

# Managing Cash Flow When Hiring



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# How much does it cost to hire a new clinician?

- Recruiting costs - Indeed, your own time spent interviewing
- Overhead costs - Adding a user to the email, phone, EHR, and other software systems
- Admin costs - How much you need to increase your admin budget in order to support the new clinician's intake calls and billing?
- Time costs - Or will you be handling their intake calls and doing their billing yourself?

**How much money do I need to have saved to hire?**

**2-4 weeks wages**

- Consider whether you're paying at time of service, or paying when revenue is received.
- Use the template from unit 1 to get a good estimate.

# What if I don't have that much saved?

Take the time now to set your practice up for success!

- Increase rates?
- Trim the budget?
- Improve processes?

The bottom line is, if you start hiring without an emergency fund, you're risking your practice, your personal and family finances, and your future employee's finances too.