CSNTrac

Financial Management software for Christian Science Nurses

Tutorial

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CSNTrac Tutorial

1. Getting Started
2. Patient Services and Expenses
3. Invoicing
4. Payments and Patient Statement
5. Financial Management

Videos are at: http://rayoflightsoftware.com/videos.html

Overview

Goal of the app

CSNTrac is an easy to use mobile app that provides comprehensive financial management for private practice Christian Science Nurses

The following is a conceptual overview of the app

Christian Science nurses perform four activities related to financial management
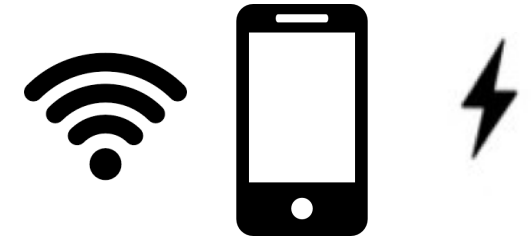

Care

Patient Expenses

Patient Payments

Business Expenses

Each one of these four activities is entered as daily transactions in the app

If you enter these four types of data, then

1. Invoices
2. Patient Statements
3. Financial Reports

will be generated for you

Data entry and these three outputs give you all the tools you need to simplify your entire practice's financial management

Care and Patient Expenses = Invoices

Care

Patient Expenses

Invoice

Mary Thompson, Christian Science Nurse   552-342-5999
Remit to: Mary Thompson, 1435 Main St, Apt   mathenydale@gmail.com, rayoflightsoftware.com
2B, South Hampton NJ 28822

Ann Smith   Invoice No: 2
234 Smith Dr, Lansing, MI 55343   December 3, 2022
asmith@gmail.com

For Christian Science Nursing

Services
Service, 12 hours @ $50.00/hour $600.00
    Dec 1 2022, 9.0 hours 7:38 AM-4:38 PM $450.00
    Dec 2 2022, 3.0 hours 3:00 PM-5:55 PM $150.00

Expenses
Supplies $48.66
    Dec 1 2022, Bandages $24.33
    Dec 2 2022 $24.33

Travel Expenses
Tolls $7.00
    Dec 1 2022 $3.50
    Dec 2 2022 $3.50
Mileage, 68 Miles @ $0.625/Mile $42.50
    Dec 1 2022, 34.0 Miles $21.25
    Dec 2 2022, 34.0 Miles $21.25

Total Travel Expenses $49.50

Total Invoice $698.16

Prior Balance Due   -$120.00

Balance Due $578.16

"for he careth for you." (I Peter 5:7)

Invoices & Payments create Patient Statements

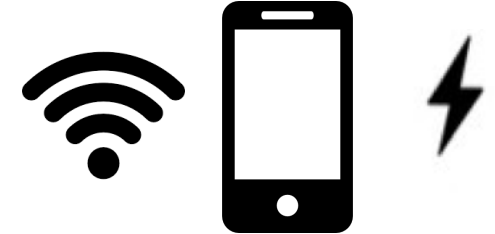| Date	Description	Amount	Net Due
Nov 27, 2022	Payment Check from Patient	-$100.00	-$100.00
Nov 28, 2022	Invoice #1 for Nov 1-Nov 30	$639.38	$539.38
Dec 1, 2022	Payment Check from Patient	-$100.00	$439.38
Total left to pay			$439.38

Financial Reports

Mary Thompson, Christian Science Nurse   552-342-5999
1435 Main St, Apt 2B, South Hampton NJ 28822   mt@gmail.com

Income Statement for Jan 1, 2022 to Dec 31, 2022

Income
  Payment $1,144.97
  Travel reimbursement $412.50

Total Income   **$1,557.47**

Expenses
  Insurance $234.00
    General liability insurance $234.00
  Advertising $350.00
    Journal listing $350.00
  Utilities $50.00
    WiFi $50.00
  Commissions and Fees $0.00
    Payment transaction fee $0.00
Total Expenses   **$634.00**

Net Income   **$923.47**

Patient Payments - Practice Expenses

= Net Income

Getting the App

1. iPhone & iPad at: tinyurl.com/57zm2whv

OR
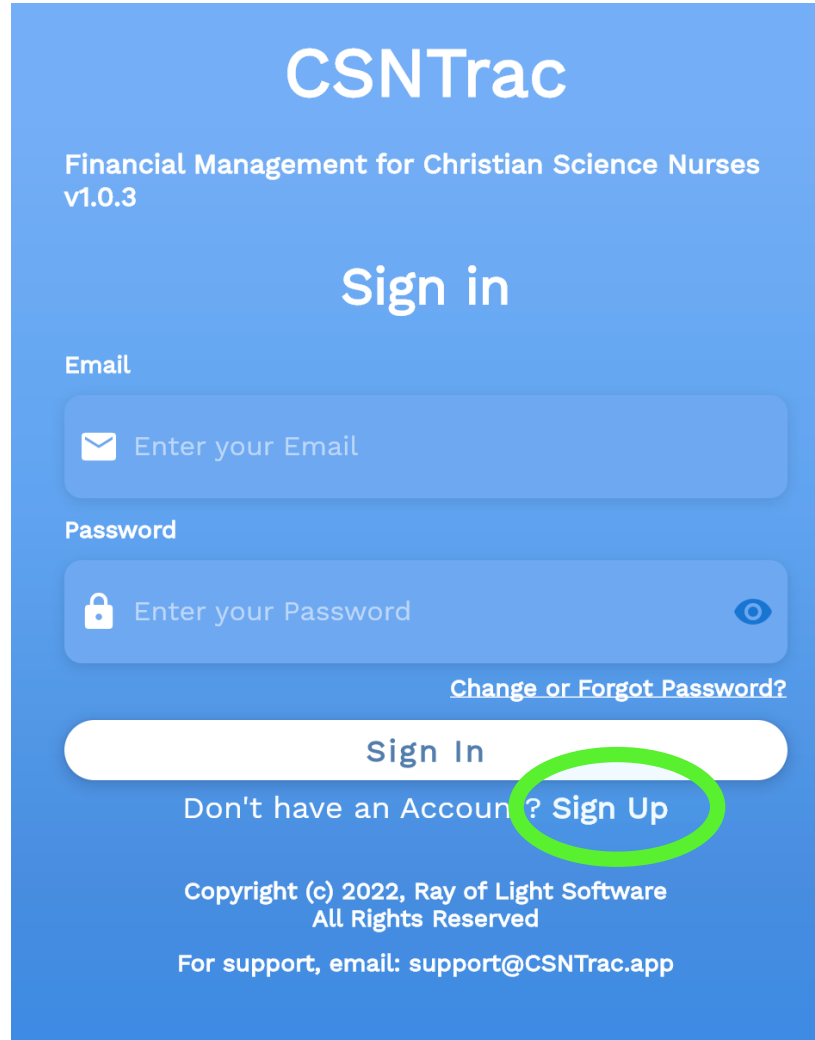
2. Android devices: search *CSNTrac* on Google Play Store

OR

3. WEB at: csntrac.app

Signing up*

The app will be free until July 2023 and then a $45/year subscription will be charged.

CSNTrac

Financial Management for Christian Science Nurses
v1.0.3

Sign in

Email

✉ Enter your Email

Password

🔒 Enter your Password 👁
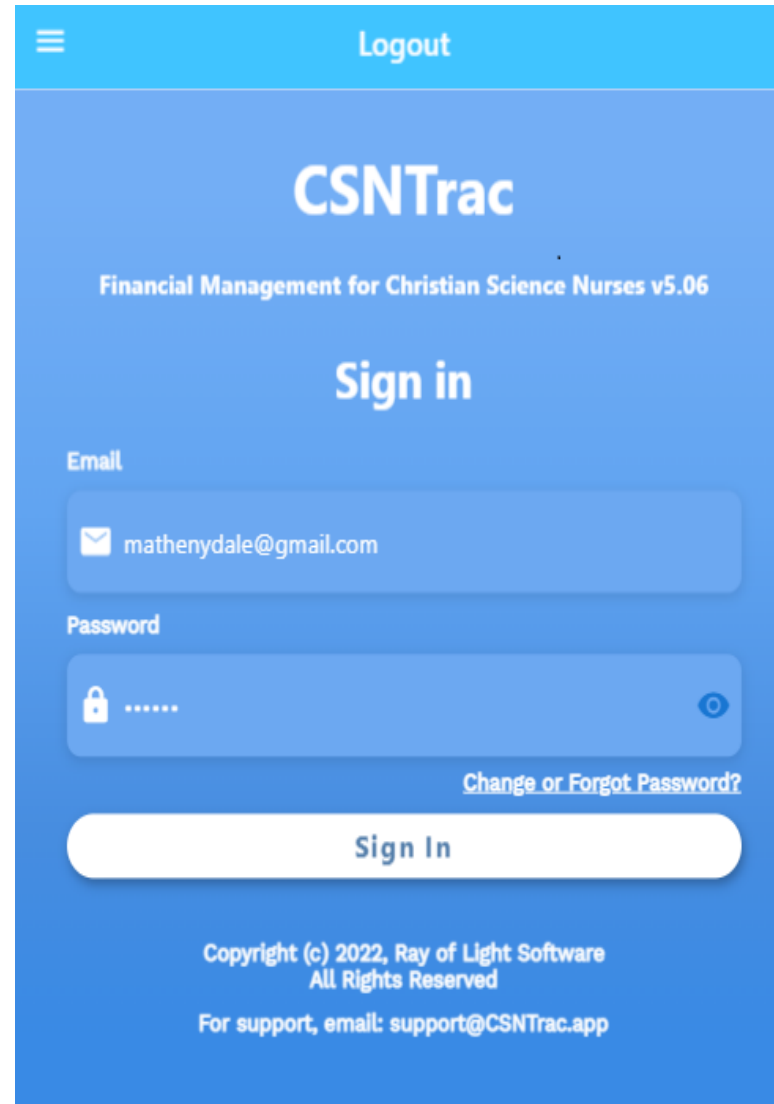
Change or Forgot Password?

