

INSTRUCTIONS FOR USING THE SETTING SERVICE COSTS ANALYSIS SHEET

1. Editing Tool: If you have an Excel expert on site, ask them for help on what to do. If you do not use an item, simply leave it at \$0 and that item will not figure into your cost.
2. Deleting an Item: If you wish to delete an item, then set your cursor on the line you wish to delete and then go the fx function and delete the entry there.
3. Adding an Item: If you need to add a line, go to put the cursor at the below where you wish to add a line. Then, go to Insert and click row. Once you have the row you will need to go to an existing cell and copy it to that section of the row.
4. Return Visit Cost: Once you do this sheet for your first visit type, then copy it to a new file and edit it for another visit type.
5. Interpreter Services: You will need to look at what percentage of patients use interpreters and then add that to your costs. If your numbers are low, you may not want to include this in the cost of delivering that service. You would still want to calculate the cost for interpreter services so you can use it for future reference. Please call us if you have questions about how to do this.
6. Costing Other Services: You can use this form for most any services you provide. Just change the headers but do not delete a line as it will not calculate if you do. See instructions above for editing, adding and deleting items.