

Individual Psychotherapy Note Template

Clinical note template, individual psychotherapy | Final specimen

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A note template rewritten to ask for the time, the signature block, and the delivery details its own practice guidance already called for.

FINAL TEXT

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

Fairmont Behavioral Health Associates (fictitious) - Form PT-7

EXTRACT FROM THE PRACTICE'S DOCUMENTATION GUIDANCE (reproduced unchanged in both panels)

DG-2.1 Every note records the date of service, the start time, the stop time, and the total face-to-face time with the patient in minutes.

DG-2.2 Every note records the patient's name and the medical record number.

DG-2.3 Every note is signed by the person who furnished the service. The signature block carries that person's printed name, credential, and the date signed.

DG-2.4 Every note records whether the service was furnished in person or by telehealth. Where it was furnished by telehealth, the note also records the location of the patient, the location of the practitioner, and the technology used.

DG-2.6 An abbreviation is expanded at its first appearance in the note.

DG-2.9 Retention: notes are held seven years from the date of service.

FORM PT-7 - INDIVIDUAL PSYCHOTHERAPY NOTE Expand each abbreviation at its first appearance in this note (DG-2.6). Retained seven years from the date of service (DG-2.9).

Date of service: _____ Patient: _____ Medical record number (MRN): _____

Time (DG-2.1)

Start time: _____ Stop time: _____

Total face-to-face time with the patient: _____ minutes

How the service was furnished (DG-2.4) In person ____ Telehealth ____ If telehealth: patient's location _____ practitioner's location _____ technology used _____

Presenting concerns: _____

Interventions: _____

Plan: _____

Signature of the person who furnished the service (DG-2.3)

Signature _____ Printed name _____ Credential _____ Date signed _____

EXAMPLE
FOR ILLUSTRATION ONLY