Sign In

Don't have an Account? **Sign Up**

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All Rights Reserved

For support, email: support@CSNTrac.app

1. Go to web browser and type: csntrac.app

2. Click the **Sign Up** button and fill in the form to create an account.

1. An authorization email will be sent to you (check spam folder if needed).

1. Click the link in the email and then you can sign into the app.
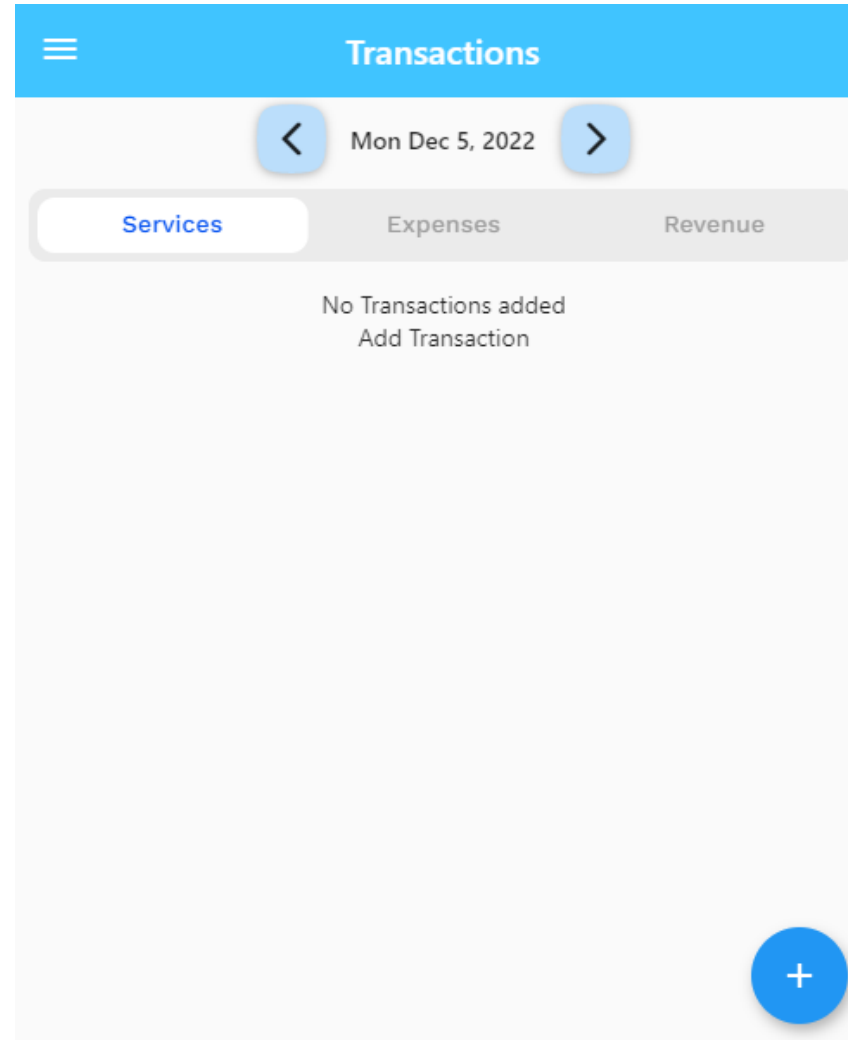
Signing in

Open the app and type your email and the your password. Press "Sign In" button.

Navigating CSNTrac
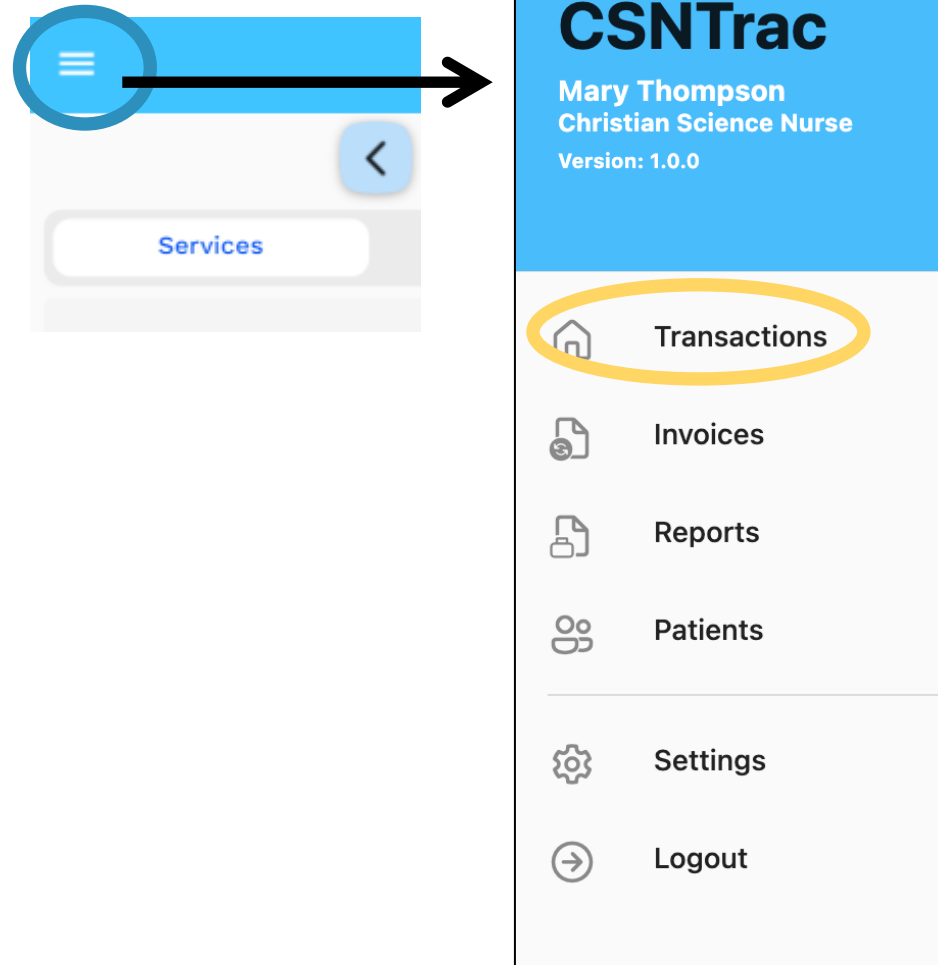
- Tap the Top Left 3-bar icon to show the side menu.
- Tap *one of the five screens in the app, such as Transactions*

Transactions screen

The Transactions screen is where all data entry occurs.

The app uses a calendar for data entry. A single day is shown at a time.

Tap on < > to go forward, back one day or tap on date to get a calendar.

Setup: User Profile Settings Screen

Settings

Profile	Events	Billing	Invoice

Ann Holiday

Christian Science Nurse

annholiday@gmail.com

234-552-5234

1453 Roadway, Apt 2b, South Hampton, NJ 34452

annholidaycsn.com

God is Love

Save

Navigate to the Settings Screen

Enter contact information on Profile tab and press Save button

Setup: Checking rates

On start up, user should review service and mileage rates and adjust these for their practice

The events settings screen lists all service and expense types that can be used in transactions. From here you can:

- Modify service rates

- Modify expense mileage rate

- Enter new custom expense or service types

Default Patient care service types and rates

Service Type	Default Rate (Change in Settings/Events tab)
Service	$50/hour must set start and end times
Care/Review Assessment	$25/hour; set start/end times
Daily Rate	$600
Overnight	$350
Interrupted Rest	$75/hour; set start/end times
Travel Time	30/Hour; set start/end times

Modifying a rate for a service or expense

Edit Services Type

Name

Travel time

Category

Service

Input type

Timeframe

Rate

25

Per

Hour

Cancel   Save

1. Scroll down to the event you wish to modify and click the pencil icon (edit) which is on the right side of the event row.

2. A dialog appears. Modify the rate and press Save.

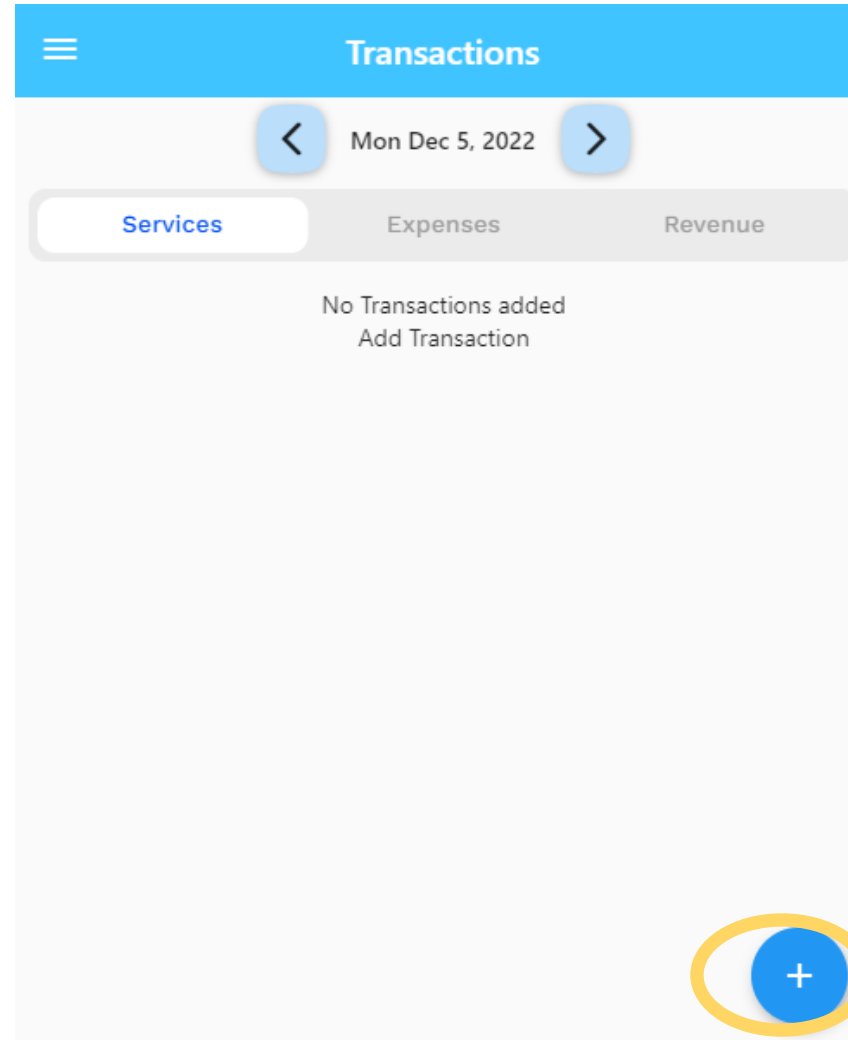Note that all rate modifications take effect at time of change for all future transactions – no past transactions are affected

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THE SCENARIO: YOU VISITED PATIENTS OVER THE LAST TWO DAYS AND HAVE TRAVEL EXPENSES.

LET'S UPDATE CSNTRAC WITH YOUR WORK

Videos are at: http://rayoflightsoftware.com/videos.html

The **Transactions** screen

Transactions

Mon Dec 5, 2022

Services | Expenses | Revenue

No Transactions added
Add Transaction

- 95% of time spent in app is on this screen. Once data is entered in this screen generation of invoices and repots is automatic.

- Organized by day and three types of transactions: Services, Expenses, Revenue.

Actions

Tap on < > to go forward, back one day or tap on date to get calendar.

Tap on Services, Expenses, Revenue tabs to enter transactions for this category.

1. From *Services* tab, tap on blue + icon to add an entry.

Add a patient service

Transactions

< Thu Dec 1, 2022 >

Services   Expenses   Revenue

Add Service

Patient   New

Ann Smith

Services Type

Service

Service Timeframe
Start: End:
7:38 AM   4:38 PM

Cancel   Save

1. Select patient (see next slide on adding a patient if you haven't added them into the app yet).

1. Select service type.

2. Set start and end times of service

3. Save

Enter End Time

4 : 38   AM / PM

Hour   Minute

CANCEL   OK

Add a new patient

- Click *From Contacts* on mobile app to select existing contact and add to the application as a patient.
- On the WEB, click *New* to add name, email, contact, address for a new patient in the dialog as shown above (right).
- Press *Save*.

View service entry

Transactions

< Thu Dec 1, 2022 >

| Services | Expenses | Revenue |

Ann Smith $450
9@$50/hour
7:38 AM-4:38 PM

One row displayed in a list for each transaction entered for that day.

