

Lesson 1 Notes

PLEASE NOTE- Google changed the branding of Google G-Suite to Google Workspace in the fall of 2020. The tools are the same with a few tweaks, but can still be used in the same ways.

In this lesson we will go through the various tools/applications of Google Workspace (GWS) and how they might be used in setting up your private practice office.

Some tips to remember:

- Get a notebook or some way for you to take and keep notes as you move through the course.
- Practice using some of the various applications as you move through things. There is no better way to learn things than to practice it yourself.
- Sometimes we'll refer to Google Workspace as "G-Suite". Those terms are interchangeable in that Google Workspace used to be called "G-Suite", and before that, "Google Apps".

Google Workspace Defined

If anyone has a Google account, paid or free, it comes with a suite of tools or applications that are available to anyone with a Google account. If you have a free GMail account, you automatically have a Google Account.

For private practice owners, or any clinician for that matter, the free Google account does not provide the security needed to meet the standards of HIPAA.

In order to make your Google applications HIPAA compliant you will need to use "Google Workspace"(GWS). GWS a paid Google account. With this paid version, Google will provide a BAA (Business Associate Agreement) which is one of the requirements for HIPAA. Currently, Google Workspace has plans that range from \$6 to \$18 a month per user. (It's well worth the investment!) I recommend you get either the *Business Standard* or *Business Plus* because of the amount of storage it gives you.

Google Workspace, by [Google Cloud](#), is a paid Google account that has more features and security. The main difference between the paid version and the free version is that there are more features.

"With Google Workspace, you'll receive a number of additional business-grade services not included with Google's free consumer apps. These services include: custom business email @yourcompany, twice the amount of cloud storage across [Gmail](#) and [Drive](#), 24/7 phone and email support, 99.9% guaranteed uptime on business email, interoperability with Microsoft

Outlook, additional security options like two-step authentication and SSO, and administrative controls for user accounts.” Source- <https://workspace.google.com/faq/>

To get and start using Google Workspace please visit:
<https://practiceoftherapy.com/getgoogleworkspace> (Disclosure: This is an affiliate link which means we are paid a commission, at no extra cost to you, if you use this link)

The Tools of G-Suite

Drive

- Is the cloud storage application.
- You can store and view different file formats without having to use different software.
- It can be synced with all of your devices.

GMail

- Many people are familiar with GMail and use it for their own personal email service.
- It is one of the most versatile applications in G-Suite.
- The real bonus of using the paid version of G-Suite is that it allows you to use your own domain name as your email extension (ex., yourname@yourdomain.com)
- It's very mobile friendly and can be synced across devices.

Calendar

- Is just what it says; a calendar application that you can share and use for all your scheduling needs
- With some add-ons, you can use it to send appointment reminders to clients
- Again can be synced across devices and very mobile friendly

Docs

- Is the word processing program.
- It allows you to export documents in various file formats (ex., MS Word or PDF)
- Also allows you to share documents using links
- Great for collaborating with others on projects

Sheets

- Is the spreadsheet program very similar to MS Excel
- Can be used to manage the financial side of your practice; create budgets, P&L statements, invoices, and any number of other reports.
- Use it to create mailing lists and to-do lists

Forms

- Used to create online forms, surveys, questionnaires, etc.
- Can be used to set up the “Session Note Helper” to streamline documentation
- Use it to create client registration and intake forms
- Can be integrated with other G-Suite tools to increase productivity

Keep

- Is a “capture tool” very much like Evernote or MS OneNote
- Use it to organize projects, save articles and keep your notes organized
- It syncs across devices and be easily shared with others

Slides

- Use it to create presentations for both live and online use
- Very similar to PowerPoint

Sites

- Create a personal website or practice “intranet site”
- Use it to set up a virtual office or desktop
- Set it up to access your most used information

Meet

- Secure video conferencing
- Linked with Google Calendar and GMail so you can start meetings
- Perfectly suited for telehealth

Other Google Tools

Some of the other tools includes in Google Workspace can be useful as well.

Google Voice is a VOIP telephony service that allows you to combine phone numbers under a central number. There is voicemail and texting available through the service. In 2017 this became a paid service under Google Cloud with basic service starting at \$10 a month. If it is used under your Google Workspace account is covered by the BAA for registered users.

<https://cloud.google.com/voice#pricing>

The versatility of Google Workspace is that once it is set-up and the tools are used correctly, it can totally streamline your office processes and be a go-to resource for productivity.