

## 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

**Amy Marschall**



## **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 [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 is 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 **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

**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 **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 **Trade Adjustment Assistance** United States. Congress. House. Committee on Government Operations. Employment, Housing, and Aviation Subcommittee, 1993 **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 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 - E-Book Lori Quinn, James Gordon, 2024-04-12 Better patient management starts with better documentation Documentation for Rehabilitation 4th Edition demonstrates how to accurately document treatment progress and patient outcomes using a framework for clinical reasoning based on the International Classification for Functioning Disability and Health ICF model adopted by the American Physical Therapy Association APTA The documentation guidelines in this practical resource are easily adaptable to different practice settings and patient populations in physical therapy and physical therapy assisting Realistic examples and practice exercises reinforce the understanding and application of concepts improving skills in both documentation and clinical reasoning Workbook textbook format with examples and exercises in each chapter helps reinforce understanding of concepts Coverage of practice settings includes documentation examples in acute care rehabilitation outpatient home care nursing homes pediatrics school and community settings Case examples for a multitude of documentation types include initial evaluations progress notes daily notes letters to insurance companies Medicare documentation and documentation in specialized settings NEW Movement Analysis Linking Activities and Impairments content addresses issues related to diagnosis NEW An eBook version included with print purchase provides access to all the text figures and references with the ability to search customize content make notes and highlights and have content read aloud Updated case examples provide clinical context for patient documentation Revised content including updated terminology from the latest updates to the Guide to Physical Therapist Practice provides the most current information needed to be an effective practitioner Updated references ensure content is current and applicable for today s

practice     **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     *Pedretti's Occupational Therapy - E-Book* Heidi McHugh Pendleton, Winifred Schultz-Krohn, 2024-03-25 2025 Textbook and Academic Authors Association TAA McGuffey Longevity Award Winner Selected for 2025 Doody's Core Titles with Essential Purchase designation in Occupational Therapy 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

**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 Mia Erickson and Rebecca McKnight have updated this Second Edition to reflect changes of the American Physical Therapy Association and the ever evolving profession Updated inside Documentation Basics A Guide for the Physical Therapist Assistant Second Edition The discussion on integrating disablement into documentation The discussion on how a PTA can show medical necessity and need for skilled care The discussion on using documentation to communicate with other providers Writing the assessment and plan to coincide with the initial documentation Sample notes completed on forms More examples and practice including physical agents school based services paediatrics traumatic brain injury spinal cord injury and interventions consistent with the Guide to Physical Therapist Practice Medicare reimbursement in different settings The importance of consistent reliable and valid measurements How to improve communication and consistency between documentation by the PT the PTA The discussion on disablement has also been updated shifting away from the Nagi Model toward the International Classification of Functioning Disability and Health ICF In addition the PTA Normative Model has been integrated throughout to include more information on clinical decision making New inside Documentation Basics A Guide for the Physical Therapist Assistant Second Edition Navigating the PT plan of care A step by step model for PTAs to use as they navigate the initial PT documentation and plan of care How the PTA uses the PT goals from the initial examination and evaluation Positive and negative aspects of using electronic documentation and a discussion on integrating SOAP notes and the problem oriented medical record into electronic documentation Sample notes and discussion of documentation in school based settings early intervention skilled nursing settings in patient rehabilitation and direct access Medicare Parts C and D Cash based services and pro bono services Instructors in educational settings can visit [www.efacultyounge.com](http://www.efacultyounge.com) for additional material to be used for teaching in the classroom Documentation Basics A Guide for the Physical Therapist Assistant Second 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

**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

**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

**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 **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 *Best Practice Occupational Therapy for Children and Families in Community Settings* Winnie Dunn,2011 As the occupational therapy profession concerns itself with how people occupy their time during daily life it is critical for occupational therapists who serve children to understand how to apply their knowledge and skills within the complex and varied environments of the community A core text for over 10 years Best Practice Occupational Therapy for Children and Families in Community Settings Second Edition by Dr Winnie Dunn provides a clear insight into how to conceive design implement and evaluate services that reflect core principles Best Practice Occupational Therapy for Children and Families in Community Settings Second Edition provides the most current

information about providing services within community settings with material addressing early intervention early childhood school age services and transitions The context of this text is rooted in best practice principles from interdisciplinary literature and illustrates how occupational therapy professionals implement those principles in their everyday practices New Features of the Second Edition Updated assessments evidence and appendices Case studies that illustrate the implementation of ideas in a practice situation Worksheets that outline each step in the occupational therapy process from what to include to how to provide rationale for team members families and consumers Tables and inserts that summarize key points Information regarding state and federal legislation to guide the occupational therapists in how to negotiate for best practice services within parameters of regulations Integrated throughout the text is the American Occupational Therapy Association's Occupational Therapy Practice Framework Additional on line resources that are available with new book purchases Instructors in educational settings can visit [www.efacultyounge.com](http://www.efacultyounge.com) for additional material to be used for teaching in the classroom Best Practice Occupational Therapy for Children and Families in Community Settings Second Edition contains many suggestions about how to practice the skills needed for evidence based practice making this the perfect resource for occupational therapy students faculty and practitioners who serve children and families

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### Example Documented Counseling Introduction

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