

# 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