Appendix G – Progress Note Service Indicators

Service indicators on Progress Notes

Status – Indicates the status of the service using a drop-down menu

Program – Lists the client's current program assignments to indicate which

program the service was provided in. If you do not see your program listed here reach out

to a HIT for help with the client's program enrollment.

Procedure – Select the Service Name that best describes the service you provided

Location – Select the location of the client at the time of receiving the service

Mode of Delivery – Select the option from drop-down menu

Cancel Reason – This field becomes active if you select "Cancel" as the Status of the

services, select from the drop-down menu

Evidenced Based Practice – If you have been trained and utilized an evidenced

based practice, select from the drop-down menu

Transportation Services – Enter if transportation services were provided to the

client, select from the drop-down menu – This fields defaults to "No"

Start Date – Enter the start date of the service, this will automatically fill if the service was
scheduled on the SmartCare calendar

Start Time – Enter the start date of the service, this will automatically fill if the service was
scheduled on the SmartCare calendar

Travel Time – If you traveled to provide the service enter the total travel time here

Documentation Time – Enter the time you spend documenting the service, if this

time is not captured in the service time/if you utilized concurrent documentation

Face to Face Time – This is where you enter the total service time, regardless of

the mode of delivery

Attending – Do not use this field

Referring – Do not use this field

Emergency Indicator – Select "No," unless the service is a crisis intervention

Interpreter Services Needed – Select the box if an interpreter was needed, if an

interpreter was needed, complete the Interpreter Service Custom Fields