Patient name

Amount Charged

Charge details

Icon Actions

Transactions

Thu Dec 1, 2022

| Services | Expenses | Revenue |

Ann Smith
$450
9@$50/hour
7:38 AM-4:38 PM
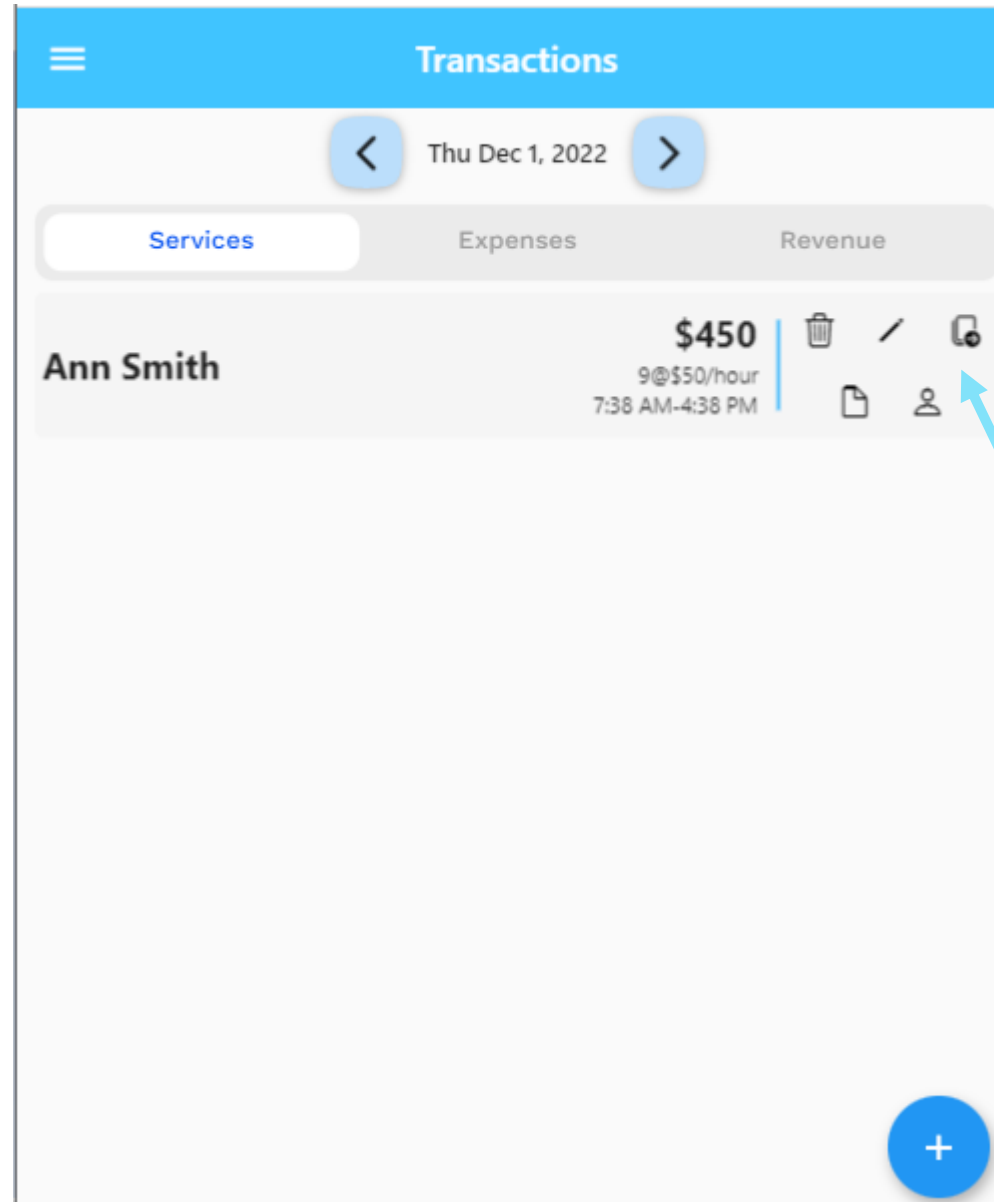
Icon actions: Delete, Edit, Copy to next day, Note, Go to related patient information

Click on the *Copy to Next Day* icon. Then press the > arrow next to the date to advance to Dec 2. You should see Ann Smith on Dec 2.

Adding Patient Expenses
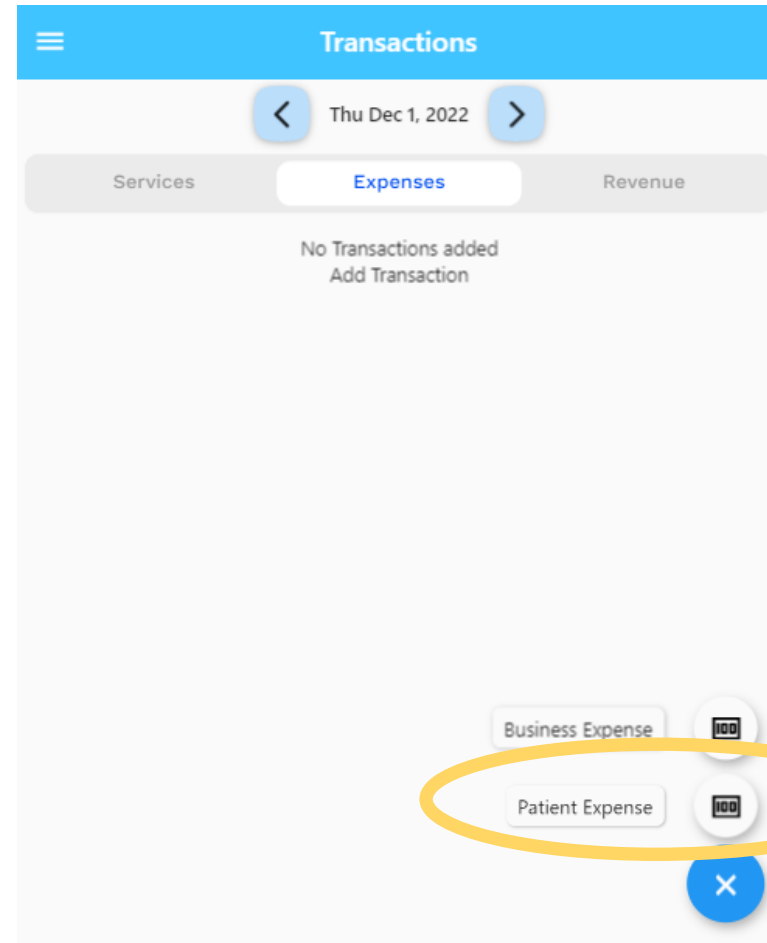
1. Make sure you are on Dec 1

2. Tap on the *Expenses* tab

3. Press the blue + button on bottom right

4. Tap *Patient Expense*

Add Supplies Patient Expense

Transactions

< Thu Dec 1, 2022 >

Add Patient Expense

Patient: New

Ann Smith ▾

Expense Type

Supplies ▾

Amount

24.33

Invoice Note

Bandages

Cancel   Save

1.   Select patient

2.   Select expense type

3.   Enter $ amount or # of expense type, ie, 50 miles

4.   Enter note if applicable

5.   *Save*

Reference Info: Patient Expense Types

Patient Expense Type	Input Type
Supplies	Enter amount
Mileage	.625/mile; enter # of miles and total is calculated
Flight	Enter amount
Rental Car	Enter amount
Taxi	Enter amount
Tolls	Enter amount
Public Transport	Enter amount

Viewing Patient Expense Entries

Transactions

< Thu Dec 1, 2022 >

| Services | **Expenses** | Revenue |

Ann Smith
Mileage
$21.25
34@$0.625/Mile

Ann Smith
Supplies
$24.33

Ann Smith
Tolls
$3.50

Action Icons:

- **Delete**
- **Edit expense**
- **Copy to Next Day**
- **Edit Note**
- **Go to Patient info**
- **Camera (receipts)**

Easy copy of an expense to next day

Press the *Copy to Next Day* icon for each of the expenses. Review that they are all copied to the next day (Dec 2 in this example)

Adding invoice receipts

Ann Smith
Supplies
$24.33

Receipt Capture

Capture Receipt From

Pick PDF   Gallery

Cancel   Clear   Save
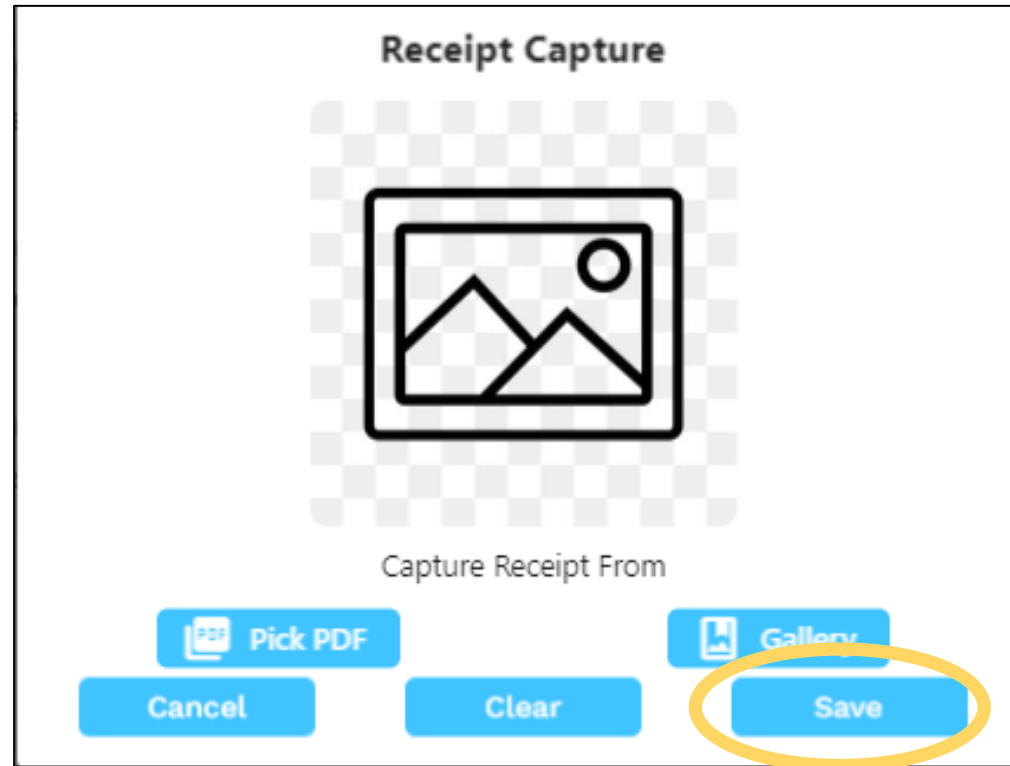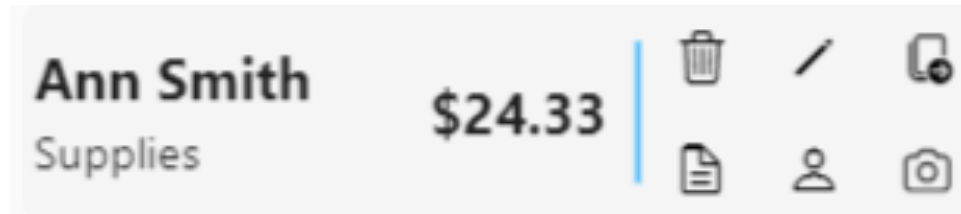
From any patient expense row on the transactions/Expenses screen you can

