

## Employee Counseling Form

Counseling Date: \_\_\_\_\_

Employee's Full Name: Enter employee's full name Job Title: \_\_\_\_\_

Worksite Employer: Company Name Location: If applicable

This Counseling is being issued because of the following: Select all that apply

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Attendance/Absenteeism | <input type="checkbox"/> Misuse of Company Property | <input type="checkbox"/> Violation of Lunch/Break Periods   |
| <input type="checkbox"/> Behavior/Teamwork      | <input type="checkbox"/> Safety Violation           | <input type="checkbox"/> Violation of Time Clock Procedures |
| <input type="checkbox"/> Inappropriate Conduct  | <input type="checkbox"/> Sleeping on the Job        | <input type="checkbox"/> Violence in the Workplace          |
| <input type="checkbox"/> Inappropriate Dress    | <input type="checkbox"/> Substandard Work           | <input type="checkbox"/> Other (specify) _____              |
| <input type="checkbox"/> Insubordination        | <input type="checkbox"/> Tardiness/Punctuality      | _____   |

Incident Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

**Nature of Incident:** State what expectations he/she did not meet. Describe in detail what occurred, what is unacceptable about the employee's work or actions, and any consequences. Note any past communications with employee on this topic and earlier discipline.

**Witness(es) to Incident:** Enter more than one if applicable

**Corrective Action:** State what employee is expected to do to correct the problem and what expectations he/she is to meet. Indicate any actions you, the supervisor, will take in order to support the corrective action.

**Employee Comments:**

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Please keep in mind that you are subject to further disciplinary action, up to and including termination of employment, if you fail to make immediate and sustained improvement. Your employment remains at will, meaning that you or the Company may end your employment at any time, with or without notice or cause.

I understand the above, although I may not agree. I have received a copy of this document that will be placed in my personnel file.

\_\_\_\_\_  
Employee's Signature Date

☐ I decline to sign this Notice, but I know I am subject to further disciplinary action if I do not take the corrective action.

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Witness's Signature Date

# Example Documented Counseling

**Office of The Federal Register,  
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### **Example Documented Counseling:**

**101 Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24 Whether you are 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 is 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 guide 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 content may not be included      **Documentation for the Physical Therapist Assistant** Wendy D. Bircher, 2021-10-15 Build your 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 a litigious society      **The Physical Therapist's Business Practice and Legal Guide** Sheila K. Nicholson, 2008 As the 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 even broader range of clinical practice areas *The OTA's Guide to Documentation* Marie Morreale,2024-06-01 The 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 print purchase featuring a fully searchable version of the entire text UNIQUE Threaded case studies begin and are woven through each chapter helping you develop clinical reasoning and decision making skills and to apply concepts to real life clinical practice UNIQUE Ethical Considerations boxes examine the obligation to collaborate with clients on their care using evidence to select treatment options UNIQUE OT Practice Notes convey important tips and insights into professional practice Illustrated evidence based content provides a foundation for practice especially relating to evaluation and intervention Information on prevention rather than simply intervention or treatment shows how OTs can take a proactive role in client care Focus on health promotion and wellness addresses the role of the occupational therapist in what the AOTA has identified as a key practice area Content on cultural and ethnic diversity is included in every chapter reflecting occupational therapy's commitment to this important issue Key terms chapter outlines and chapter objectives highlight the information you can expect to learn from each chapter NEW Updated content reflects the new Occupational Therapy Practice Framework OTPF and the new Accreditation Council for Occupational Therapy Education ACOTE curriculum standards along with the new AOTA Code of Ethics NEW Implementation of Occupational Therapy Services Therapeutic Use of Self Telehealth and Lifestyle Redesign chapters are added to this edition NEW Content on the role of the occupational therapist with clients/patients who experience long COVID NEW Inside look at the lived experience of disability covers the intersection of disability perspectives and occupational justice along with the implications for Occupational Therapy NEW Updated Mindfulness chapter is expanded to cover the wide use of mindfulness in occupational therapy for those with physical disabilities NEW eBook version included with print purchase allows you to access all of the text figures and references from the book on a variety of devices and offers the ability to search customize your content make notes and highlights and have the content read aloud

**Documentation Basics** Mia Erickson, Mia L. Erickson, 2012 Complete and accurate documentation is one of the most important skills for a physical therapist assistant to develop and use effectively The new Second Edition of Documentation Basics A Guide for the Physical Therapist Assistant continues the path of teaching the student and clinician documentation from A to Z **Title 12 Banks and Banking Parts 1026 to 1099 (Revised as of January 1, 2014)** Office of The Federal Register, Enhanced by IntraWEB, LLC, 2014-01-01 The Code of Federal Regulations Title 12 contains the codified Federal laws and regulations that are in effect as of the date of the publication pertaining to banks banking credit unions farm credit mortgages consumer financial protection and other related financial matters

Documentation for Physical Therapist Practice Jacqueline A. Osborne, 2015-07-31 Documentation for Physical Therapist Practice A Clinical Decision Making Approach provides the framework for successful documentation It is synchronous with Medicare standards as well as the American Physical Therapy Association's recommendations for defensible documentation It identifies documentation basics which can be readily applied to a broad spectrum of documentation formats including paper based and electronic systems This key resource utilizes a practical clinical decision making approach and applies this

framework to all 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 **Introduction to 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

## Unveiling the Magic of Words: A Review of "**Example Documented Counseling**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Example Documented Counseling**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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