Sample Statements for Older Notes

**➙ What to write when you don’t remember what happened in a session:**

Below is an example of a statement you can use when you’re writing a note for a session that happened weeks or months ago, and you can’t remember the details of that specific session, but you do know the client attended a session.

***Example of an individual late progress note:***

*Client attended session. Addressed treatment goals. (Optional to add “Topics discussed included…” if you remember general topics from that time period). Next session planned for xx/yy/zz.*

**➙ What to write when explaining why a *group of notes* are late:**

Below are examples of what to write in the overall record (not in individual progress notes) to explain a few common scenarios when catching up on notes.

***Explaining why “catch up notes” were all written on the same day/within a different time period of service:***

*Therapist completed session notes weekly for client and used those to complete late entry progress notes from xx/yy/zz - xx/yy/zz. All notes were entered and locked on the same day. Previous paper notes all shredded.*

***Explaining a gap in timeframe if you upload paper notes as replacement for electronic notes:***

*Therapist completed progress notes via paper from xx/yy/zz - xx/yy/zz. All notes uploaded to client record as an attached document. Previous paper notes all shredded.*

***Explaining that a case summary was completed rather than individual notes:***

*Therapist completed session notes weekly for client and used those to write a case summary of treatment covering dates xx/yy/zz - xx/yy/zz.*

***Explaining that progress notes are kept in a separate paper file:***

*Therapist completed progress notes via paper from xx/yy/zz - xx/yy/zz. All notes for those dates are in a paper file.*