



## Top Technology Tips To Streamline Your Practice

By JULIE HANKS, LCSW

One of the many challenges of private practice, especially solo practice, is efficiently and effectively juggling administrative and practice management tasks with clinical work. Since I often blog about my favorite technology tips, I reached out to other therapists “in the trenches” of private

practice to see what technology *they* find most helpful to streamline practice management. Here are the devices, programs, and software they use most and how it helps them successfully run their practice.



Dr. Trevor Small, Clinical Director and Psychologist for [Bridges to Recovery](#), a private, behavioral health facility has several tech tips that help streamline his practice:

1. **Quicdoc:** *This is a great program for documenting and following patients progress as well as helping with insurance requirements.*
2. **Therapist Helper:** *Billing software extraordinaire!*
3. **iCal:** *It is fantastic for billing and keeping track of patient hours.*

Dr. Trevor Small adds the *best* tech tip of all...**back up your documents.** “It is so simple, but nobody does it. Also, it is important to make sure that what is stored is stored according to HIPPA compliance requirements,” Small says.

What technology do *you* use to streamline your practice? What programs, apps, devices would be hard for you to live without?