1. Select the camera icon

2. Go to a patient expense on Transactions screen

3. Click on camera icon

4. Click on *Gallery* or *Pick PDF* and select receipt for your expense
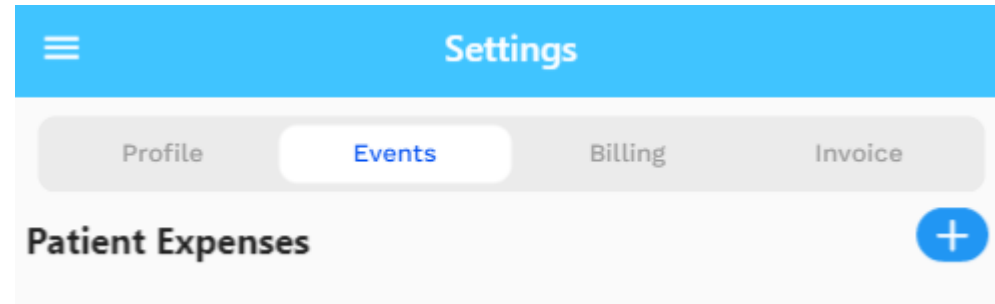
5. Press *Save*

Now when you generate your invoice, the receipt will show up at the bottom of the invoice

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Adding service or expense types

SCENARIO: YOU NEED TO CHANGE A SERVICE OR EXPENSE RATE OR ADD A NEW SERVICE OR EXPENSE TYPE
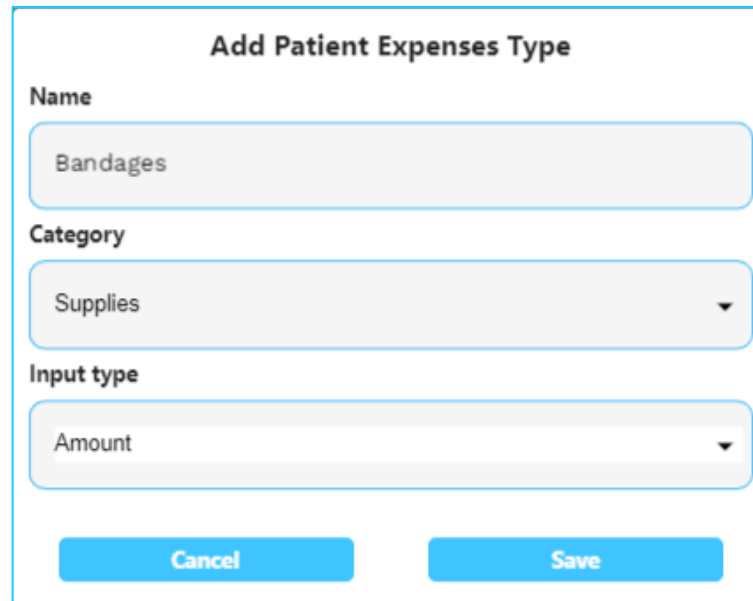
Creating an Event

Go to Settings screen, Events Tab

1. Press the blue + button on the right of the event category you wish to add an event. Categories are: *Services, Revenue, Patient Expenses, and Business Expenses*

2. Enter information in the dialog. Input type is discussed on next slide.

3. Press *Save*

Creating an Event

Input types

Input types

Fixed: Rate=$30   Could be used for treatments or daily care which is a fixed charge.

Amount: User enters an amount. This is used for most expenses such as rental car or taxi. No rate or per field is required for an amount input type.

Per: Mileage $.50 per mile. Enter .50 in the rate field and the user will enter a number of miles. The system then multiplies the entry by rate to get the total charge.

Timeframe: A start and end time is required and the system calculates the # of hours then multiples the rate * hours to get the total charge amount.

For timeframe, go to Settings/Invoice Format tab to set the number of minutes to round the time to and the minimum daily time.

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THE SCENARIO: IT'S THE END OF THE WEEK AND WE NEED TO SEND INVOICES TO OUR PATIENTS

Videos are at: http://rayoflightsoftware.com/videos.html
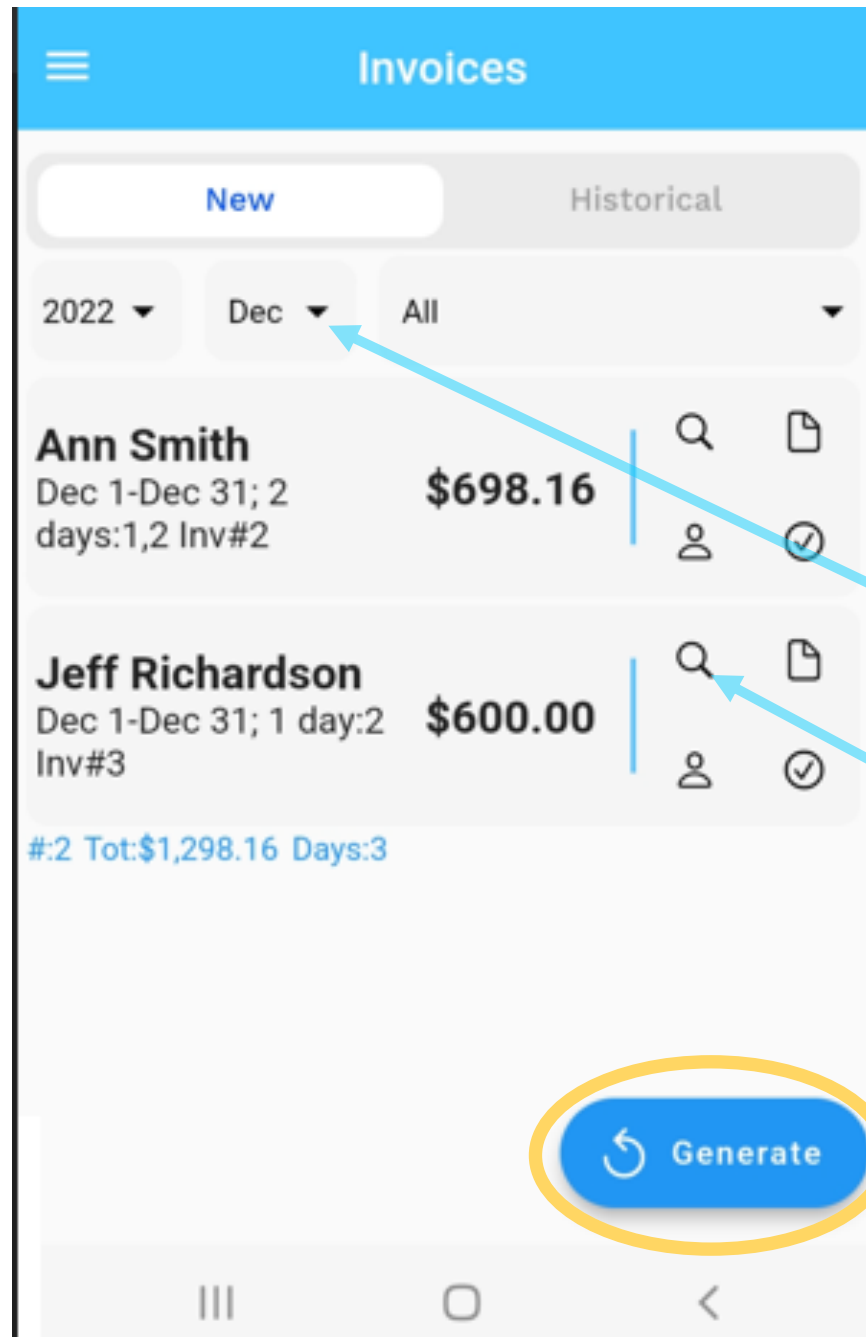
Invoices Screen

1. Navigate to Invoices screen

2. Press *Generate* to create new invoices

3. Select month *Dec* in the filter

4. View invoice by pressing the magnifying glass icon.

View Invoice

System automatically creates an invoice for billing period with all patient services, expenses and travel included. Format approved by NFCSN

1. Email Ann's invoice to yourself by pressing the envelope icon. Or, on the web, press the *Close* icon on the *invoice* screen.

* On web version the report is downloaded as a PDF file which must be opened. On Android and iPhone versions a built-in viewer is provided which allows email of PDF file

View Invoice

Mary Thompson, Christian Science Nurse
Remit to: Mary Thompson, 1435 Main St, Apt 2B, South Hampton NJ 28822

552-342-5999

mathenydale@gmail.com, rayoflightsoftware.com

Ann Smith
234 Smith Dr, Lansing, MI 55343
asmith@gmail.com

Invoice No: 2
December 3, 2022

For Christian Science Nursing

Services
Service, 12 hours @ $50.00/hour $600.00
    Dec 1 2022, 9.0 hours 7:38 AM-4:38 PM $450.00
    Dec 2 2022, 3.0 hours 3:00 PM-5:55 PM $150.00

Expenses
Supplies $48.66
    Dec 1 2022, Bandages $24.33
    Dec 2 2022 $24.33

Travel Expenses
Tolls $7.00
    Dec 1 2022 $3.50
    Dec 2 2022 $3.50
Mileage, 68 Miles @ $0.625/Mile $42.50
    Dec 1 2022, 34.0 Miles $21.25
    Dec 2 2022, 34.0 Miles $21.25

Total Travel Expenses $49.50

Total Invoice $698.16

Prior Balance Due   -$120.00

Balance Due $578.16

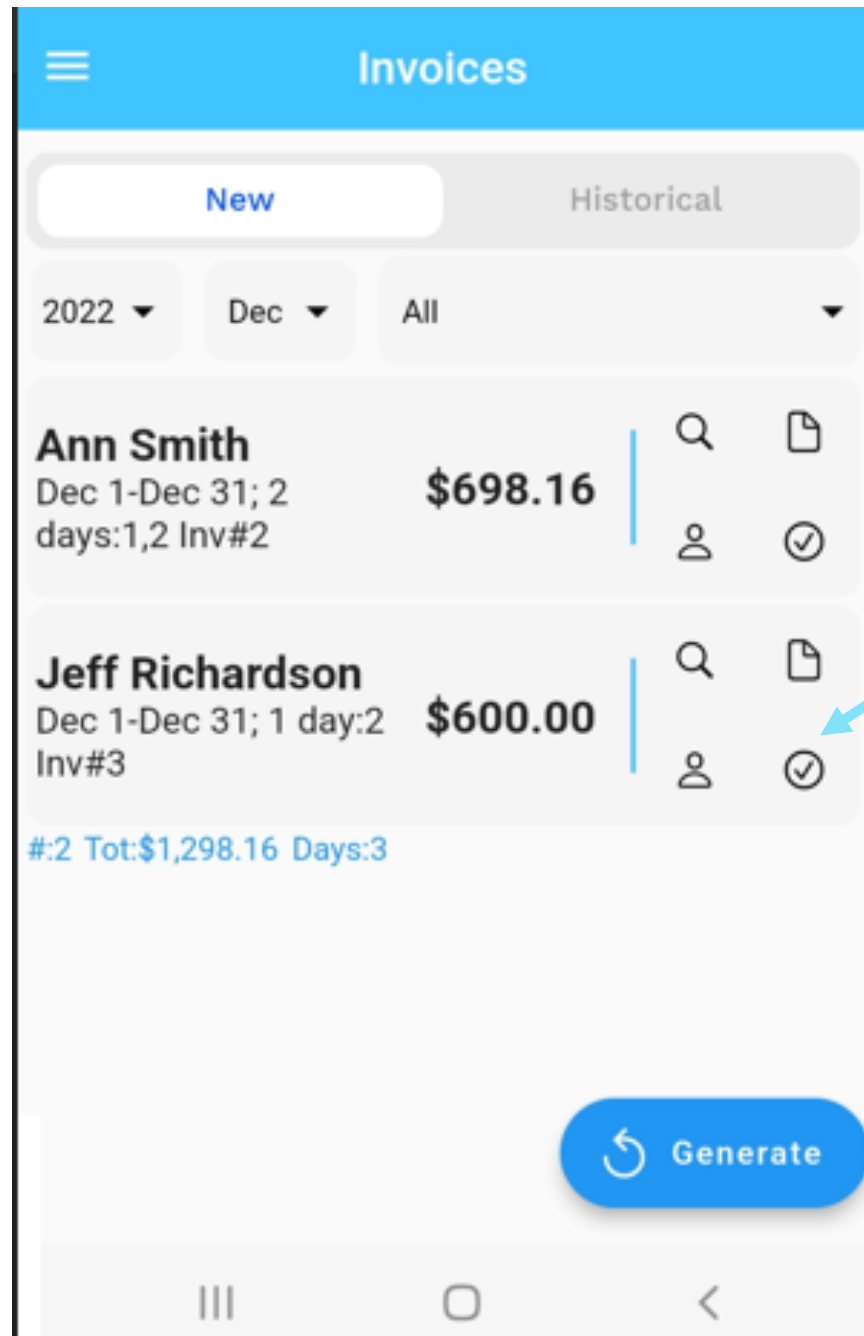"for he careth for you." (I Peter 5:7)

Services, Expenses, Travel Expenses categories

Prior balance and totals

Invoice Note

12/7/2022

36

Invoices Screen: Close invoice

Now, use the *Close* icon (check box within circle) to close Jeff Richardson's invoice.

