

# How to Fill Out Your Day Sheet

Beyond the Mirror Counseling & Wellness

The day sheet is a required part of our documentation and billing workflow. It allows our billing team to submit claims accurately, track services provided, and ensure continuity of care.

Day sheets must be completed and submitted by 10:00 PM on Friday each week.

If you see clients on the weekend, your day sheet must be completed and submitted by 10:00 PM on Saturday or Sunday, depending on when sessions occur.

Each client session must be entered as one row on the Excel day sheet.

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## Step-by-Step Instructions

Each row on the Excel spreadsheet represents one client and one date of service.

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### 1. Date of Service

Enter the actual date the session took place.

- Use the session date, not the date you complete the note
  - Format should match the spreadsheet format
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### 2. Client Full Name

Enter the client's full legal name.

- This must be the client's legal name, not a preferred name or nickname

- Use the name exactly as it appears in the client portal and billing records
- First and last name only unless otherwise specified

Using the legal name ensures accurate billing and prevents claim delays or denials.

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### **3. CPT Code**

Select the appropriate CPT code for the session.

#### **Common CPT Codes Used at Beyond the Mirror**

- 90791 – Initial intake / diagnostic evaluation
- 90837 – Individual therapy, 60 minutes
- 90834 – Individual therapy, 45 minutes
- 90832 – Individual therapy, 30 minutes
- 90846 – Family therapy without the client present
- 90847 – Family therapy with the client present
- 90853 – Group therapy
- 90839 – Crisis psychotherapy, first 60 minutes
- 90840 – Crisis psychotherapy, each additional 30 minutes
- Missed Appointment / Late Cancel (less than 48 hours' notice) – Used when a client does not attend or cancels without required notice

Please select only one CPT code per session, unless clinically indicated (for example, crisis codes).

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## 4. Diagnosis Code

Enter the diagnosis code used for the session.

- Use the ICD-10 diagnosis associated with the client
  - This should match what is documented in the client's chart
  - If unsure, consult with supervision or clinical leadership
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## 5. Telehealth or In Person

Indicate how the session was provided.

- Select Telehealth if the session was virtual
  - Select In Person if the session occurred in the office
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## 6. Insurance or Patient Pay

Indicate how the session is billed.

- Insurance – Select if the client is using insurance
- Patient Pay – Select if:
  - The client is self-pay (not using insurance), or
  - The session was a missed appointment or late cancellation

Important:

All missed appointments and late cancellations must be marked as Patient Pay, even if the client typically uses insurance.

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## 7. Amount Paid

Enter \$0 for all entries.

- Providers should never accept payment directly from clients
  - All payments are processed automatically through the client portal by our billing department
  - This field is for tracking purposes only
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## Important Reminders

- One row = one client session
  - All fields must be completed for each row
  - Accuracy matters—errors can delay billing or reimbursement
  - If you are unsure how to code a session, ask before submitting
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## Accessing the Day Sheet

You will find the link to the Beyond the Mirror Day Sheet Excel Spreadsheet below.

Please use only the shared spreadsheet and do not create personal copies.

<https://docs.google.com/spreadsheets/d/1cZ-Ukd6gKHAfVvnnIS6ABehSZd8wg6gFLAbUbnwnlu/edit?usp=drivesdk>

