

## Sample Chart Documentation: Progress Notes

Agencies may have their own specific guidelines for writing progress notes that reflect activities conducted with a client or on their behalf. Here are some sample progress note entries. Progress notes should tell a story. For instance, if there is a two-month gap in notes, the person reading the chart should be able to understand the reason for the gap in services. Also, note writing should be simple, because we won't want employment specialists spending more time than necessary working on paperwork, however, they should include the location of the service, duration of service and description of services provided.

Programs can augment progress notes by including client-specific employer contact logs in the chart.

Finally, these notes were not written in a way to demonstrate the medical necessity of the service. If your agency is billing some services to Medicaid, please contact your state Medicaid office to talk about requirements for Medicaid notes.

### SAMPLE NOTES BY EMPLOYMENT SPECIALIST FOR GEORGE W.

Date: 1/23/20                      Duration: 0 minutes                      Location: phone

Client: George Washington

Attempted to call George to set up first meeting. Left message.

Sarah Swanson  
Sarah Swanson

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Date: 1/25/20                      Duration: 0 minutes                      Location: phone

Client: George Washington

Attempted to call George. Left message.

## Good Progress Note

**Michael D. Reiter, Kayleigh Sabo**



## Good Progress Note:

**Learning Group Leadership** Jeffrey A. Kottler, Matt Englar-Carlson, 2009-02-19 The writing is both highly personable and also very specific about techniques and attitudes students may take on as they experiment with membership leadership I think my students will like it and will use it to engage even more fully with the experiential group It most certainly fills a niche that needed filling Adam L Hill Sonoma State University Now Accompanied by a DVD Focusing on how to conduct and lead groups in a variety of therapeutic settings Learning Group Leadership An Experiential Approach Second Edition covers theory process leadership techniques ethics special populations and challenges as they relate to group work The Second Edition introduces important conceptual and practical information and then uses exercises field study assignments and personal application questions to help students apply concepts to their work and lives The Second Edition now includes student voices throughout each chapter to provide descriptions of actual experiences Key Features Takes an experiential approach helping readers understand how the concepts they learn in class can be applied to their own work in conducting groups Offers a conversational practical and realistic writing style Includes relevant examples drawn from the authors more than 25 years of teaching and leading experience Is accompanied by a new DVD bound in the back of the book which contains scripted sessions corresponding with every chapter The password protected instructor s site is available with test questions at <http://www.sagepub.com/kottler2instr/main.htm> Learning Group Leadership An Experiential Approach Second Edition is ideal for use in introductory courses in Group Therapy or Group Work in the disciplines of counseling human services psychology and social work

*The Adolescent Psychotherapy Progress Notes Planner* Arthur E. Jongsma, Jr., Katy Pastoor, David J. Berghuis, Timothy J. Bruce, 2024-01-11 Save hours of time consuming paperwork with the bestselling planning system for mental health professionals The Adolescent Psychotherapy Progress Notes Planner Sixth Edition provides more than 1 000 complete prewritten session and patient descriptions for each behavioral problem in The Adolescent Psychotherapy Treatment Planner Sixth Edition Each customizable note can be quickly adapted to fit the needs of particular client or treatment situation An indispensable resource for psychologists therapists counselors social workers psychiatrists and other mental health professionals working with adolescent clients The Adolescent Psychotherapy Progress Notes Planner Sixth Edition Provides over 1 000 prewritten progress notes describing client presentation and interventions implemented Covers a range of treatment options that correspond with the behavioral problems and current DSM TR diagnostic categories in the corresponding Adolescent Psychotherapy Treatment Planner Incorporates DSM 5 TR specifiers and progress notes language consistent with evidence based treatment interventions Addresses more than 35 behaviorally based presenting problems including social anxiety suicidal ideation conduct disorder chemical dependence bipolar disorder low self esteem ADHD eating disorders and unipolar depression Includes sample progress notes that satisfy the requirements of most third party payors and accrediting agencies including JCOA CARF and NCQA Features new and updated information

