

# **Metro Family Therapy Meeting**

**Date: January 26, 2022**

**Time: 12:00PM CST**

**Minutes Prepared By: Addie Cross (Office Staff)**

**Meeting Conducted By: Crystal Rios (Owner) and Joab Rios (CFO)**

## **Attendees**

**Crystal Rios (Owner), Joab Rios (CFO), Jose Solis, Addie Cross, Chauncey Murch, Alicia Murphy, Joe Khong, Gerry Funkhouser, Mary Sabin, Michael Lefever, Kathryn Bishop, Morgan Mackert, Diana Warren, LeeAndrea Lewis, Sarah Bui**

## **Agenda**

1. Discuss state of agency and its growth.
2. Discuss procedures for viewing claims in chart caddy.
3. Discuss procedures for intakes and preauthorization.
4. Discuss new filing system and procedures.
5. Discuss psychological evaluations available at MFT office.
6. Discuss scheduling for Psych evaluations for client
7. Discuss booking rooms for services on Chart Caddy.
8. Discuss overlapping appointments.
9. Discuss Square tax procedures.

## **Open Floor**

Floor was made open for Q&A and discussion for any topics related to the meeting and outside of meeting agenda. These were discussed resolved and/or noted for next meeting. No issues needed additional discussion outside of next meeting date.

**Next Meeting Date: February, 2022**

**Next Meeting Time: 12:00PM**