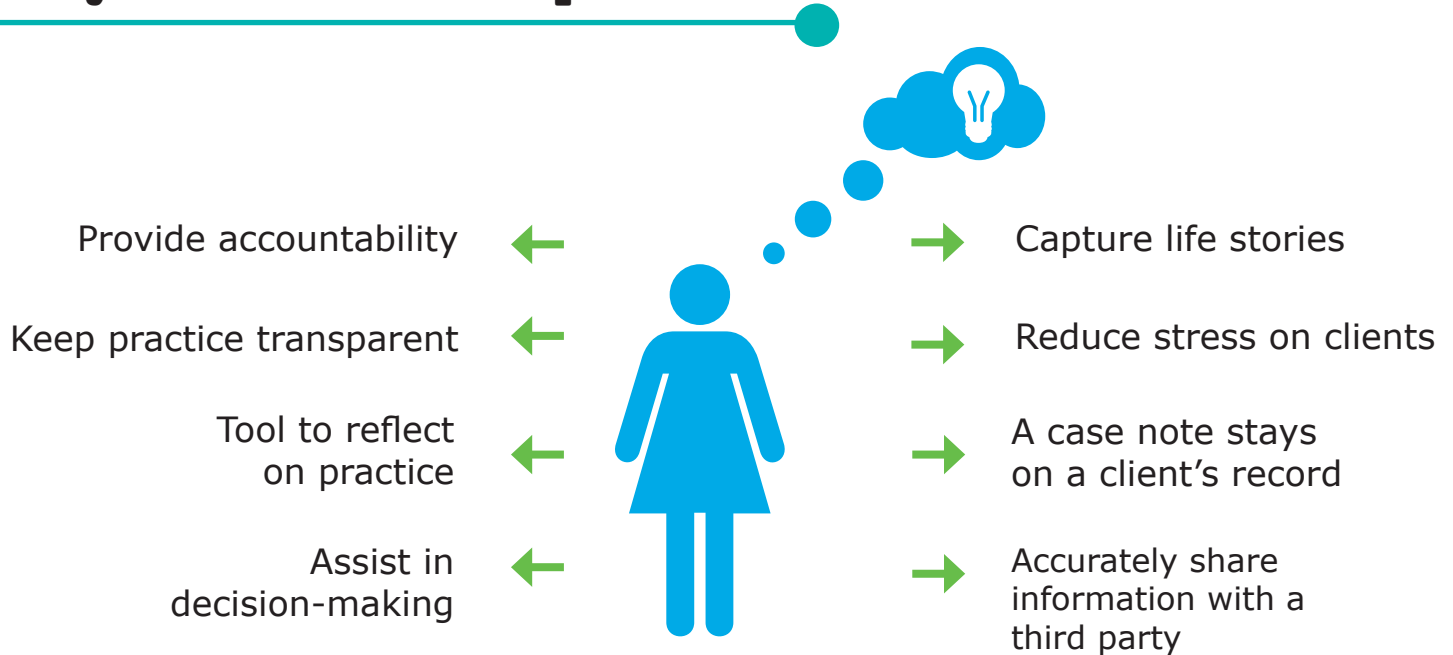


Why are case notes important?



Case notes should be...

-  accurate and factual
-  concrete and objective
-  clear, simple and concise
-  completed as soon as possible

How can services improve case note writing?



Company policy and template for writing case notes.

This will give consistency and enable service continuity for the client.



Clinical supervision, including discussions on case notes.

This will give practitioners confidence in writing.



Allocate time for practitioners to work on improving their case notes.

Effort put into case notes helps client and practitioner.



Offer practitioners training in writing/enhancing their file notes.

Upskilling will enhance confidence in writing.