Employee Counseling Form

Employee's Full Name: Enter employee's full name Worksite Employer: Company Name					Job Title: Location: If applicable	
				Loc		
This Co	ounseling is being issued t	ecau	ise of the following: Select	all that	apply	
	Attendance/Absenteeism		Misuse of Company Property		Violation of Lunch/Break Periods	
	Behavior/Teamwork		Safety Violation		Violation of Time Clock Procedures	
	Inappropriate Conduct		Sleeping on the Job		Violence in the Workplace	
	Inappropriate Dress		Substandard Work		Other (specify)	
	Insubordination		Tardiness/Punctuality			
Incident Date: Ti			Time of	me of Incident:		
	meet. Indicate	any .	actions you, the supervisor,	will tak	roblem and what expectations he/she is se in order to support the corrective act	
make im employm	mediate and sustained improve ent at any time, with or without	ment notice	Your employment remains at will e or cause.	meanin	ng termination of employment, if you fail to ig that you or the Company may end your ent that will be placed in my personnel file.	
Employee	's Signature		Date			
☐ I deci	ine to sign this Notice, but I kno	w La	m subject to further disciplinary ac	tion if I o	to not take the corrective action.	
Supervisor's Signature			Date We	ness's Si	gnature Date	

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Example Documented Counseling

Lori Quinn, James Gordon

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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues Physical Therapy Documentation Mia Erickson, Mia L. Erickson, Rebecca McKnight, Ralph Utzman, 2008 Complete accurate documentation is one of the essential skills for a physical therapist This book covers all the fundamentals includes practice exercises case studies throughout

Documentation Basics for the Physical Therapist Assistant Mia Erickson, Rebecca McKnight, 2024-06-01 Complete and accurate documentation is one of the most important skills for a physical therapist assistant to develop and use effectively The new Third Edition of Documentation Basics for the Physical Therapist Assistant continues the path of teaching the student and clinician documentation from A to Z Mia Erickson and Rebecca McKnight have updated this Third Edition to reflect changes in the ever evolving profession Newly addressed are the changes in documentation requirements for major payers changes in the disablement models used and the increasingly common use of electronic documentation in the physical therapy profession Features inside the Third Edition Readers are encouraged to think about disablement and disablement concepts when writing notes How to document impairments in body structure and function but more importantly activity limitations and participation restriction Descriptions of the differences in documentation methods using a computer vs paper chart Evidence tied to benefits and challenges of computerized documentation Documenting the rationale for treatment and the unique skills of the physical therapist assistant in patient management New inside the Third Edition Incorporation of the International Classification of Functioning Disability and Health disablement model Chapter on electronic documentation Screenshot examples of the popular WebPT electronic medical record platform Updated chapters on reimbursement and legal issues Additional examples for student practice included in each chapter Included with the text are online supplemental materials for faculty use in the classroom Documentation Basics for the Physical Therapist Assistant Third Edition is the perfect guide for all physical therapist assistant students and clinicians who want to update and refine their knowledge and

