



Program Management



Contact

About

Laura understands the unique demands therapists face when running a private practice without the support of a full administrative team. She believes that clear systems, thoughtful planning, and strong organization are the foundation of a sustainable practice—and that the most important thing to plan for is change as your practice grows.

Program Management for Private Practices

Practice types

Solo private practice (Insurance-based, private pay, or hybrid.)

Common workflows

Client inquiry → consult → intake → sessions → billing → follow-up

High-value, high-relief services

FRONT-END / CLIENT-FACING

- Managing inquiries (email, website forms)
- Inbox organization (practice-related only/ business email)
- Sending intake paperwork
- Reminder emails/texts

BACK-END / OPERATIONS

- Insurance verification
- Claim submission follow-up
- Organizing digital files
- Support on setting up and/or updating EHRs (Electronic Health Records): SimplePractice, Alma, Headway, etc.
- Tracking payments / outstanding balances

Package Structure



Essential Support Package

For: Solo therapists (up to 10 clients)

- Client inquiry management (email + contact forms)
- Sending intake paperwork
- EHR organization (SimplePractice, Alma, Headway etc.)
- Basic inbox organization (practice-related only / business email)
- Monthly admin summary report



Growth Support Package

For Solo therapists growing or transitioning to insurance

Everything in Essential, plus:

- Insurance verification (up to 10 clients/month)
- Claim follow-up support (EHR Platform)
- Superbills prepared (if applicable)
- Payment tracking + outstanding balance follow-ups with clients.

ASK ABOUT ADDING THE MARKETING CENTRAL HUB TO ANY PACKAGE!

- Website designed and built (simple, compliant, conversion-focused)
- Online booking, intake flow, automated emails
- Website updates
- Simple email newsletters
- Payments : Stripe, Square, Wix, Ivy Pay, etc.



INQUIRIES