You can view it first to review it but be sure it's closed and not on the *New* invoice tab when you're finished
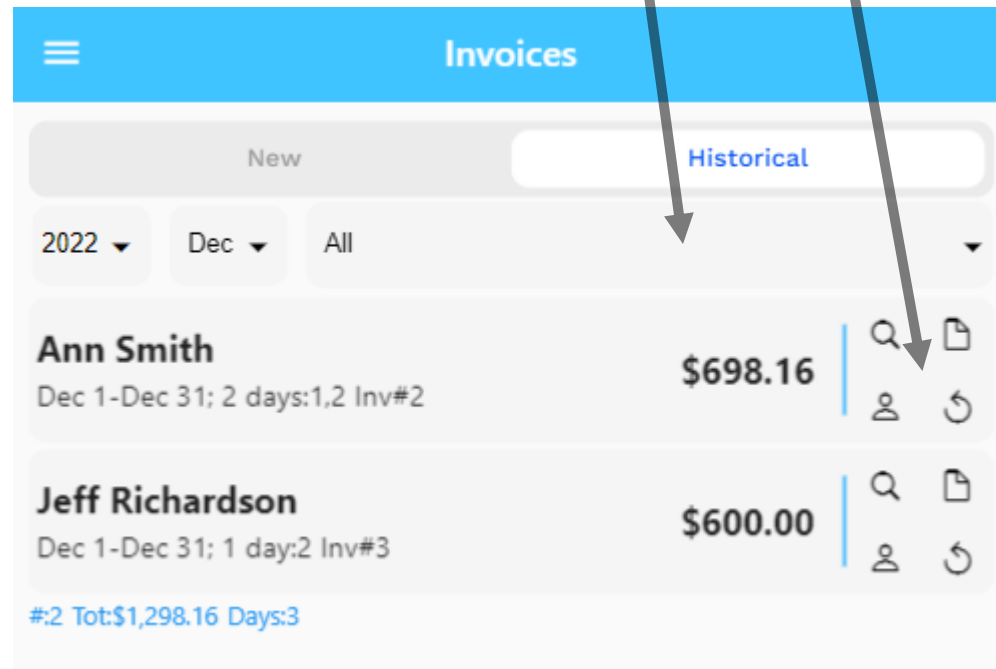
Historical Invoice

Press the *Historical* tab

- Historical invoices are the ones you have emailed or closed with the close icon. Filters are on historical to view past invoices by month or patient

Actions

- Tap on Historical filter by date or patient

- Icon actions: View invoice, Note, Patient information, Re-open invoice

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Advanced Invoicing

- changing invoice format

- changing billing frequency

- adding notes

- adding a benevolence amount

Modifying invoice format

Settings

| Profile | Events | Billing | **Invoice** |

Include attachments ⬤

Include Prior Balance Due ⬤

Letterhead format: [Centered ▼]

Round time entry to (minutes), Minimum minutes for a single charge

[15, 30]

Invoice Message

["for he careth for you." (I Peter 5:7)]

Email Message

[If you have been approved for financial assistance, you should forw]

Benevolence Message

[Benevolence Message]

Navigate to Settings Scree, Invoice Tab

1. Set letterhead format to *Centered*

2. Set time entry rounding: 15 minutes with 30 minute minimum for a day

3. Set invoice message (shown on all invoices)

4. Set email message (shown on all invoice emails)

5. Press *Save*

Setting billing information

- Select billing period (Weekly, Bi-weekly, or Monthly)

- Enter or edit payment sources and methods. Fees may be added for sources such as PayPal.

On start up, user should select a billing period that works for their practice

Invoices Screen: Icons on each invoice

Invoices

New | Historical

2022 ▼ | Dec ▼ | All ▼

Ann Smith
Dec 1-Dec 31; 2 days:1,2 Inv#2 — $698.16
🔍 📄 👤 ⊘

Jeff Richardson
Dec 1-Dec 31; 1 day:2 Inv#3 — $600.00
🔍 📄 👤 ⊘

#:2 Tot:$1,298.16 Days:3

Generate
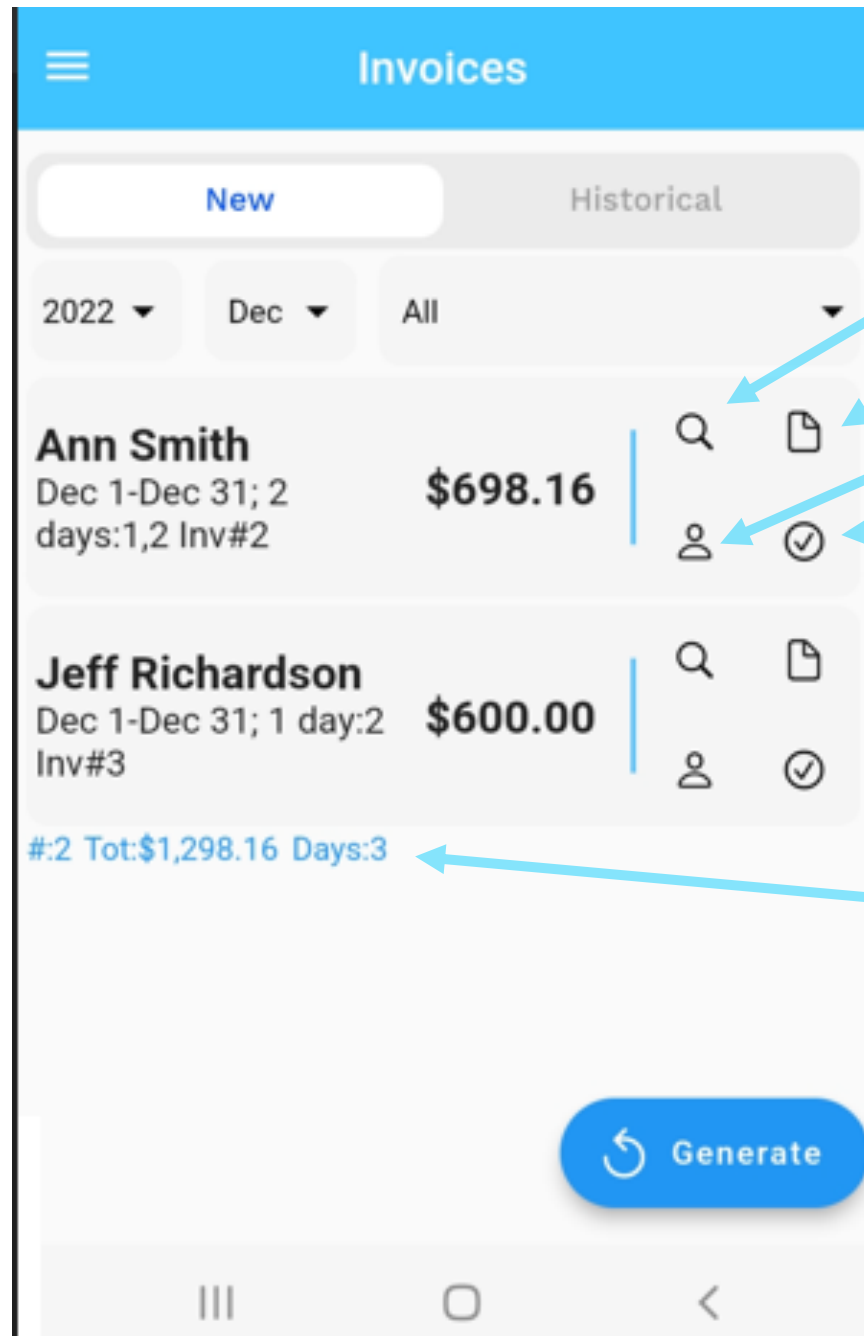
Icon Actions

View invoice

Add Note or benevolence

Go to related patient information

Close Invoice

Totals of shown invoices: # of invoices, total amount invoiced, total # of days invoiced

Ann Smith
Dec 1-Dec 31; 2
days:1,2 Inv#2

$698.16

Adding a note or a benevolence amount (or %) to a specific invoice

Edit Note

Private note

Invoice note

Note to appear for patient on this invoice only

Reduction %

10

Invoice date

Dec 3, 2022

Cancel   Save

From any invoice row on the invoices new or historical screens you can:

1. Select the note icon.

2. Set invoice note

3. Set benevolence % (slider is ON) or $ amount (slider is OFF)

4. Fill in benevolence % amount or $ amount that will be deducted from the invoice (10%)

5. Press *Save*

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SCENARIO: YOU RECEIVE PAYMENTS FROM PATIENTS AND NFCSN

Videos are at: http://rayoflightsoftware.com/videos.html

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4. Payments and Patient Statement