skills in documentation **Documentation Manual for Occupational Therapy** Crystal Gateley, 2024-06-01 The best selling newly updated occupational therapy textbook Documentation Manual for Occupational Therapy Fifth Edition is made for students and early career practitioners learning the critical skill of documentation. The workbook format offers students ample opportunities to practice writing occupation based problem statements and goals intervention plans SOAP notes and other forms of documentation The Fifth Edition has also been updated to reflect changes in the American Occupational Therapy Association's Occupational Therapy Practice Framework Domain and Process Fourth Edition What's included in Documentation Manual for Occupational Therapy Numerous worksheets for students to practice individual skills with suggested answers provided in the Appendix Updated information on coding billing and reimbursement to reflect recent Medicare changes particularly in post acute care settings Examples from a variety of contemporary occupational therapy practice settings Included with the text are online supplemental materials for faculty use in the classroom Instructors in educational settings can visit the site for an Instructor's Manual with resources to develop an entire course on professional documentation or to use the textbook across several courses One of the most critical skills that occupational therapy practitioners must learn is effective documentation to quide client care communicate with colleagues and maximize reimbursement The newly updated and expanded Documentation Manual for Occupational Therapy Fifth Edition will help students master their documentation skills before they ever step foot into practice Introduction to Splinting- E-Book Brenda M. Coppard, Helene Lohman, 2013-08-07 The third edition of Introduction to Splinting A Clinical Reasoning and Problem Solving Approach helps readers master the basic theory principles and techniques of splinting needed for clinical practice Using a combination textbook workbook format it integrates theory and technical knowledge with hands on learning features that equip readers with essential clinical knowledge critical thinking skills and problem solving skills associated with splinting This title includes additional digital media when purchased in print format For this digital book edition media Documentation for the Physical Therapist Assistant Wendy D. Bircher, 2021-10-15 Build your content may not be included documentation skills and your confidence Step by step this text workbook introduces you to the importance of documentation to support quality patient care and appropriate reimbursement It shows you how to develop and write a proper and defensible note and prepares you to meet the technological challenges you ll encounter in practice You ll learn how to provide the proper documentation to assure all forms of reimbursement including third party for your services You ll also explore issues of patient confidentiality HIPAA requirements and the ever increasing demands of legal and ethical practice in The Physical Therapist's Business Practice and Legal Guide Sheila K. Nicholson, 2008 As the a litigious society profession of physical therapy continues its growth toward autonomous practice the physical therapist physical therapist assistant and student are going to face liability risks and exposure like never before Physical Therapist's Business Practice and Legal Guide provides the tools needed to integrate risk management practices into the daily patient care routine Each

chapter includes key concepts and discussion questions Specific cases are also discussed to explain and support legal concepts and how these set the stage for future risks exposure **Documentation for Rehabilitation- E-Book Lori** Quinn, James Gordon, 2009-12-18 Four NEW chapters address additional aspects of documentation that rehabilitation professionals will encounter in practice Legal aspects of documentation Documentation in pediatrics Payment policy and coding Computerized documentation The Guide to Play Therapy Documentation and Parent Consultation Linda E. Homeyer, Mary Morrison Bennett, 2023-03-01 The Guide to Play Therapy Documentation and Parent Consultation guides play therapists through the case documentation process from the initial inquiry for services through intake session diagnosis treatment planning session notes and termination summary There's a special focus on writing session notes one of the areas in which play therapists most often request additional training Chapters also identify play themes explore clinical theories and case conceptualization and guide play therapists from the playroom to the paperwork The authors include several examples of case notes and treatment plans completed from a variety of theoretical perspectives and vignettes and case studies illustrate ways to connect with caregivers strategies for working with challenging caregivers addressing difficult topics at different ages and stages of parenting how to talk about sex screen time co parenting etc and much more The book also includes a thorough discussion of ways to structure parent consultations to facilitate the therapeutic process Expansive appendices provide many case examples and tips to explain and demonstrate documentation and the authors provide form templates in the text and on the book s website Documentation for Rehabilitation Lori Quinn, James Gordon, 2015-12-11 Better patient management starts with better documentation Documentation for Rehabilitation A Guide to Clinical Decision Making in Physical Therapy 3rd Edition shows how to accurately document treatment progress and patient outcomes Designed for use by rehabilitation professionals documentation guidelines are easily adaptable to different practice settings and patient populations Realistic examples and practice exercises reinforce concepts and encourage you to apply what you ve learned Written by expert physical therapy educators Lori Quinn and James Gordon this book will improve your skills in both documentation and clinical reasoning A practical framework shows how to organize and structure PT records making it easier to document functional outcomes in many practice settings and is based on the International Classification for Functioning Disability and Health ICF model the one adopted by the APTA Coverage of practice settings includes documentation examples in acute care rehabilitation outpatient home care and nursing homes as well as a separate chapter on documentation in pediatric settings Guidelines to systematic documentation describe how to identify record measure and evaluate treatment and therapies especially important when insurance companies require evidence of functional progress in order to provide reimbursement Workbook textbook format uses examples and exercises in each chapter to reinforce your understanding of concepts NEW Standardized Outcome Measures chapter leads to better care and patient management by helping you select the right outcome measures for use in evaluations re evaluations and discharge summaries UPDATED

