**OMS Stats Cheat Sheet**

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|  | *What to Count* | *Special Considerations* |
| Hours (Billable Hours) | Hours | Total billed |
| New Patients | Number | New to AASL (or returning after previous discharge/6month gap); very first tx session at the company (for split therapists, whoever sees first records). |
| Evals | Number | New to AASL; does not include re-evals |
| Charges | LEAVE BLANK |
| 7 Day Advanced | Hours | Count next week’s expected hours |
| Cancels | Hours | \*Reminder: this is for *client-initiated* cancels (you can denote other cancellations due to PTO, office closure, or AASL mandated-cancels/insurance auth in the Notes section) |
| Discharge | Number  | Include frequency and duration of client d/c in Notes: 1/2x30 (1 client seen 2x a week for 30 min sessions)  |
| Drop Out | Number | Include frequency and duration of client d/o in Notes: 2/1x30 (1 client seen 2x a week for 30 min sessions) as well as reason (i.e. financial, scheduling, etc.) |
| Hours | LEAVE BLANK for CM to complete |
| Notes | Include any holiday office closures or PTO used |

Complete weekly stats in OMS by end of Business Thursday evening; if necessary, by noon on Friday.