Revenue Entry
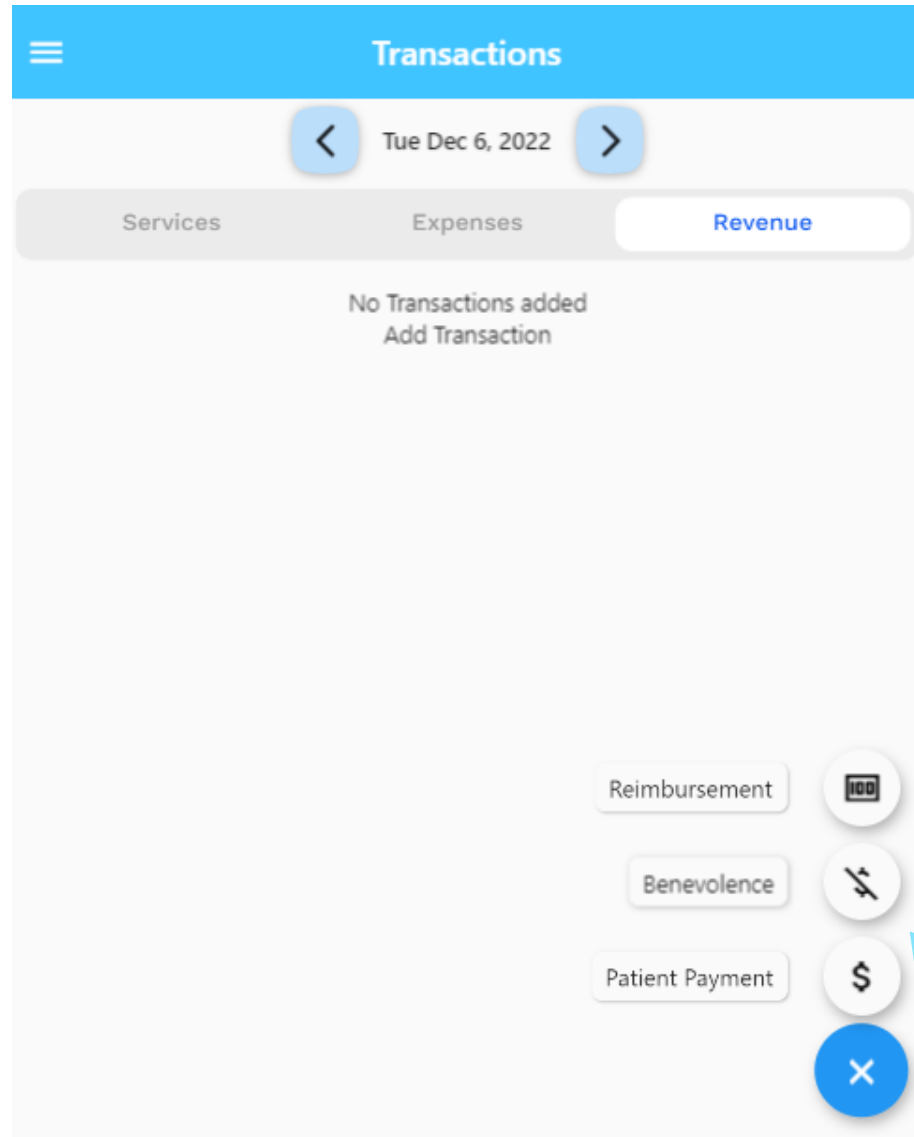
1. Go to *Transactions*, *Revenue* tab

2. Click blue + icon

3. Select *Patient Payment* to enter patient check sent to you

Patient Payment Entry

Add Patient Payment

Patient: New

Jeff Richardson ▼

Amount

600|

Payment Method

Check ▼

Payment Source

Patient ▼

Invoice number

Invoice Number

Cancel   Save

1. Select patient

2. Enter payment amount

3. Enter method such as Check, PayPal, Direct Deposit

4. Enter source: Patient, NFCSN, Branch Church, etc.

5. Enter invoice number if you have it. This will track the payment directly to that invoice.

6. Tap *Save*

View Patient Payment Entry

These payments will be used in Patient Statements to track payment of invoices and revenue in your Financial Report
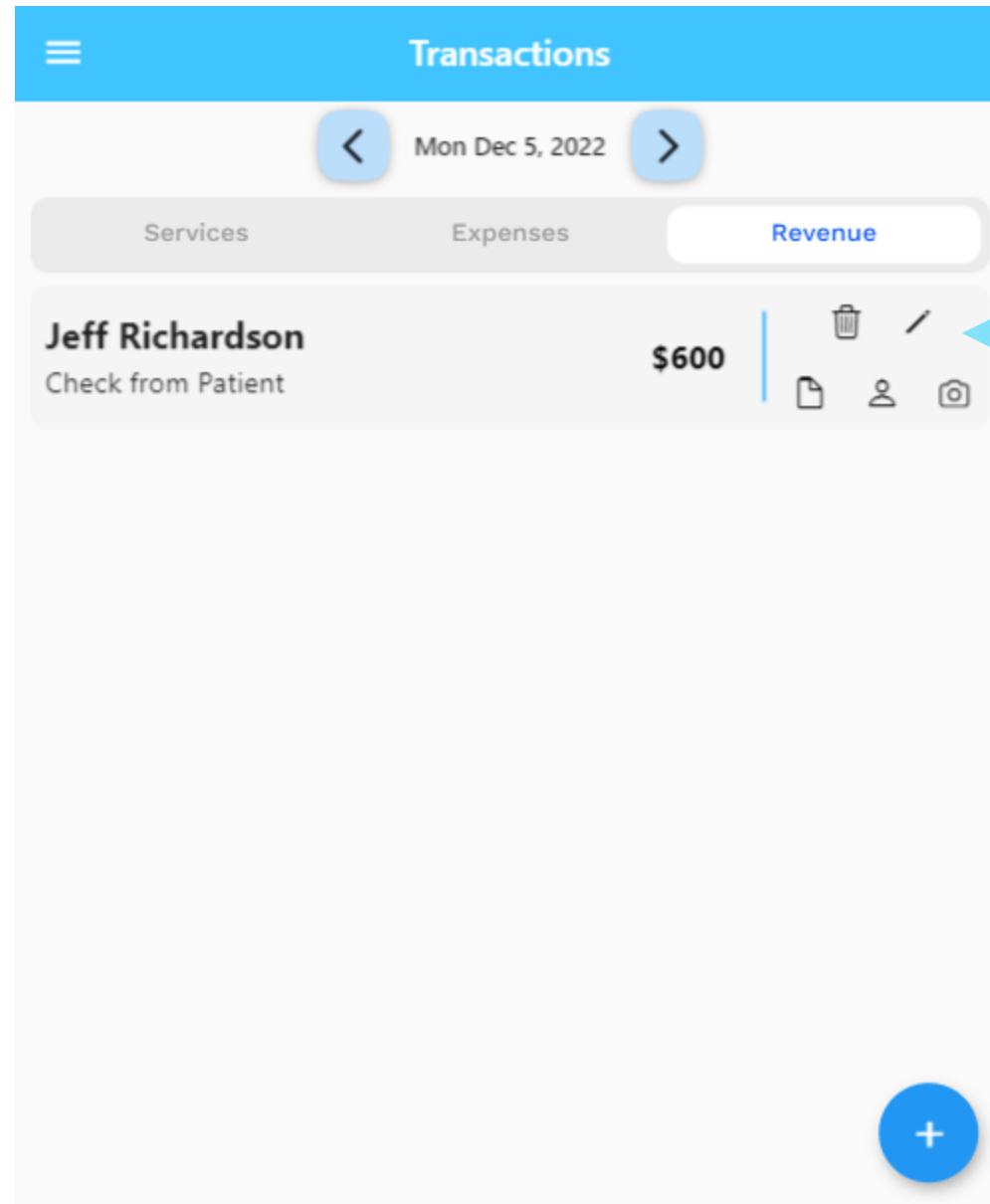
Actions

Delete, edit, note, patient information, check image capture

NFCSN Payment Entry

Add Patient Payment

Patient: *New*

Ann Smith

Amount

500

Payment Method

Direct Deposit

Payment Source

NFCSN

Invoice number

2

Cancel   Save

1. Select patient

2. Enter payment amount

3. Enter method *Direct Deposit*

4. Enter source: *NFCSN*

5. Enter invoice number 2 (or whatever was generated in your app for Ann Dec invoice)

6. Tap *Save*

NFCSN Payment Entry

When a payment is made the systems allocates the payment to:

a) Specified invoice # and then

b) past invoices starting with the oldest unpaid invoice and working forward in time.

Historical invoices will show the amount paid as in the picture to the left.

When allocated patient expenses are paid first, then service revenue, then travel time.

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Patient Contacts and Information

Patient Information Screen

1. Tap the top left 3-bar icon and select "Patients" from the drop-down menu

2. Tap "Select Another Patient" and select Jeff Richardson

Patient Information

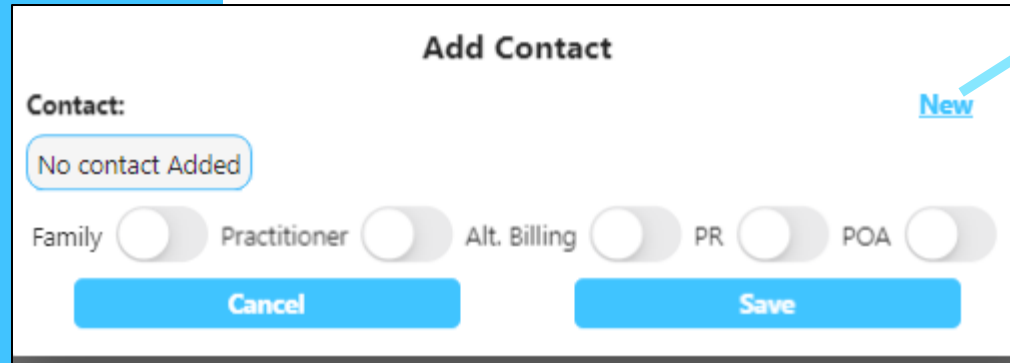Add authorized contact (see next slide)

Patient information displayed

Type in information needed about patient

Optionally select default service type

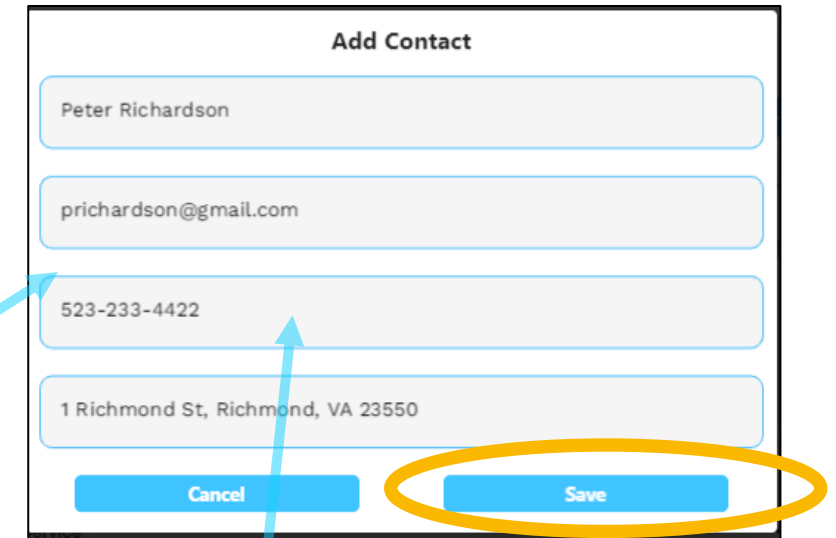Press *Save* to save (only required if Patient Information or default service type is modified)