content is based on data from current research federal policies and APTA guidelines including incorporation of new terminology from the Guide to Physical Therapist 3 0 and ICD 10 coding EXPANDED number of case examples covers an The OTA's Guide to Documentation Marie Morreale, 2024-06-01 The even broader range of clinical practice areas bestselling newly updated occupational therapy assistant OTA textbook The OTA's Guide to Documentation Writing SOAP Notes Fifth Edition explains the critical skill of documentation while offering multiple opportunities for OTA students to practice documentation through learning activities worksheets and bonus videos The Fifth Edition contains step by step instruction on occupational therapy documentation and the legal ethical and professional documentation standards required for clinical practice and reimbursement of services Students and professors alike can expect the same easy to read format from previous editions to aid OTAs in learning the purpose and standards of documentation throughout all stages of the occupational therapy process and different areas of clinical practice Essentials of documentation reimbursement and best practice are reflected in the many examples presented throughout the text Worksheets and learning activities provide the reader with multiple opportunities to practice observation skills and clinical reasoning learn documentation methods create occupation based goals and develop a repertoire of professional language Templates are provided to assist beginning OTA students in formatting occupation based SOAP notes and the task of documentation is broken down into smaller units to make learning easier Other formats and methods of recording client care are also explained such as the use of electronic health records and narrative notes This text also presents an overview of the initial evaluation process delineating the roles of the OT and OTA and guidelines for implementing appropriate interventions New in the Fifth Edition Incorporation of the Occupational Therapy Practice Framework Domain and Process Fourth Edition and other updated American Occupational Therapy Association documents Updated information to meet Medicare Part B and other third party payer requirements Revised clinical terminology on par with current trends Added examples from emerging practice areas Expanded tables along with new worksheets and learning activities Included with the text are online supplemental materials for faculty use in the classroom this includes access to supplemental website worksheets learning activities and scenario based videos to practice the documentation process Pedretti's Occupational Therapy - E-Book Heidi McHugh Pendleton, Winifred Schultz-Krohn, 2024-03-25 Gain the knowledge and skills you need to treat clients patients with physical disabilities Pedretti s Occupational Therapy Practice Skills for Physical Dysfunction 9th Edition uses a case based approach threaded through each chapter to provide a solid foundation in evaluation intervention and clinical reasoning. The text continues to support the entry level occupational therapist and the experienced occupational therapist focused on expanding skills and knowledge With the OT practice framework as a guide you will focus on the core concepts and central goals of client care And by studying threaded case studies you will learn to apply theory to clinical practice Written by a team of expert OT educators and professionals led by Heidi McHugh Pendleton and Winifred Schultz Krohn this edition includes an eBook free with each new

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aspects of documentation This text emphasizes how the common and standard language of the Guide to Physical Therapist Practice and the International Classification of Functioning Disability and Health ICF model can be integrated with a physical therapist's clinical reasoning process and a physical therapist assistant's skill set to produce successful documentation Includes content on documentation formations Initial Evaluations Re examination Notes Daily Notes Conclusion of the Episode of Care Summaries Home Exercise Program Reviews all the important issues related to style types of documentation and utilization of documentation Covers documentation relevant in different settings inpatient home health skilled nursing facility outpatient Helps students learn how to report findings and demonstrate an appropriate interpretation of results Includes up to date information in line with APTA Guidelines for Defensible Documentation World Health Organization International Classification of Functioning Disability and Health Mode and Medicare Reviews electronic documentation ICD 9 ICD 10 and CPT codes Includes important chapters on Interprofessional Communication Legal Aspects Principles of Measurement Fordney's Medical Insurance and Billing - E-Book Linda M. Smith, 2024-08-07 Gain the skills you need to succeed in insurance coding and billing Fordney's Medical Insurance and Billing 17th Edition helps you master the insurance billing specialist's role and responsibilities in areas such as diagnostic coding procedural coding HCPCs coding medical documentation billing and collection Using clear explanations this book covers all types of insurance coverage commonly encountered in hospitals physicians offices and clinics Step by step guidelines lead you through the submission of electronic claims and paper claims as well as the job search and professional advancement Written by coding specialist and educator Linda M Smith this market leading text is a complete guide to becoming an efficient insurance billing specialist NEW HCPCs Coding chapter covers ambulance billing supply billing and certificates of medical necessity NEW Content on professionalism includes customer service conflict management diversity awareness leadership and other competencies to help you become an effective engaged and highly functioning employee NEW Additional content on medical decision making helps you select the appropriate evaluation and management codes under the current documentation guidelines NEW Additional examples of CMS claims include those from Blue Shield and Automobile Insurance NEW Updates to credentialing include those specific to Medicare Medicaid and Workers Compensation Coverage of medical documentation diagnostic coding and procedural coding provides you with the foundation and skills needed to work in a physician s office as well as ambulatory and inpatient settings Coverage of the role and responsibilities of the insurance billing specialist emphasizes advanced job opportunities and certification Chapter on HIPAA compliance as well as Compliance Alerts highlight important HIPAA compliance issues and the latest regulations Step by step procedures detail common responsibilities of the insurance billing specialist and coder Key terms and abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Color coded icons denote and clarify information rules and regulations for each type of payer Insights From The Field includes more interviews with experienced insurance billing specialists providing a snapshot of their career paths and

