



Empowered Therapy Inc.

1/22/2023

SOPs:

Clinician Steps for UIC non-Law School students

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Summary:

These are processes to follow when a current client is a student at UIC with Campus Care insurance. This process is **not** for UIC Law students. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.

Resources:

ttyler@empoweredtherapy.org

PBenson@empoweredtherapy.org

lgarski@empoweredtherapy.org

On-site clinical directors

[UIC Folder](#)

UIC Campus Care Students:

Intake

1. UIC Students with Campus Care must go to Family Medicine and obtain a Referral for services. Empowered will bill their Campus Care insurance from day one.
 - a. (They are not provided with 3 free sessions since this only applies to UICLaw students).
2. UIC students with Campus Care must provide the intake team with their insurance/billing information prior to their intake so they can be billed accordingly.
3. A student generally starts out with 12 sessions that the clinician needs to track so they can notify the student to go back to family medicine to request more sessions.

Re-authorization tracking

1. The clinician should track sessions using the “Appointment Alert box” on their Therapy Note calendar:

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Create New Appointment

Appointment Type: Therapy Session ▼

Patient: Jane Smith 1/1/1999 ✕

Clinician: Larisa Garski ✕

Location: Main Office ✕

Use TherapyNotes Telehealth

Service Code: 90837: Telehealth 53+ Minute Therapy Session ▼

Scheduled Time: 1/23/2023 at 10:00AM

Duration: 60 minutes

Frequency: One time ▼

Appointment Alert: Campus Care session 1 of 12

Save New Appointment

2. The clinician should remind the client to obtain authorizations for ongoing sessions from Family Medicine at the 8th or 9th session
3. This can be done by the student in 1 of the following ways:
 - a. Call Family Medicine: 312-996-2901 ask for Tiareenea
 - b. Login to Mychart, which is a student portal where they can email Tiareenea and request a new authorization.

Timecard Tracking

1. You will track Campus Care sessions in Gusto using UICLaw/Campus Care job type
2. You are paid on commissions This means that you will be compensated an initial \$16 per UIC session completed in a pay period.
3. The rest of your compensation will be paid out to you once Empowered has been paid by UIC and Campus Care. This usually takes ~30 business days.
4. The total of both amounts will add up to your standard clinical rate.
5. If you have questions, please email Precious Benson:
PBenson@empoweredtherapy.org

Caseload log

1. Please use the Caseload log form, emailed to you each Thursday morning, to inform the intake team on your UIC Campus Care client needs

How many Campus Care clients do you need? *



Short answer text

UIC Private Insurance students :

Intake

1. These clients can set-up sessions with any clinician, since they will be paying through their own insurance or self-pay.
2. The intake will work with these students as they would any other client.

Timecard Tracking

1. You will track all UIC private insurance sessions under your regular clinician job type. the exact same way that you would track any other session with a client who uses private insurance.
2. You will be compensated at your standard clinical rate for each UIC session completed in a pay period.
3. If you have questions, please email Precious Benson:
PBenson@empoweredtherapy.org

Caseload log

1. Please use the Caseload log form, emailed to you each Thursday morning, to inform the intake team on your private insurance client needs

How many private practice clients (BCBS/UHC/Private Pay) do you need? *



Short answer text
