



Family Service  
of El Paso

# CLINICIAN CHECKLIST



- Check-in** at the Clinician Station
- Prepare** for the session [prepare the items to bring to the office: forms, worksheets, videos]
- Be on the **Lookout** for your client in the lobby.
- Start and finish your session **on time**.
- Check-in** your client on TherapyNotes
- Create a draft of your **documentation** while in session on **TN** [Therapy Intake/Consultation Note, etc..]
- Schedule a follow up session** while you are still in the office with your client.
- Sanitation & Housekeeping:** Please take maximum **2 minutes** tidying up and sanitizing office with spray.
- Evacuate office immediately** after sanitizing. Unless you have another in-person session scheduled & you have booked the same office consecutively, it is important to make the office vacant ASAP. There may be a scheduled session in that office after yours, we must be mindful of other clinicians & client's precious time.
- Check-out** for each of your in-person sessions at the Clinician Station prior to leaving the building