Add Patient Contact

Add Contact

Contact: New

No contact Added

Family ⦿ Practitioner ⦿ Alt. Billing ⦿ PR ⦿ POA ⦿

Cancel   Save

Add Contact

Peter Richardson

prichardson@gmail.com

523-233-4422
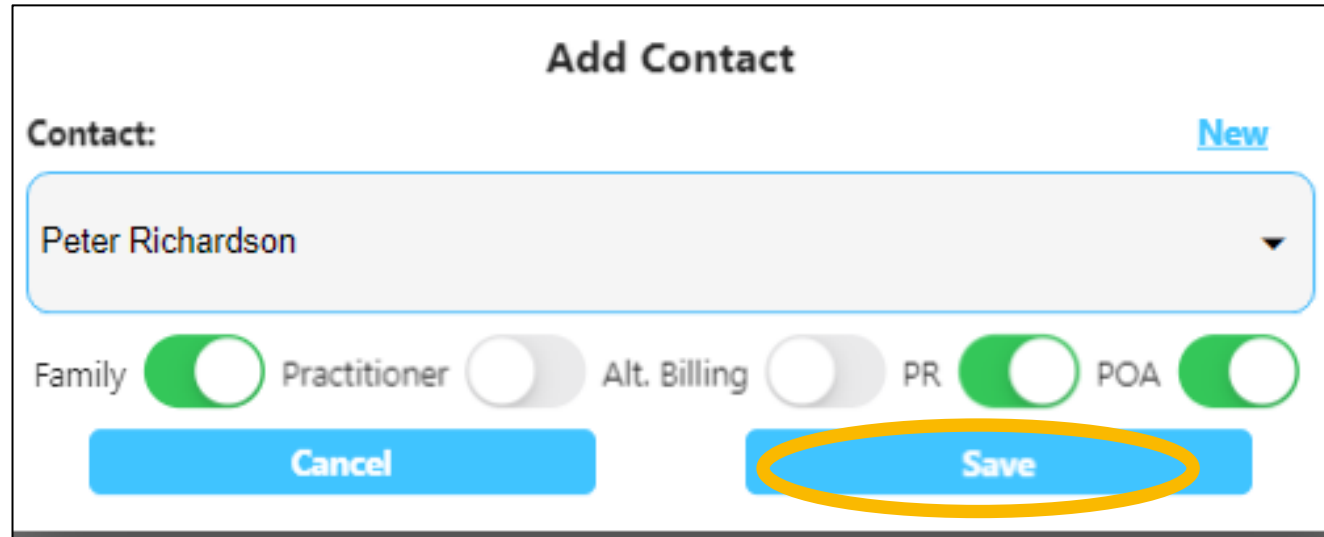
1 Richmond St, Richmond, VA 23550

Cancel   Save

1. Press blue + button next to *Authorized Contacts* and the *Add Contact* screen appears

2. Tap *New* contact

3. Type in name, email, cell, address

4. Press *Save*

Add Patient Contact

1. Back in the *Add Contact* dialog select Peter Richardson from the selection list under *Contact*

2. Select roles: Family, PR, POA for Peter

3. Press *Save* and contact appears on contact list

Patient with new contact added

Patients

Select Another Patient

Dashboard	Statement

Authorized Contacts

Peter Richardson, PR, POA, Family
1 Richmond St, Richmond, VA 23550
Email prichardson@gmail.com
Cell 523-233-4422

Jeff Richardson, Patient
1 Main St., Northchester, New York 15511
Email jsoutherland@gmail.com
Cell 623-523-5552

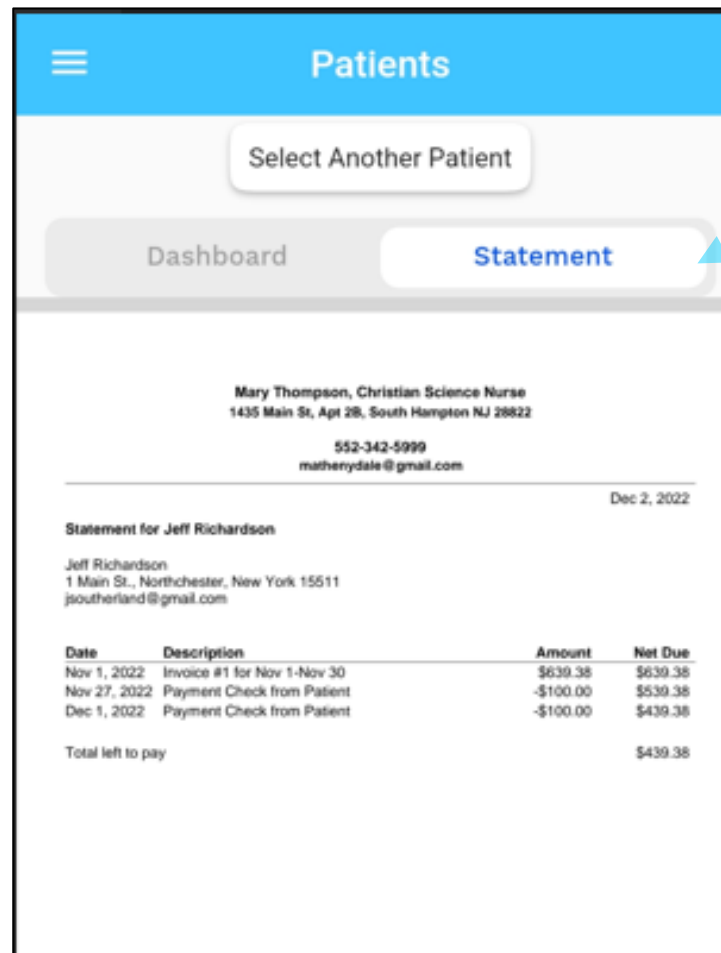**Patient Information: Jeff Richardson**

Default Service Type

Service

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Patient Statement

SCENARIO: YOU NEED TO REVIEW A PATIENT'S PAYMENT HISTORY

Patient Statement

1. Tap on *Statement* tab at top. Statement should appear on mobile app or download for Web version. Open statement PDF file for Jeff.

Excellent tool to see all patient invoice and payment activity in one report.

Shows all Invoices and Payments related to patient over time Includes any current amount due. Report may be emailed to user or patient

Date	Description	Amount	Net Due
Nov 27, 2022	Payment Check from Patient	-$100.00	-$100.00
Nov 28, 2022	Invoice #1 for Nov 1-Nov 30	$639.38	$539.38
Dec 1, 2022	Payment Check from Patient	-$100.00	$439.38
Total left to pay			$439.38

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SCENARIO: IT'S THE END OF THE MONTH AND YOU WANT TO SEE YOUR INCOME AND EXPENSES AND NET PROFIT (INCOME) YEAR TO DATE

Videos are at: http://rayoflightsoftware.com/videos.html

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Business Expenses and Reimbursements

SCENARIO: YOU HAVE UTILITY AND *JOURNAL* EXPENSES AS WELL AS REIMBURSEMENTS FOR TRAVEL TO A CONFERENCE.

LET'S RECORD THOSE TRANSACTIONS SO OUR FINANCIAL STATE CAN BE ACCURATELY RECORDED

Financial Management
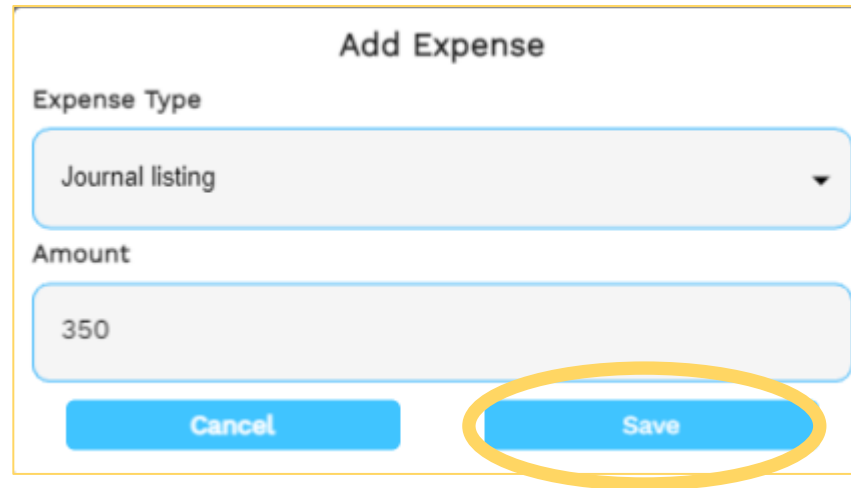
Total Revenue — Total Expenses = Net Income

Financial Management involves recording all of your business expenses and then running a financial report at both monthly and year-to-date timeframes looking for:

- Adequate revenue generation

- Business expenses in-line with 'budget' or expectations

- Total net income (revenue minus expenses).

Net income is your salary and you need to monitor that it is in line with expectations. If not, you can look at ways to reduce expenses or increase revenue.
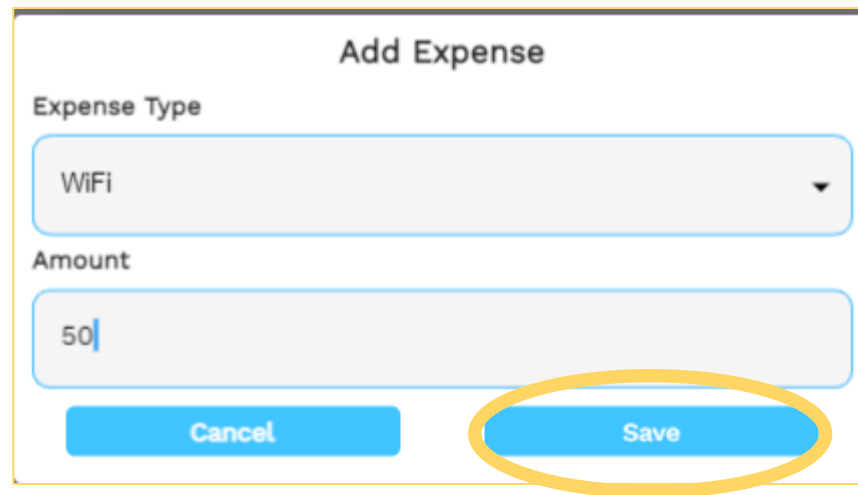
Business Expense Entry

1. From the *Tranasctions/Expenses* tab, Click blue + icon

2. Select *Business expense* to include expense in financial report

3. Select the expense type *Journal Listing*, fill in the amount 350, and press Save

4. Create another Business Expense and select 'Wifi' and put $50 for the amount

5. Press *Save*

Reference: Business Expense Types

Business Expense Type	Business Expense Type
Supplies	Retirement Contribution
Mileage	General Liability Insurance
Meals	Umbrella Insurance
Travel	Auto Insurance
Conferences	Journal Listing
Uniforms/Clothing	Subscriptions
Cell Phone	Auto Maintenance
Office Utilities	Additional Training
Wifi	Credit Card Interest
Payment Transaction Fee	

