

R4-6-1103



Cheat Sheet



Arizona Board of Behavioral Health Examiners

Client Record

Contains (if applicable):



Client's name, address, and telephone number

Informed consent to treatment

Original documents and signature, initials, or authentication

Info or records obtained from another person re: the client

Written release authorization for client's record or info

Other info or documentation required by law

Remember to:

- Protect from loss, damage, or alteration;
- Keep safe/confidential at all times in any medium;
- Ensure legible and in ink or electronic;
- Ensure current and accurate;
- Dispose in a confidential way;
- Retain in accordance of the law (A.R.S.§12-2297)
- Release per legal requirements (A.R.S.§§12-2293 & 25-403.06)
- Maintain confidentiality with subordinates, employees, supervisees, clerical assistants, and volunteers



Progress Notes

- Date service provided;
- Time spent providing service;
- If counseling services, individual, couples, family, or group;
- Dated signature of the licensee who provided service

Contemporaneous (within 10 days) documentation

- Treatment plan and all revisions;
- Requests for records and resolution;
- Release of any information;
- Contact with client or others that relates to client's health, safety, welfare, or treatment;
- Behavioral health services provided to the client;

Financial Records

- Record of arrangements for services;
- Measures that will be taken for nonpayment.

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