offering advice to the new student Scenario boxes help you apply concepts to real world situations Quick Review sections summarize chapter content and also include review questions Student Software Challenge on the Evolve website allows you to practice filling out interactive CMS 1500 forms Manual on Reimbursement for Medical Genetics Services Marc S. Williams, American College of Medical Genetics, 2002 **Clinical Documentation with Children and Adolescents** Amy Marschall, 2023-08-29 This book addresses the unique challenges therapists face when documenting their clinical work with children providing insight into what ethical appropriate and culturally competent practice looks like Clinical documentation is vital for ethical and legal practice and good documentation helps clinicians leave room for client centered and age appropriate interventions such as play therapy Beginning with an overview of the important considerations unique to providers working with children Amy Marschall offers guidance on all aspects of clinical documentation such as intakes treatment plans mental status examinations progress notes safety plans and more Each chapter includes specific examples of clinical situations with guidance on how to document these situations effectively With chapters on client confidentiality and telehealth as well as special attention being paid to cultural awareness including race ethnicity gender sexual orientation and socioeconomic status this book includes blank templates of treatment plans progress notes and risk assessments for therapists to use in their practice This book is essential for any mental health professional who works with children in both individual and family work including psychologists licensed clinical social workers licensed professional counselors mental health counselors marriage and family therapists play therapists school counselors and therapist interns Occupational Therapy- E-Book Jane Clifford O'Brien, 2011-11-01 A complete overview of the profession and the practice of occupational therapy Introduction to Occupational Therapy 4th Edition prepares you for the roles responsibilities and relationships of the OT practitioner This edition incorporates the latest revisions of the Occupational Therapy Practice Framework which defines the OT process and areas of concern Discussions also include treatment settings occupational therapy across the lifespan and evaluation intervention and outcomes within the OT process Written by OT expert Jane Clifford O Brien this edition also keeps you current with emerging topics such as working with culturally diverse patients evidence based practice and new practice areas such as driving and obesity Coverage of different OT practice areas e.g. adult geriatric pediatric and mental health prepares you for the variety of clients you will encounter in clinical practice An emphasis on evidence based practice helps you think logically and use the literature to form a basis for diagnoses and treatment plans Case studies and activities in each chapter promote problem solving skills and demonstrate concepts The OT Practice Framework and reimbursement mechanisms are addressed in terms of the occupational therapy process providing a sound basis for decision making A broad perspective on OT practice fits the needs of both occupational therapy and occupational therapy assistant students Chapter objectives key terms chapter summaries and review questions highlight important content in each chapter A companion Evolve website includes video clips review questions with answers crossword puzzles and additional case studies NEW The latest revisions to the Occupational Therapy Practice Framework are incorporated throughout the book keeping you current with today s OT theories and practice NEW cultural content prepares you to meet the needs of diverse clients NEW discussions of the Centennial Vision provide a big picture view of occupational therapy and its changes as the profession reaches the age of 100

Documenting Physical Therapy Angela Marie Baeten, Michael L. Moran, Lynn M. Phillippi, 1999 Documenting Physical Therapy provides practitioners with the tools necessary to make documentation a successful and beneficial part of clinical practice Using the reviewer's perspective emphasis is placed on documenting components that are essential for coverage determinations

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