# Guidelines for Notes Column (Continued)

Comments should be concise yet descriptive enough to identify which code is appropriate for that activity.

For example:

| INCORRECT | CORRECT |
| --- | --- |
| Meeting | Treatment team meeting, not billing |
| Paperwork | Case notes from group therapy session |
| Talking with co-worker | Providing clinical supervision |
| Driving | Driving to client's home for home visit |
| Making phone calls | Calling clients to remind them of upcoming group/therapy appointment |

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