Business Expense Entry

Final appearance after entry of two business expenses

Reimbursements Entry

Add Reimbursement

Type

Travel reimbursement ▼

Amount

412.50

Payment Method

Direct Deposit ▼

Payment Source

NFCSN ▼

Cancel   Save

1. From the *Transactions/Revenue* screen, click blue + icon

2. Select *Reimbursement* from the + icon menu

3. Select type *Travel reimbursement* under Type

4. Type 412.50 as the amount

5. Select *Direct Deposit* payment method and *NFCSN* as the payment source

6. Press *Save*

View reimbursement
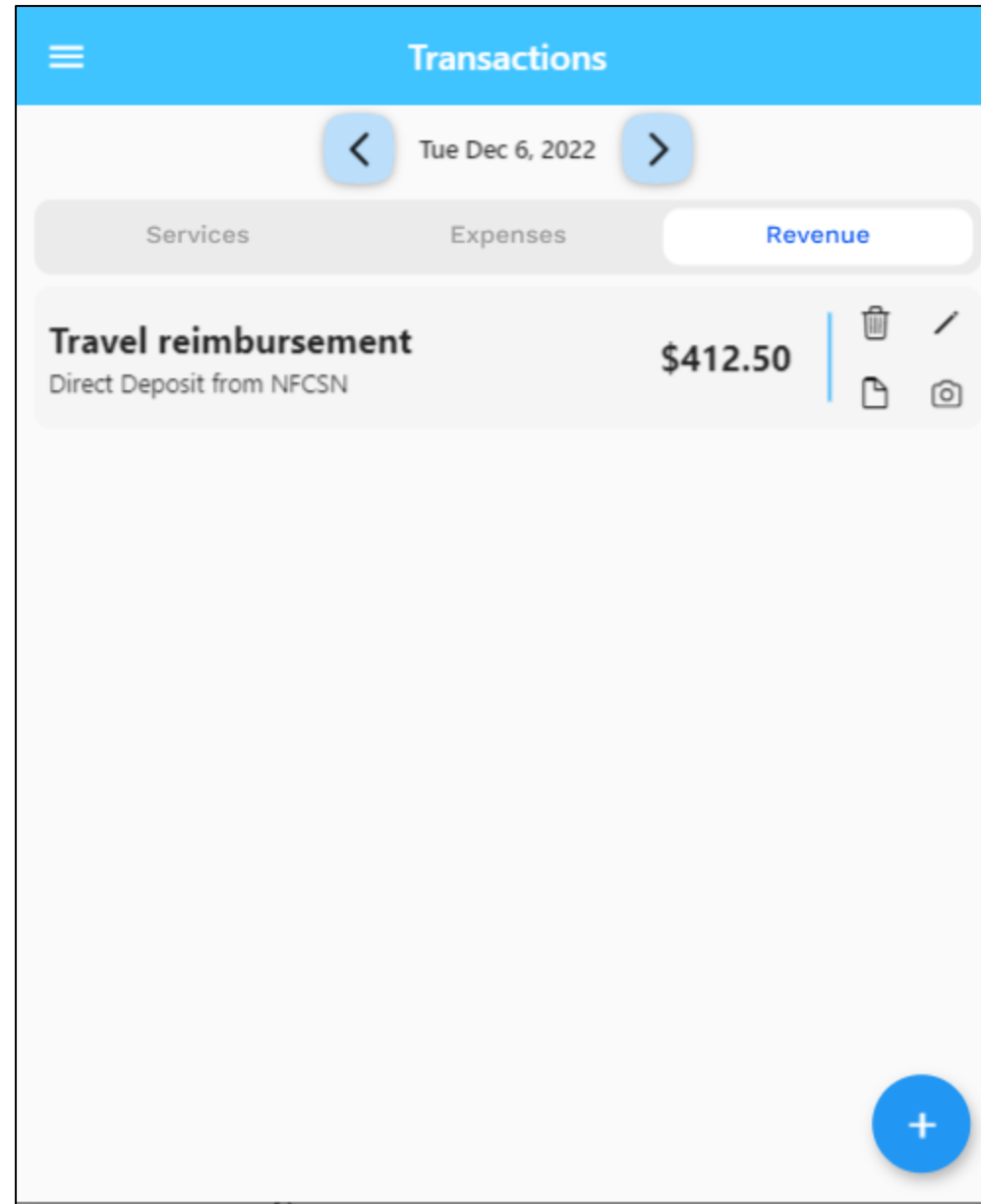
Final appearance after entry of reimbursement

Reimbursement Types (revenue)

Revenue Type	Input type
Travel Reimbursement	Enter amount
Matching retirement contribution	Enter amount
Training grants	Enter amount
Supplies reimbursement	Enter amount

CSNTrac

Financial Report

Reports Screen

Reports

2022 ▾   All ▾   Summary 🟢   Pie

Mary Thompson, Christian Science Nurse   552-342-5999
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Income Statement for Jan 1, 2022 to Dec 31, 2022

Income
Payment $1,144.97
Travel reimbursement $412.50
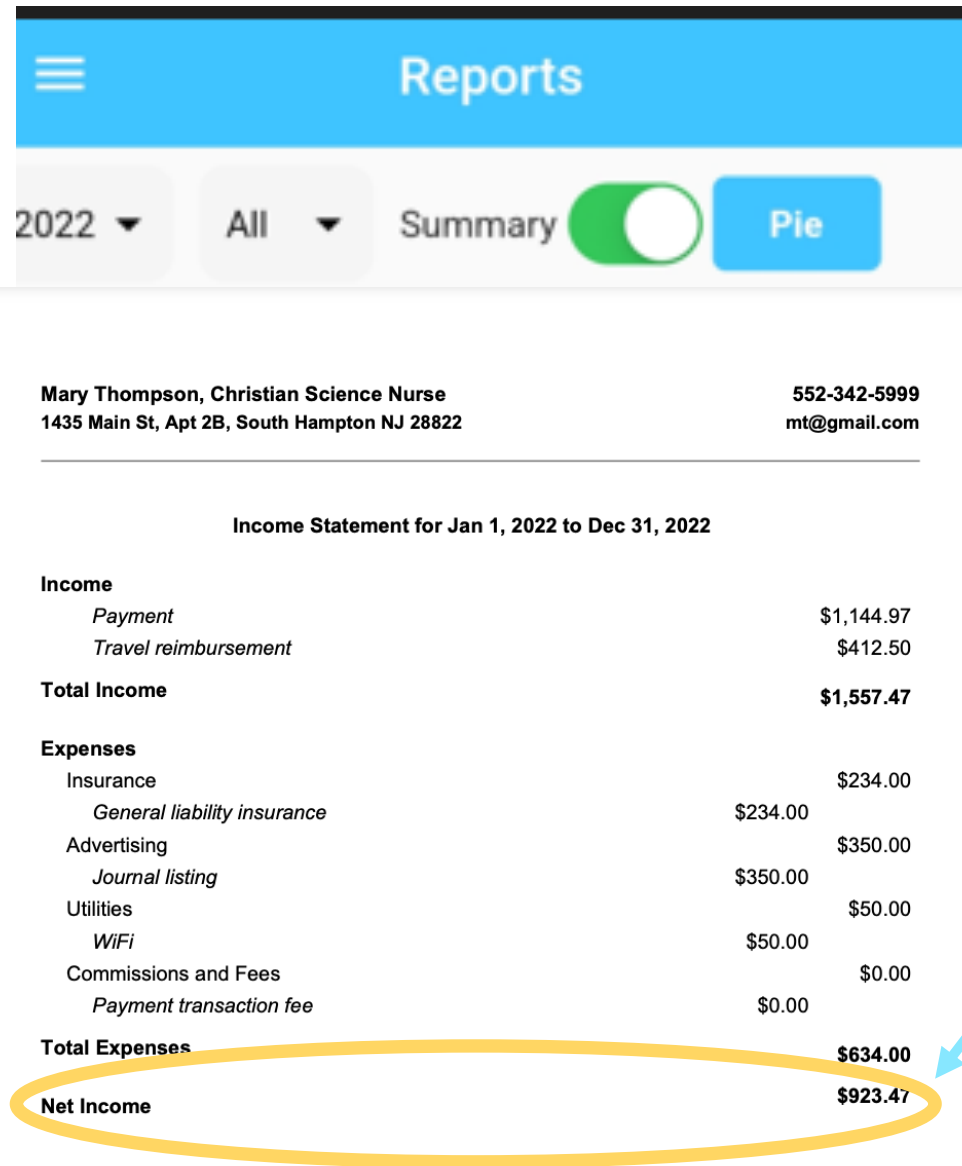
Total Income   **$1,557.47**

Expenses
Insurance $234.00
General liability insurance $234.00
Advertising $350.00
Journal listing $350.00
Utilities $50.00
WiFi $50.00
Commissions and Fees $0.00
Payment transaction fee $0.00

Total Expenses   **$634.00**

Net Income   **$923.47**

- All income is from payments and reimbursements.
- Business expenses are grouped by Tax Categories for Schedule C form.
- Net Income = income - expenses

Detailed Financial Report

- Use the yearly and monthly filters to set a timeframe for the report. Month of *All* gives year-to-date totals.

- Tap *Summary* slider OFF to get detailed report.

- Detailed report shows revenue breakdowns by payment type: E/S/T/G which are Patient **E**xpenses, **S**ervices, **T**ravel time, Gift).

Pie Chart Financial Report

Financial Report for All 2022

Income -- Total: $1,557.47
- 26.5% / 73.5%
- Payment $1,144.97
- Travel reimbursement $412.50

Expenses -- Total: $634.00
- 55.2% / 7.9% / 36.9%
- Insurance $234.00
- Advertising $350.00
- Utilities $50.00
- Commissions and Fees $0.00

Net Income: $923.47

Patient Service -- Total: $1,662.50
- 63.9% / 36.1%
- Daily Rate $600.00
- Service $1,062.50

Patient Expenses -- Total: $198.03
- 38.8%
- Supplies $114.16

Reports
2022 All Summary Pie
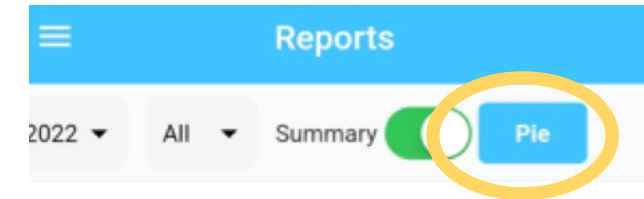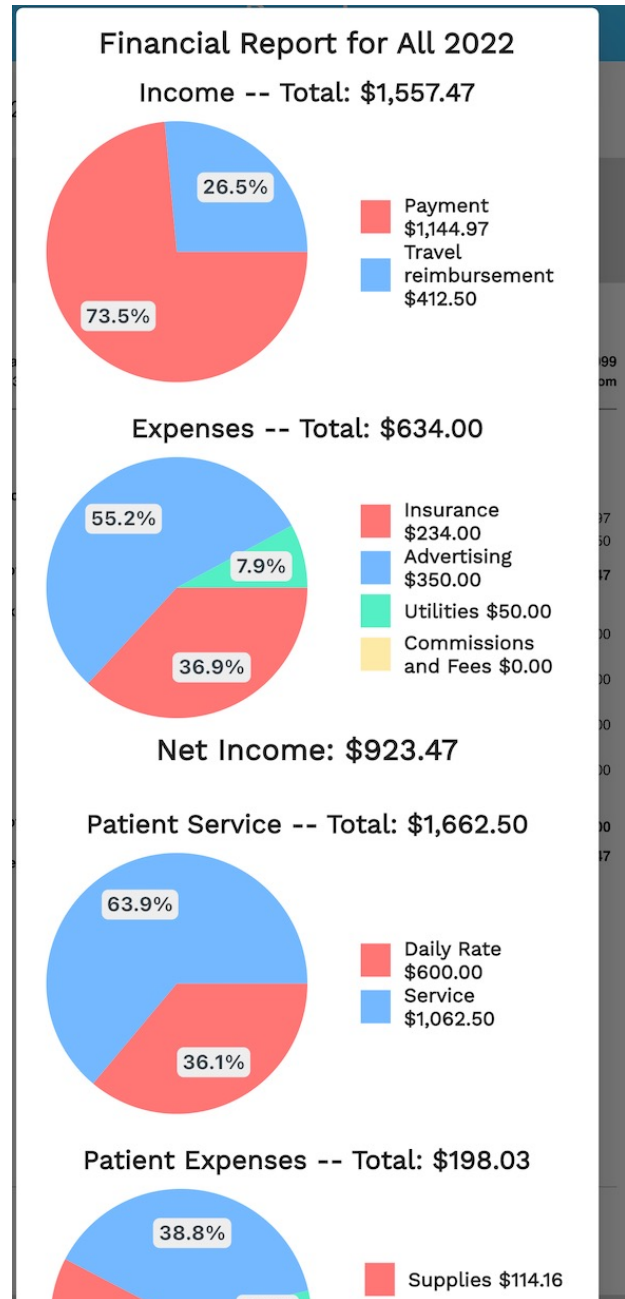
Pie chart available to show % $ by category of:
- Business revenue
- Business expenses
- Patient services
- Patient expenses