



Testing Invoicing Instructions

When to invoice the client:

Invoice the client each time you meet with them for the services you provide.

- After the intake session, bill them for the intake (less the deposit).
- After the testing session, bill them for administration, scoring, interpretation, test materials (*see Test Materials section below*), as well as fees related to writing the report.
- After the feedback session, bill them for the feedback and for any necessary adjustments.

Test Materials:

After a testing session, you will need to make two invoices for the client:

- one invoice billed to you (for your time administering & scoring the tests)
- one invoice billed to Envision Counseling Clinic (for test materials)

How to do invoices for testing sessions:

The invoice from you:

- Be sure you are listed as the staff member on the invoice (which is the default when you're logged into TheraNest).
- Use these CPT codes *as needed*. You can adjust the number of units in the invoice to reflect the correct amount of time.

96130 Psych Eval – Diagnostic Intake

96136 Psych Eval – Admin & Scoring (first 30 min)

96137 Psych Eval – Admin & Scoring (additional 30 min)

96137 Psych Eval - Admin & Scoring (test materials)

96130 Psych Eval – Interp & Reporting (first hour)

96131 Psych Eval – Interp & Reporting (additional hour)

96130 Psych Eval – Feedback session

- Include the name of the tests given in the notes section.

The invoice from Envision Counseling Clinic:

- Make a new invoice and choose "Envision Counseling Clinic" for the Staff Member.
- Include the following on the notes: "Test materials for [INSERT TESTS GIVEN]."

Accept payment from the client as the total amount between the two invoices, so the client only receives one charge. Then, apply the amounts to each invoice accordingly.

How much to charge:

The amounts charged will come from the current Envision Testing Fees document.

When you charge for your time to write the report, charge only up to the amount allotted in the Envision Testing Fees document.