

THREE-HOUR LIVE WEBINAR

Wed., Mar. 18, 2026

(REGISTRATION FORM)

CLINICAL DOCUMENTATION: DO'S & DON'TS FOR MENTAL HEALTH PROFESSIONALS

LIVE WEBINAR:

Wed., Mar. 18, 2026, 6:00 PM – 9:30 PM, (Eastern Time)
or 5:00 PM – 8:30 PM, (Central Time)
or 3:00 PM – 6:30 PM, (Pacific Time)

NEW EVENING
SCHEDULE!

\$74 – Pre-Registration Rate: Live Webinar with 3 hours of CE credit.

Registrants will need a computer with a good Internet connection and audio speakers (or headphones) to participate in the live Webinar.

Please note special discounts for homestudy purchase are available for students who are registered for webinars. Please email INR at info@biocorp.com for more information.

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Home Address _____

City/State _____ Zip _____

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Profession _____ License No. _____

Pharmacists only: NABP # _____ Date of Birth _____ mm / dd / yy

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There are **four** ways to register:

1) **Internet:** www.INRseminars.com

2) **Mail:** INR, P.O. Box 5757, Concord, CA 94524-0757

(Make check payable to INR.)

3) **Fax:** (925) 363-7798

4) **Phone:** 1-800-937-6878

Inquiries for Customer Service: 1-877-246-6336 or (925) 609-2820

Purchase orders are accepted. Tax Identification No. 94-2948967

ACCREDITATION

To obtain the 3 contact hours associated with this course, the health care professional will need to sign in, attend the course, and complete program evaluation form and a post-test with 85% passing score. At the end of the program, the health care professional successfully completing the course will receive a statement of credit. This is an intermediate-level course.

MENTAL HEALTH COUNSELORS, MFT's, & ADDICTION COUNSELORS

Institute for Natural Resources has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 7156. Programs that do not qualify for NBCC credit are clearly identified. Institute for Natural Resources is solely responsible for all aspects of the programs.



Under Sponsor # 00088989 and Approval #60007989756, CRCC has approved this course for three contact hours. The California Board of Behavioral Sciences will accept courses approved by ASWB. Under Sponsor #197-000240, the Illinois Dept of Prof Regulation has approved INR as a CE sponsor for professional/clinical counselors. Institute for Natural Resources (INR) is recognized by the NY SED State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors, #MHC-0089. Under Approval #20240081, the Oklahoma Board of Licensed Alcohol and Drug Counselors has approved INR as an approved provider of continuing education. Institute for Natural Resources (INR) is recognized by the NY SED State Board for Mental Health Practitioners as an approved provider of continuing education for licensed marriage and family therapists. #MFT-0055. Under Sponsor #168.000243, the Illinois Dept of Prof Regulation has approved INR as a CE sponsor for marriage and family therapists. Under CE approval #NVCEP2021, the Nevada Board of Examiners for MFT and CPC has approved INR as a sponsor. INR is approved by the NAADAC Approved Education Provider Program, Provider #182846.

SOCIAL WORKERS

Institute for Natural Resources, 1356, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: 02/28/2025-02/28/2028. Social workers completing this course receive three (3) clinical continuing education credits. The California Board of Behavioral Sciences will accept courses approved by ASWB. Under Sponsor #159-000260, the Illinois Dept of Prof Regulation has approved INR as a sponsor of continuing social work education. Institute for Natural Resources (INR), SW CPE is recognized by the NY SED State Board for Social Work as an approved provider of continuing education for licensed social workers #0195, Oklahoma State Board of Licensed Social Workers Provider Number CEP # 20250017.

PSYCHOLOGISTS, PSYCHOANALYSTS, & CREATIVE ARTS THERAPISTS

INR, under Provider #00PO-942948967 from the Ohio Psychological Association—Mandatory Continuing Education Office, is an approved provider of continuing education for Ohio-licensed psychologists. The Institute for Natural Resources (INR) is approved by the CPA OPD to sponsor continuing professional education for psychologists. INR maintains responsibility for this program and its content. Psychologists must attend the seminar in its entirety and complete the course evaluation in order to receive credit. Under Sponsor #268.000096, the Illinois Dept of Prof Regulation for Psychologist Licensing and Disciplinary Board has approved INR as a CE sponsor. Institute for Natural Resources is (INR) is recognized by the NY SED State Board for Mental Health Practitioners as an approved provider of continuing education for licensed psychoanalysts. #P-0036. Institute for Natural Resources (INR) is recognized by the NY SED State Board for Psychology as an approved provider of continuing education for licensed psychologists #PSY-0042. Institute for Natural Resources (INR), is recognized by the NY SED State Board for Mental Health Practitioners as an approved provider of continuing education for Licensed Creative Arts Therapists. Provider Number #CAT-0072.

