

## TEMPLATE MENTAL HEALTH PROGRESS NOTE

**How to fill in the Progress Notes form.**

### Progress Note Formats

Clinicians may simply write a brief summary of the session and contain information pertaining to themes discussed during the session, the client's behavior, the process or interactions between clinicians and client, and plans or goals for future sessions.

Another popular format is the SOAP outline. SOAP is an acronym for the sections of a clinical note:

**S = Subjective** (The counselor describes his/her impressions of the client, and what the therapist understood the client to say)

*Mr. Apgar reported that he is sleeping 2-3 hours a night. He noted feeling sad, crying intermittently, and having suicidal ideation.*

**O = Objective** (A factual account of what was observed)

*Mr. Apgar appeared lethargic. He rarely made eye-contact. His affect was flat, and he spoke only when queried.*

**A = Assessment** (A synthesis of the Subjective and Objective portion of the note that includes diagnosis and clinical impressions)

*Mr. Apgar appears to be experiencing a major depressive episode.*

**P = Plan** (The counselor describes the treatment plan that follows from the Assessment)

*Mr. Apgar will be referred for a medication evaluation. He has been put on suicide watch. He will be seen again tomorrow for further assessment.*

# Mental Health Progress Note Documentation Sample

**Isla Clara Lewis**



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