on the role of evidence based practice in progress notes writing and the status of progress notes under HIPAA     The Psychotherapy Documentation Primer Donald E. Wiger, 2012-06-25 Everything you need to know to record client intake treatment and progress incorporating the latest managed care accrediting agency and government regulations Paperwork and record keeping are day to day realities in your mental health practice Records must be kept for managed care reimbursement for accreditation agencies for protection in the event of lawsuits to meet federal HIPAA regulations and to help streamline patient care in larger group practices inpatient facilities and hospitals The standard professionals and students have turned to for quick and easy yet comprehensive guidance to writing a wide range of mental health documents the Third Edition of The Psychotherapy Documentation Primer continues to reflect HIPAA and accreditation agency requirements as well as offer an abundance of examples The new edition features Revised examples of a wider range of psychological concerns New chapters on documentation ethics and the art and science of psychological assessment and psychotherapy Study questions and answers at the end of each chapter Greatly expanded The Psychotherapy Documentation Primer Third Edition continues to be the benchmark record keeping reference for working professionals reflecting the latest in documentation and reporting requirements     **Diagnosis and Treatment of Mental Disorders Across the Lifespan** Stephanie M. Woo, Carolyn Keatinge, 2016-02-29 A versatile reference text for developing and applying clinical psychopathology skills Designed to serve as a trusted desktop reference on mental disorders seen across the lifespan for mental health professionals at all levels of experience Diagnosis and Treatment of Mental Disorders Across the Lifespan Second Edition expertly covers etiology clinical presentation intake and interviewing diagnosis and treatment of a wide range of DSM disorders at all developmental stages Unlike other references this book takes a lifespan approach that allows readers to develop the clinical skills necessary to respond to mental health concerns in a patient centered manner Introductory and advanced features support clinicians at every stage of their careers and help students develop their skills and understanding Authors Woo and Keatinge combine a review of cutting edge and state of the art findings on diagnosis and treatment with the tools for diagnosing and treating a wide range of mental disorders across the lifespan This second edition incorporates the following changes Fully updated to reflect the DSM 5 Chapters have been reorganized to more closely follow the structure of the DSM 5 Cultural and diversity considerations have been expanded and integrated throughout the book A new integrative model for treatment planning Expanded discussion of rapport building skills and facilitating active engagement Identity issues and the fit between client and intervention model has been added to the case conceptualization model Mental health disorders affect patients of all ages and the skilled clinician understands that there are no one size fits all treatments Diagnosis and Treatment of Mental Disorders Across the Lifespan Second Edition will instruct clinicians and students in psychopathology for every life stage Praise for the first edition Reviews This handbook Diagnosis and Treatment of Mental Disorders Across the Lifespan comprehensively integrates best practices necessary for clinicians who deal with a wide range

of mental disorders across the continuum of development in a practical applied and accessible manner One of the unique aspects of the book is the length to which the authors go to ensure that the up to date information contained in the book is practical user friendly and accessible to beginners in clinical practice      *Clinical Clerkships* Jeff Wiese,2006 This concise pocket sized manual provides a guidebook for medical students entering their third and fourth or clinical clerkship years During these years a specific set of clinical skills are required as well as the ability to interact interpersonally with patients colleagues instructors and mentors in varying capacities This book provides in a straightforward simple manner essential information on all the skills needed to succeed in clinical rotations The book is written in an outline format and contains appealing elements such as mnemonics hot keys and numerous original illustrations      Addiction Counseling Paula Eldridge, Whether you re a brand new intern a recent graduate or just beginning your journey in the world of addiction treatment this guide was written with you in mind Grounded in real life experience Addiction Counseling walks you through exactly what to expect from your first week on the job to managing documentation building client rapport writing treatment plans and handling the curveballs no one tells you about in school This isn t a textbook It s your backstage pass to what actually happens in the field Inside you ll find Practical advice for surviving and thriving in your first months Clear explanations of clinical documentation assessments and session flow Tips to help you stay organized professional and emotionally grounded Guidance on navigating different treatment settings IOP MAT residential detox Real world strategies for preventing burnout and staying client centered Written with honesty heart and a deep respect for the work this guide offers support clarity and a sense of direction for anyone starting their career in substance abuse counseling      *Promoting Good Progress in Primary Schools* Caroline Whiting,Paul Richardson,2024-03-12 What does Good progress in primary schools look like How do new teachers ensure they are planning for it How can they evidence it This text is a focused exploration of and guide to the concept of progress for trainee primary school teachers and their mentors It examines what we mean by good progress in the context of the CCF and other frameworks and accountabilities operating in primary schools today It outlines different understandings of progress explores the relationship with other concepts such as knowledge curriculum and assessment and highlights the links between progress and social justice Offers practical support for trainees on how to plan for identify promote evidence and communicate information about progress      **Learning from Medical Errors** Anh Vu Nguyen,Dung Nguyen,2018-10-08 As medical litigation continues to increase the best defence for doctors is to be aware of and avoid medical errors This book focuses on the key legal issues including medical documentation which reduce risk and liability when handled correctly It contains chapters on difficult patients and special issues for emergency physicians The case based format demonstrates clinical relevance and useful examples are drawn from office hospital and community settings This book is the companion volume to *Learning from Medical Errors Clinical Problems* which focuses on the most common clinical situations resulting in malpractice litigation *Learning from Medical Errors Legal Issues* is vital reading for

