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### **Documentation Course Outline**

**Course Outline** - This course will provide the information necessary to enable counselors to document a complete client treatment episode from initial phone screening to discharge utilizing legal, ethical and clinical practice standards.

#### **Course Objectives:**

1. Student will understand the purpose of documentation.
2. Student will learn the benefits of clinical documentation.
3. Student will learn the documentation process and requirements for the client's assessment.
4. Student will learn the documentation process and requirements for writing an Integrated Summary.
5. Student will learn the documentation process and requirements for the client's treatment plan.
6. Student will learn the documentation process and requirements for progress notes.
7. Student will learn the documentation process and requirements for group and family sessions.
8. Student will learn the documentation process and requirements for client discharge.
9. Student will learn the legal standards set for documentation, release of information and maintenance of client records.