

CORNERSTONE BEHAVIORAL HEALTHCARE

PN.1 PROGRESS NOTES

Progress notes will be typed (affiliates-legibly printed or typed) immediately after each face-to-face contact with the client. Whenever the clinician or case manager has contact with the client other than face-to-face, a chart entry will be made with the necessary information. Progress notes include the focus of treatment (usually identified on the treatment plan) a narrative of current information and address progress towards treatment plan goals, as well as other pertinent information regarding client. A progress note will identify the measure of progress and identified plan and recommendations for additional services. (See the Timely Client Discharge Policy).

When a client no-shows or late cancels a scheduled appointment, the occurrences must be included in progress notes as documentation of this event. In the case of a client repeatedly missing, no showing or late canceling, our internal policy is to let the clients know they cannot have a scheduled appointment but instead must call on a day when the clinician is available. If the behavior continues we will notify and discharge the client. The discharge may be initiated and processed only if all relevant progress notes concerning absences have been previously and adequately documented.

Dwight M. Rabe, 2-19-15

Executive Director/Date

Revised: 12/13/10; 12/03/14