

General ECC Procedures

Client Paperwork

- A. Each new client must fill out paperwork before or at the first session.
- B. Clients that begin therapy prior to August of each year need to re-sign the disclosure statement at the beginning of the following year.
- C. All client records are owned by Envision Counseling Clinic. They will be managed through TheraNest, and you will be able to access and copy your files as needed. Because the ECC therapists are employees, ECC maintains responsibility and liability for the client records.
- D. If a therapist terminates their employment with Envision, Envision will retain the original file.

Payment

- A. All payments from clients are payable to Envision Counseling Clinic
- B. Therapists are responsible to create an invoice and accept payment in TheraNest for each session.
- C. All checks and cash will be placed in the cash box.
- D. All cash payments need a completed cash tag attached. Any checks with a different name than the client need a completed cash tag attached.
- E. Admin staff will collect the checks and cash on a regular basis.
- F. ECC does not accept payment through insurance companies. However, we are happy to provide the client with a "Superbill" through TheraNest. This is only applicable to licensed providers.
- A. ECC does partner with other third party payors, e.g. churches, to make therapy more accessible for their congregation members.

Payroll

- A. ECC professionals will be paid twice monthly, on the 15th and the last day of the month.
- B. Payroll is done through Gusto. Employees are responsible to set up EFT accounts.

Reimbursement of Expenses

- A. Employees can be reimbursed for expenses related to marketing, such as supplies, copying and mailing costs, meals/coffee with referral sources. Please use discretion on costs.
- B. All reimbursements need to be requested within 30 days of the purchase.
- C. The employee will fill out the Reimbursement Request Form (found in the file cabinet and the employee portal online) and submit original receipts with the form.
- D. The employee will place the form and receipts in the cash box.
- E. The employee will be reimbursed in their next paycheck.