\*\*Therapy Lab of OC Payment and Documentation Policy\*\*

At Therapy Lab of OC, we value the dedication and professionalism of our clinicians. To ensure clarity and fairness in compensation, the following policy outlines our payment and documentation requirements:

\*\*Payment Structure:\*\*

- Clinicians are compensated per client seen at their hourly negotiated rate.

- Additional time for notes and preparation is compensated, not to exceed one hour per two-week period.

\*\*Documentation Requirements:\*\*

- Clinicians are encouraged to write session notes during each session. For one-hour sessions, the last 5-10 minutes should be reserved for this purpose.

- For half-hour sessions and telehealth sessions, we understand that it may be more challenging to write notes during the session. Therefore, we offer additional compensation for note-writing and preparation time.

  - Clinicians working 25 hours or more per week are allotted up to one additional hour per two-week period for this purpose.

  - Clinicians working less than 25 hours per week are allotted 30 minutes per two-week period for note-writing and preparation outside of direct therapy time.

  - Clinicians who work only one day per week will be given 5 to 10 minutes daily for preparation and note-writing.

\*\*Service Tracker Completion:\*\*

- It is the responsibility of each clinician to complete the service tracker on SEIS for all school contracts. This must be done by each Friday without exception.

- Logon information for school contracts:

  - Cabrillo Point Academy:

    - Logon: KbruningCPA

    - Password: Therapylab123!

  - Suncoast Preparatory Academy:

    - Logon: KbruningSPA

    - Password: Therapylab123!

\*\*Policy Intent:\*\*

- This policy is designed with an understanding and appreciation of the time required for preparing and documenting client sessions. Timely completion of notes is essential, and clinicians are required to complete their notes daily.

We appreciate your commitment to maintaining thorough and timely documentation, which is crucial for the effective care of our clients.