



NOTES MUST BE LEGIBLE TO BE LEGAL

Client File No.

PROGRESS NOTES

Each entry must include: - session number and type or contact type - date and time of session/contact - session attendee initials - focus of the session/contact - brief clinical impressions - plan and/or homework - discharge and follow-up information, as appropriate	At the end of each entry: - signature & credentials - date of writing	Type of session/contact : in person – IP telephone (client) – TC telephone professional consultation – TP telephone (workplace) - TW clinical supervision – CS referral resource consultation – RC referral or client follow up – F/U other (speci fy) - O
--	--	--

DATE/TIME	SESSION/CONTACT	SESSION ATTENDEE INITIALS	
	Session No.:		
	Session or Contact Type:		
ISSUES/THEMES ADDRESSED			
Focus of session/contact:			
Brief clinical impressions:			
Plan and/or homework:			
Signature & credentials:		Date:	

DATE/TIME	SESSION/CONTACT	SESSION ATTENDEE INITIALS	
	Session No.:		
	Session or Contact Type:		
ISSUES/THEMES ADDRESSED			
Focus of session/contact:			
Brief clinical impressions:			
Plan and/or homework:			
Signature & credentials:		Date:	