all doctors medical lecturers and teachers and medical lawyers      Charting Made Incredibly Easy! Springhouse,2002 Part of the Springhouse Incredibly Easy Series TM this Second Edition provides current information about charting in a comprehensible clear fun and concise manner Three sections cover Charting Basics Charting in Contemporary Health Care and Special Topics New features include expanded coverage of computerized documentation and charting specific patient care procedures plus current JCAHO standards both in the text and appendix chapter summaries and a new section with case study questions and answers Amusing graphics and cartoon characters call special attention to important information Entertaining logos throughout the text alert the reader to critical information Thought Pillows identify key features of documentation forms and the glossary defines difficult or often misunderstood terms      **Succeeding in Your**

**Psychotherapy Practicum and Internship** Michael D. Reiter,Kayleigh Sabo,2024-06-28 Succeeding in Your Psychotherapy Practicum and Internship is a book about what students can often expect from their psychotherapy internship and how they can make the most of their experience The book is written from two perspectives one that of a seasoned therapist professor and supervisor of therapy and two the perspective of a registered intern therapist who just went through the internship process Succeeding in Your Psychotherapy Practicum and Internship covers the basics of psychotherapy internships from the beginning stages of finding and starting at an internship site to navigating the common experiences at an internship to reflecting on therapeutic growth and the ending of an internship and much more Students will come away from this book with a deep understanding of each perspective one that will enhance their appreciation of the practicalities and possibilities of their practicum and internship experiences      **Handbook of Correctional Mental Health** Charles L. Scott,2009-10-06

Clinicians who work on the frontlines of correctional mental health know that the challenges are only increasing Not only is the proportion of inmates with mental disorders growing at a rate that exceeds that of the correctional population as a whole but this group is expanding at both ends of the aging continuum so that increasing numbers of both geriatric and juvenile offenders require assessment and treatment Changing patient demographics and evolving treatment modalities make it essential that psychiatrists psychologists social workers nurses and other professionals who serve the prison population have access to the most practical up to date and comprehensive resource Handbook of Correctional Mental Health now in an expanded second edition is that resource This book addresses key concepts to ensure that the reader meets the current standard of care for inmates through all phases of the criminal justice system In 20 state of the art chapters nationally recognized providers and correctional mental health experts address the most pressing issues facing clinicians Unique to this edition the Handbook Summarizes the literature regarding unique populations observed in a correctional environment thereby assisting the provider in tailoring treatment to various target populations Provides a clear overview of both malpractice law and the concept of deliberate indifference that aids the reader in understanding the legal requirements for providing care and minimizing risks of lawsuits Educates clinicians on how to differentiate feigned versus legitimate mental

health symptoms and how to understand and interpret inmate motivations for psychiatric malingerers. Discusses important administrative aspects regarding documentation issues, quality assurance, and practicing under a consent decree. Provides useful tables throughout the text with key summary points emphasized. Includes five new clinically focused chapters on the assessment and treatment of inmates with substance use disorders, geriatric offenders, juvenile offenders, inmates with self-injurious behaviors, offenders who have experienced various traumas during their lives, and inmates housed on maximum security units and death row. Other titles in the field are either out of date or limited in scope. By contrast, this new edition of *Handbook of Correctional Mental Health* includes everything mental health professionals need to provide the highest standard of care to this growing and complex patient population.

*The Casebook of a Residential Care Psychiatrist* Martin Fleishman, 2014-03-18. Discover an alternative realm of psychiatry without offices or couches. *The Casebook of a Residential Care Psychiatrist* Psychopharmacosocioeconomics and the Treatment of Schizophrenia in Residential Care Facilities addresses the problems involved in the onsite treatment of mentally ill patients in residential care facilities. This book is the first to identify the need for psychiatrists to be available to individuals in such facilities as adult homes, community care homes, transitional living facilities, and rest homes. This vital resource also contains specific recommendations as to how these visits should be conducted with regard to frequency, duration, space, and the types of Medicare procedure codes to utilize. In *The Casebook of a Residential Care Psychiatrist*, Dr. Fleishman uses his 40 years of experience as a psychiatrist to show you the ins and outs of practicing psychiatry in residential facilities. The book also discusses the profound changes psychiatric drugs have produced in the social, economic, and legal arenas. Using anecdotes, personal stories, and actual documents from Dr. Fleishman's files, this book provides you with a wealth of knowledge not found anywhere else. With this book, you will learn more about time-saving interview, assessment techniques, the importance of psychopharmacology in residential care, and how it has changed the practice of psychiatry. Dr. Fleishman's method for appropriately creating and using progress notes and other records during treatment, ways to work with other members of the residential facility professional community, including psychologists, social workers, pharmacists, and administrators to make everyone's job easier, the best ways to control paperwork obligations, the impact that federal, state, and local government agencies have had on mental health spending, services, and practitioners. In *The Casebook of a Residential Care Psychiatrist*, you will find wisdom, knowledge, and advice along with case studies, tables, and examples. While focused on psychiatry and schizophrenia, this book will be of interest to mental health workers, long-term caregivers, and residential facility administrators as well as psychiatrists and psychologists.

