01 102121 09650 00123	0001734220
10/28/2021		Beacon Health Options, Inc.	--	MISSING DATA	01 102121 09650 00122	0001734220





Recommendation

- ▶ Before starting to use this spreadsheet I'd recommend double-checking you have accurately paid out your gross income to date
 - ▶ Add up your gross to date using however you have been calculating that
 - ▶ Run the Export Transactions report from your initiation date through today
 - ▶ If the totals don't match, then you'll need to adjust for any differences to your clinicians (usually this means they have been underpaid)



Questions?

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