CASE MANAGERS

This program has been pre-approved by The Commission for Case Manager Certification to provide continuing education credit to Certified Case Managers (CCMs).

PSYCHIATRIC NURSES & NURSE PRACTITIONERS

Institute for Natural Resources (INR) is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

The provider is approved by the California Board of Registered Nursing, Provider Number CEP06136, for 3.6 contact hours.

PHARMACISTS

Institute for Natural Resources is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education. The ACPE universal activity number (UAN) for this course is 0751-0000-25-034-L03-P. This is a knowledge-based CPE activity.



PHYSICAL THERAPISTS & PTAs

The Florida Physical Therapy Association has approved this course for 3 contact hours (Approval # CE26-1343897). Accreditation of this course does not necessarily imply the FPTA supports the views of the presenter or the sponsors. INR is recognized as an approval agency to approve providers offering continuing competency courses by the Physical Therapy Board of California. This course has been approved by the Institute for Natural Resources (INR) for 4 continuing competency units. Under Sponsor #216-000264, the Illinois Dept of Prof Regulation has approved INR as a sponsor for continuing physical therapy education.

COURSE DESCRIPTION

Good records do more than support good client/patient care; they are essential to it. They form a permanent account of clinical and client/patient considerations and the reasons for decisions. They are essential! This course reviews many necessary and essential aspects for clinical records with good practice points applicable in a variety of mental health and healthcare settings. Records should always reflect services, but a clinician's records also afford protection for the provider when the records are appropriately, ethically, and consistently managed and maintained. This presentation begins with introductory information on recordkeeping guidelines, and then quickly moves into important do's and don'ts of the more challenging clinical encounter situations. There are many difficult situations that can arise in clinical settings, and knowing how to write notes that satisfy legal and ethical guidelines will help you feel confident in your charting.

CLINICAL

DOCUMENTATION:

DO'S & DON'TS FOR

MENTAL HEALTH PROFESSIONALS

A 3-HOUR LIVE WEBINAR

SCHEDULE

Please see the Registration Form for the seminar schedule.

Please register early. Space is limited. Registrations are subject to cancellation after the scheduled start time. A transfer can be made from one Webinar to another if space is available. Registrants cancelling up to 72 hours before a Webinar will receive a tuition refund less a \$25.00 administrative fee or, if requested, a full-value voucher, good for one year, for a future Webinar. Cancellation or voucher requests must be made in writing. If a Webinar cannot be held for reasons beyond the control of the sponsor (e.g., acts of God), the registrant will receive free admission to a rescheduled Webinar or a full-value voucher, good for one year, for a future Webinar. A \$25.00 service charge applies to each returned check. Nonpayment of full tuition may, at the sponsor's option, result in cancellation of CE credits issued. The syllabus is not available for separate purchase. Fees subject to change without notice.

SPONSOR

INR (Institute for Natural Resources) is a non-profit scientific organization dedicated to research and education in the fields of science and medicine. INR is the nation's largest provider of live continuing education programs, offering over 600 live programs yearly.

INR has no ties to any ineligible organizations and sells no products of any kind, except educational materials. Neither INR nor any instructor has a material or other financial relationship with any health care-related business that may be mentioned in an educational program. If INR were ever to use an instructor who had a material or other financial relationship with an entity mentioned in an educational program, that relationship would be disclosed at the beginning of the program. INR takes all steps to ensure that all relevant program decisions are made free of the control of a commercial interest as defined in applicable regulatory policies, standards, and guidelines. INR does not solicit or receive gifts or grants from any source, has no connection with any religious or political entities, and is totally supported by its course tuition.

INR's address and other contact information follows:

P.O. Box 5757, Concord, CA 94524-0757

Customer service: 1-877-246-6336 or (925) 609-2820

Fax: (925) 363-7798

E-Mail: info@inrseminars.com; website, www.INRseminars.com

Tax Identification Number 94-2948967.

Education expenses (including enrollment fees, books, tapes, travel costs) may be deductible if they improve or maintain professional skills. Treas. Reg. Sec. 1.162-5. Recording of the seminar, or any portion, by any means is strictly prohibited. INR's liability to any registrant for any reason shall not exceed the amount of tuition paid by such registrant.

