



CLINICAL



DOCUMENTATION:

BEST PRACTICE GUIDELINES FOR
MENTAL HEALTH PROFESSIONALS

A NEW 3-HOUR LIVE WEBINAR

PROGRAM/LECTURE

First Hour:

A POSITIVE PERSPECTIVE ON RECORDKEEPING:

- Contributes to Effective Clinical Work
- Protects of the Integrity of Clinical Work

RECORDKEEPING GUIDELINES

- Clinical Judgement & Relevance
- Ethical Documentation
- Paper vs. Electronic Health Records

BREAK (15 MINUTES)

Second Hour:

DOCUMENTATION ESSENTIALS

- Documentation: Amendments
- Medical Necessity
- Documentation Checklist
- Assessment of your Documentation

CLINICAL ENCOUNTERS

- Patient-Centeredness Documentation
- Psychotherapy Notes per HIPAA
- Session Notes: Language Matters!

BREAK (15 MINUTES)

Third Hour:

DOCUMENTATION CHALLENGES

- Levels of Detail in a Clinical Record
- Reduce the Risks of Legal Liability
- Documenting Challenges: Mandatory Reporting; Intervention Used; Issue of Justice; Difficult Encounters; Past Criminal Activities; Boundary Crossings; Conflicts of Interest; Dual Relationships; Multiple People at Appointment; Suicide Concerns; Termination

CONCLUDING THOUGHTS

RESOURCES and LINKS

Exam/Evaluation

LEARNING OBJECTIVES

Participants completing this course will be able to:

- 1) identify necessary precautions regarding records in the mental health professions .
- 2) outline how writing appropriate clinical notes can be beneficial, both to clinicians and clients/patients.
- 3) describe relevant laws and regulations regarding recordkeeping for mental health professionals.
- 4) differentiate clinical forms and how to utilize them appropriately in a mental health practice.
- 5) explain the best practice policies for current record-keeping.
- 6) review the needs and necessities behind risk management for mental health practice.

INSTRUCTOR

Dr. Samara C. Kezele Fritchman (LMHC, EJD, PhD) is a Washington State-licensed mental health counselor (LMHC), a national certified counselor (NCC) through NBCC (National Board for Certified Counselors), a Certified Employee Assistance Professional (CEAP), and a Critical Incident Responder as a Certified Clinical Trauma Professional.

Dr. Fritchman holds a doctoral degree (PhD) in educational psychology and an executive juris doctorate (EJD: a law degree for those individuals who do not intend to become practicing attorney) from Columbus University. In addition, she obtained a master's degree in counseling psychology from St. Martin's College, and has been in private practice for 30 years. In her professional career, Samara has provided consulting, counseling, and professional-development services. She has over 40 years of experience working with all levels of staff, spanning a variety of job classifications, ethnic backgrounds, and educational levels within a wide variety of industries providing consulting, counseling, and professional development services. Dr. Fritchman currently provides tele-therapy for Employee Assistant Programs (EAP).

Dr. Fritchman is the presenter of several INR programs: "Ethics/Legal Issues for Mental Health Professionals," "Suicide Assessment, Treatment & Management, and Collaborative Management with Health Professionals," and "Diversity and Cultural Competence." Samara's presentations are derived from her work with complex clients. Samara's "Ethics" program is one of the longest-running national ethics seminars in the United States. Samara's use of humor, relevant examples, and the ability to elicit lively audience interactions help make a tough subject fun and the day fly by.