**The Pre-Clerkship Guide** Adam Eltorai, Paul George, Steven Rougas, 2021-10-22. Lippincott Connect Featured Title. The perfect one-of-a-kind companion to clerkship bootcamps, dedicated courses, or independent study. *The Pre-Clerkship Guide: Procedures and Skills for Clinical Rotations* delivers clear guidance on fundamental skills and basic clinical procedures essential for success in clinical rotations. Concise, step-by-step instructions and supplemental illustrations detail what you need to know.

information at a glance for quick reference when studying or practicing in a clinical setting accompanied by professional insights and examples that highlight effective application Whether paired with Bates's Pocket Guide or used as a standalone resource this compact easy to use text reinforces key information in a cohesive approach to help students feel comfortable and confident in clinical settings

**Best Practices in Clinical Chiropractic** Robert D. Mootz, Howard T. Vernon, 1999 This concise volume highlights effective evaluation and management practices in chiropractic care This volume contains clinical information on a variety of conditions including fatigue hypertension fever cough headache and low back pain Best Practices provides treatment information and algorithms you needed to optimize patient care

**Physical Growth and School Progress** Bird Thomas Baldwin, 1914

**The SAGE Encyclopedia of Marriage, Family, and Couples Counseling** Jon Carlson, Shannon B. Dermer, 2016-10-11 The SAGE Encyclopedia of Marriage Family and Couples Counseling is a new all encompassing landmark work for researchers seeking to broaden their knowledge of this vast and diffuse field Marriage and family counseling programs are established at institutions worldwide yet there is no current work focused specifically on family therapy While other works have discussed various methodologies cases niche aspects of the field and some broader views of counseling in general this authoritative Encyclopedia provides readers with a fully comprehensive and accessible reference to aid in understanding the full scope and diversity of theories approaches and techniques and how they address various life events within the unique dynamics of families couples and related interpersonal relationships Key topics include Assessment Communication Coping Diversity Interventions and Techniques Life Events Transitions Sexuality Work Life Issues and more Key features include More than 500 signed articles written by key figures in the field span four comprehensive volumes Front matter includes a Reader's Guide that groups related entries thematically Back matter includes a history of the development of the field a Resource Guide to key associations websites and journals a selected Bibliography of classic publications and a detailed Index All entries conclude with Further Readings and Cross References to related entries to aid the reader in their research journey

*Progress Notes* Abraham M. Nussbaum, 2024-06-25 By telling the story of six medical students this work shows the readers how we have trained physicians how it feels to become a physician and how we can train future physicians so they know patients and themselves better

**Physical Therapy Documentation** Mia Erickson, Ralph Utzman, Rebecca McKnight, 2024-06-01 Newly updated and revised Physical Therapy Documentation From Examination to Outcome Third Edition provides physical therapy students educators and clinicians with essential information on documentation for contemporary physical therapy practice Complete and accurate documentation is one of the most essential skills for physical therapists In this text authors Mia L Erickson Rebecca McKnight and Ralph Utzman teach the knowledge and skills necessary for correct documentation of physical therapy services provide guidance for readers in their ethical responsibility to quality record keeping and deliver the mechanics of note writing in a friendly approachable tone Featuring the most up to date information on proper documentation and using the International



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**Report ...** Great Britain. Commissioners Appointed to Consider the Best Mode of Re-organizing the System for Training Officers for the Scientific Corps,1857

**A Therapist's Guide to Writing in Psychotherapy** Michael D. Reiter,2023-06-29 This guide practically aids mental health professionals in understanding and improving their therapeutic and academic writing demonstrating how the written word is an invaluable tool to document assess and promote change with those in and outside the therapy room Exploring the various ways writing occurs in psychotherapy professions Michael D Reiter comprehensively covers the range of the written word from progress notes and assessment documentation to journaling and therapeutic letters as well as contacting larger systems such as report writing and grant applications Chapters are formatted to include the purpose and function of a particular type of writing before providing multiple examples so therapists can apply this in their own practice This book aims to help all therapists regardless of academic training or therapeutic modality to incorporate these ideas into their work This book is designed for mental health professionals in a variety of settings including counselors therapists social workers family therapists and clinical psychologists This book is useful for graduate students as well as those already in practice

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