

My Mirror invoicing

Please complete your banking information below.

Psychologists are paid monthly in arrears for their sessions completed on the platform.

The monthly invoicing process is as follows;

- Ignore any dollar amounts that are against the sessions throughout the month, an automation occurs on the first day of the following month to start the reconciliation process.
- Accounts team checks the session payments are correct on your invoice between the 1st and 7th of the following month (eg for all sessions completed in August, Accounts checks these are correct between the 1st and 7th of September)
- Checking for cancellations, double up sessions, any notes written against the session, Bulk Billed Clients, Out of Hours sessions and Tier Status dependent on number of sessions you have completed for the month
- Status of your invoice;
 - Draft = raw data,
 - Pending = automation has run, invoice has not been checked
 - Awaiting Psychologist Approval = has been reconciled and you can check it
 - Approved = you have agreed and pressed the approved button
 - Paid = paid
- You have until the 18th of the month to send a query to accounts@mymirror.com.au if there are any discrepancies (please note – if you have written any additional client documentation such as a referral letter or report, the payment for this will be included in xero and you will receive more money when payments are processed as we are unable to edit the invoice in your My Mirror account. This is also the case for any missed sessions that Accounts has approved extra payment for).
- Although there is the option to click the approve button, you do not need to. If we have not heard from you by the 18th, we will assume you are happy with your invoice and we will process it as is. This is to help streamline the process and respect your oftentimes busy schedules.
- Payment's are uploaded on the 21st of each month (eg. August payments will occur on 20th September).
- Depending on your bank, you will receive payment on the 22nd of the month.

BANK ACCOUNT DETAILS

BANK ACCOUNT DETAILS	
Name	

Bank Account Name	
BSB	
Bank Account Number	