

Documentation and Record Keeping: Essentials for Mental Health Professionals

This webinar explains the goals and potential benefits of effective clinical documentation as well as the ethical and legal requirements for doing so. Documentation is addressed from a clinical and risk management perspective. Specific recommendations are made for how to document the clinical services provided in a competent and effective manner. Additionally, common pitfalls to avoid are addressed. How to store and maintain records is addressed for both paper and electronic records. Precautions to take to protect and preserve records are described in detail along with how and when to dispose of them. Guidance is provided for following HIPAA and other laws and regulations relevant to documentation and record keeping. Participants in this webinar will receive practical guidance that can be integrated into daily practice to document more effectively, to better achieve the goals of thoughtfully created treatment records, and to meet and exceed professional standards and practice guidelines relevant to documentation and record keeping.

Target Audience

Psychologists Social Workers Counselors
Therapists Psychiatrists Nurses
Course level: Intermediate

Learning Objectives

At the end of this seminar, participants will be able to:

- 1) Explain the goals of documentation
- 2) Describe the elements of effective documentation
- 3) Explain how effective documentation is a risk management strategy
- 4) List steps to take to protect electronic health records
- 5) Name three things to avoid in your documentation

Seminar Schedule

Typically begins at 11 AM and ends at 2:15 PM Eastern time. There is one 15 minute break. However, check the webinar schedule.

Outline

Begin 11 AM ET
Goals of documentation
Essentials element of documentation
Advantages of effective documentation
Risks of poor documentation
Case law
Examples
Break 12:30-12:45 PM ET
Content of documentation
HIPPA
Informed consent
Risk management strategies
Electronic records
Key recommendations
End 2:15 PM ET

Our seminars are available in two formats. The first is a live, interactive webinar. If the webinar time is not convenient for you, you can purchase the Home Study version. It is a recorded version of the webinar. You will have to pass a test to earn CE's for both the live webinar and the Home Study version.

Continuing Education Credit

To earn CE's, you must attend the entire webinar. No partial credit is available. For both the webinar and the home study version, you will have to pass a post-test with 80% correct and complete a seminar evaluation to earn the certificate. You can take the test up to three times. Participants will earn 3 CE's for attending once they have completed these requirements.

PSYCHOLOGISTS: tzkseminars is approved by the American Psychological Association to sponsor continuing education for psychologists. tzkseminars maintains responsibility for this program and its content.

SOCIAL WORKERS: tzkseminars (Provider # 1242) is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. tzkseminars maintains responsibility for this course. ACE provider approval period: 3/28/2022 to 3/28/2025. Social workers completing this course receive 3 general continuing education credits.

COUNSELORS: tzkseminars has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 6621. Programs that do not qualify for NBCC credit are clearly identified. tzkseminars is solely responsible for all aspects of the programs.

tzkseminars is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #0024.

tzkseminars is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed creative arts therapists #0001.

tzkseminars is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed marriage and family therapists #0003.

tzkseminars is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors #0004.

tzkseminars is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed psychoanalysts #0002.

tzkseminars is recognized by the New York State Education Department's State Board for Psychologists as an approved provider of continuing education for licensed psychologists #PSY0003.

tzkseminars is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

The Presenter

Jeffrey E. Barnett, Psy.D., ABPP is a licensed psychologist and is board certified by the American Board of Professional Psychology in Clinical Psychology and in Clinical Child and Adolescent Psychology. Additionally, he is a Distinguished Practitioner in Psychology of the National Academies of Practice. He also is a Professor of Psychology at Loyola University Maryland. He is a nationally recognized expert in professional ethics issues for mental health professionals and has served as chair of the ethics committees of the Maryland Psychological Association, the American Psychological Association, and the American Board of Professional Psychology. He also has served as the Vice Chair of the Maryland Psychology Licensing Board. Dr. Barnett has numerous publications to include 13 books and over 250 articles and book chapters and over 300 professional presentations that focus on ethics, legal, and professional practice issues for mental health professionals. Through his many publications and presentations Dr. Barnett has made major contributions in ethics and ethics education, ethical decision-making, online education, mentoring, boundaries and multiple relationships, self-care and the promotion of psychological wellness, clinical supervision, tele-mental health, integrating religion and spirituality into clinical practice, business of practice, and integrating Complementary and Alternative Medicine into clinical practice. Among his many awards he is a recipient of the American Psychological Association's Award for Outstanding Contributions to Ethics Education and its award for Distinguished Contributions to the Independent Practice of Psychology.

General Information

The TZKseminars educational planning committee members and this seminar's presenter have no relationship with any ineligible companies—those whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients.

Individuals with a disability or special need can go to tzkseminar.com to the Contact page to request accommodations.

This seminar has been reviewed and approved by Keith Hannan, Ph.D., Phil Rich, LICSW, Daphne Fatter, Ph.D., and Loreen Yearick, MSN, RN. This approval expires on March 1, 2025.

To cancel a registration, go to the Contact page. You will be charged \$30 for any cancelled registration.

If you would like to file a grievance, go to tzkseminars.com and read our Grievance Policy. Then, you can file a grievance on our Contact page. You can also send a written grievance to:



tzkseminars, LLC
2110 South Eagle Road
P.O. Box 310
Newtown, Pa. 18940