For American Disability Act (ADA) accommodations or for addressing a grievance, please send the request by email to info@inrseminars.com or by fax to (925) 363-7798. For ADA matters (including sign-language interpreters), INR would appreciate advance notice so as to ensure our ability to provide the appropriate accommodation.

CLINICAL DOCUMENTATION: DO'S & DON'TS FOR MENTAL HEALTH PROFESSIONALS

Frequently Asked Questions

Q: What do I have to do to complete the live Webinar successfully?

To obtain the contact hours associated with this course, the health professional will need to sign-in (by typing in the chat-box), attend the course online, and complete the program evaluation form and post-test (and achieve a score of 85%) electronically. At the end of the program, after all the evaluation and post-tests are accounted for, the health professional successfully completing the program will receive a statement of credit. This will take approximately 3 to 5 business days. This is an intermediate-level course. obtain the contact hours associated with this course, the health professional will need to sign-in (by typing in the chat-box), attend the course online, and complete the program evaluation form and post-test electronically. At the end of the program, after all the evaluation and post-tests are accounted for, the health professional successfully completing the program will receive a statement of credit. This will take approximately 3 to 5 business days. This is an intermediate-level course.

Q: How will I know that my profession qualifies for continuing education

credit? Please see the section marked Accreditation. All professions for which INR (Institute for Natural Resources) has approval are listed in the Accreditation section.

Q: What happens if I have technical difficulties watching or hearing a

Webinar? You can transfer the tuition paid to another Webinar within two years or request a recording within 3 to 5 days to complete the webinar ASAP for live credit.

Q: My profession is not listed on the brochure. Is it possible to obtain

continuing-education credit? Possibly. Please contact INR's customer-service office at 1-877 246-6336 or by email at info@biocorp.com. The customer-service office can tell you if INR has approval for your profession.

COURSE SUMMARY

Clinical records form a permanent account of clinical and client/patient considerations and the reasons for decisions. They are essential! This course reviews many necessary and essential aspects for clinical records with good practice points applicable in a variety of mental health and healthcare settings. Records should always reflect services, but a clinician's records also afford protection for the provider when the records are appropriately, ethically, and consistently managed and maintained. This presentation begins with introductory information on recordkeeping guidelines, and then quickly moves into important dos and don'ts, how much to document and content guidelines and samples. There are many difficult situations that can arise in clinical settings, and knowing how to write notes ethically, appropriately, and accurately is essential! Sample wording for various challenging situations is included.

Disclaimer: These live interactive INR presentations provide continuing education for health care and mental health professionals with the understanding that each participant is responsible to utilize the information gained in an appropriate manner congruent with his/her/their scope of licenses. Furthermore, the contents of these presentations are relevant to graduate level counselors; The presenter teaching the program has an advanced degree in the mental health field.

PROGRAM/LECTURE

First Hour:

RECORDS & SOUND CLINICAL JUDGEMENT:

- Effective Clinical Work Documentation
- Protecting the Integrity of Clinical Work
- What Has to be Documented?

RECORDKEEPING GUIDELINES

- Electronic Health Records...
 - Concerns and Cautions
- Ethical Documentation
- What Should be Included?

IN THE LEGAL WORLD

- What Attorneys Look For
- Psychotherapy Notes: Requirements
- Testifying in Court/Deposition
- Questioning Previous Standard of Care

BREAK (15 MINUTES)

Second Hour:

DOCUMENTATION ESSENTIALS

- Documentation Dos and Don'ts
- What Should be Documented?
- What Should NOT be documented?
- Medical Necessity
- Documentation Checklist
- Documentation Samples

CLINICAL ENCOUNTERS

- Assessments
- Diagnosis
- Treatment Planning

BREAK (15 MINUTES)

Third Hour:

DOCUMENTATION CHALLENGES

- SOAP, DAP Notes
- Wording Matters
- Documenting...
 - Difficult Client/Patient Encounters
 - Addendums/Clarifications
 - and other Challenging Situations

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 healthcare and 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 healthcare and mental health professionals.
- 4) differentiate clinical forms and how to utilize them appropriately in professional practice.
- 5) explain the best practice policies for current record-keeping.
- 6) review the needs and necessities behind risk management for healthcare and mental health practitioners.

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.

INR reserves the right to change instructors without prior notice. Every instructor is either a compensated employee or independent contractor of INR.

FINANCIAL: Dr. Fritchman is compensated by INR as an instructor.

NONFINANCIAL: Dr. Fritchman has no non-financial relationships to disclose.

SYSTEM REQUIREMENTS

For system requirements to participate in INR's live webinars, please visit Zoom's website at <https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>.