

# 7 Tips to Improve Your Documentation

## 1. Create daily notes with a consistent structure and flow

A standard, but versatile daily SOAP note template will ensure that you are presenting a consistent flow of information to your readers and reviewers.

## 2. Create a unique note for every appointment

A unique note should be made for every appointment. Each treatment session should cover all interventions and all rehab activities should be fully justified.

## 3. Establish a reasonable number of goals

An exorbitant quantity of goals can obstruct treatment and reimbursement.

## 4. Complete notes in a timely manner

Getting behind on note taking can significantly hinder treatment process and progress and you will remember less if you wait to complete them.

## 5. Make sure your document is legible

Make sure your notes are legible if you do not use a electronic system.

## 6. Include all the details of the session

Documentation of specific interventions is your evidence of the quality and efficacy of the treatment that a patient receives.

## 7. Avoid filling notes with unnecessary information

Only include details that are formally relevant to your session with the patient including reminders for yourself for the next session.

