



## Instructions for GPLI Professional Fees Calculator

Because soft contact lenses are often viewed as a commodity, a strategy to maintain growth and profitability in your practice is to prescribe GP lenses for your patients instead. To help you create a fee structure that appropriately compensates you for your professional time and lens costs, we have created this simple calculator tool to determine fees in a logical manner.

The calculations are based upon the projected amount of time you expect to spend with the patient during the fitting process, as well as the cost of materials provided. This calculator tool is broken down into eight sections. The boxes that have a yellow background are the areas where you will input data regarding your practice. At the bottom of the calculator page, based on the numbers you added, the program will determine an example of what you may consider charging for GP lenses, the fitting process, and follow-up care.

### **Section 1: Determining the Maximum Hourly Professional Fees**

Line 1 - Enter the actual number of hours you have scheduled for patient encounters, not administrative time.

Line 2 - Input how many appointment slots are scheduled for this typical full work day, including all types of exams.

Line 3 - Input how many of your appointment slots are set aside for comprehensive exams. Notice that the number of progress checks in line 4 are automatically calculated. You cannot change this number as it is determined for you by subtracting the number of comprehensive exams from the total number of appointment slots on the schedule.

Line 5 and 6 - Enter information about your examination fees. On line 5 enter the cost of your comprehensive exams. Here is where you'll have to average the difference between those fees charged for new and established patients. Do the same for follow-up or progress checks on line 6.

Line 7, 8 and 9 - Calculated for you is the amount of daily fees you can expect at full capacity along with a breakdown by the hour and the minute. We'll be using the dollar value amount for your time to ultimately determine what you might consider charging when fitting and evaluating GP contact lens patients.

### **Section 2: Number of Office Visits and Time Allotment**

Begin this section by deciding if you are calculating fees for a *new wearer* (Line 1) or a *previous wearer* (Line 2). *Do not enter an amount on both lines 1 and 2.*

Line 1 - Enter the amount of time in minutes you allot for a new wearer. The amount of time will depend on the type of lens fitting: i.e., scleral or multifocals, etc. This will include the patient discussion, the tests you either perform or need to interpret, and a diagnostic fitting, if necessary. Project how much time you expect to spend during the fitting process for a new patient. This is for your own time only, not what time the staff spends with the patient.

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### **Section 2: Number of Office Visits and Time Allotment (continued)**

Line 2 (leave this line blank if you are calculating fees for a new patient) - Enter the amount of time spent with a previous GP lens wearer. The calculations are the same as they are for the new wearer, except for a previous wearer you may find that not as much time is necessary.

Line 3 - Enter the number of minutes the ECP would spend with the patient on the initial pick-up. This time may vary depending on whether the wearer is new to contact lenses or had previously worn them. There are two components to calculating patient fees for this visit – one for practitioner time, another for staff time to teach application and removal.

Line 4 - Calculate what fees need to be generated for the staff time necessary to teach the new or previous wearer how to apply, remove, and care for the lenses. These fees are based upon the amount of time the staff spends with the patient and upon a percentage of the practitioner's professional fees. You can adjust both the amount of time the staff will spend and the resultant fees.

Lines 5 to 10 - In these lines you can project the number of office visits you estimate it will take for you to properly evaluate the patient and implement any changes that might be necessary. For example, a routine presbyopic case may take 3 additional visits, while a more complicated one may take 4 or more. Input the minutes you expect each progress check to take. Only complete the number of follow-up visits you need; you don't need to fill in every slot.

Note, the Total does not include staff time. The staff time will be used in the next section.

### **Section 3: Professional Fees**

Here your professional fees including staff time are automatically calculated.

### **Section 4 and 5 - Material Costs**

In section 4, enter on line 1 the percentage you want to mark up the lens products you provide. This is usually between 20% and 100% depending on the product.

In Section 5, on line 1 enter how much the GP lenses cost based on what you are charged from the laboratory. You can enter an amount for a single lens or a pair of lenses.

### **Section 6 - Lens Fees**

Here the fee for a single or pair of lenses based on the mark up desired is calculated for you.

### **Section 7 - Fee Determination**

Here the professional and lens fees are automatically added together for a total patient fee. The calculator then further shows the net income to the practice per fit.

### **Section 8 - Projecting Annual Profitability**

This section allows you to project additional net income annually if your practice were to fit more GP specialty patients. Here you can play "what if" by changing the number of fits per month to see how it adds to your annual profitability.

This tool can help you decide what fees would be appropriate in your practice by making a few simple entries into the calculator. While this is only a suggestion for calculation, a strategy that bases fees on the amount of time spent with each patient – versus a markup only on lenses – will more accurately compensate your practice.