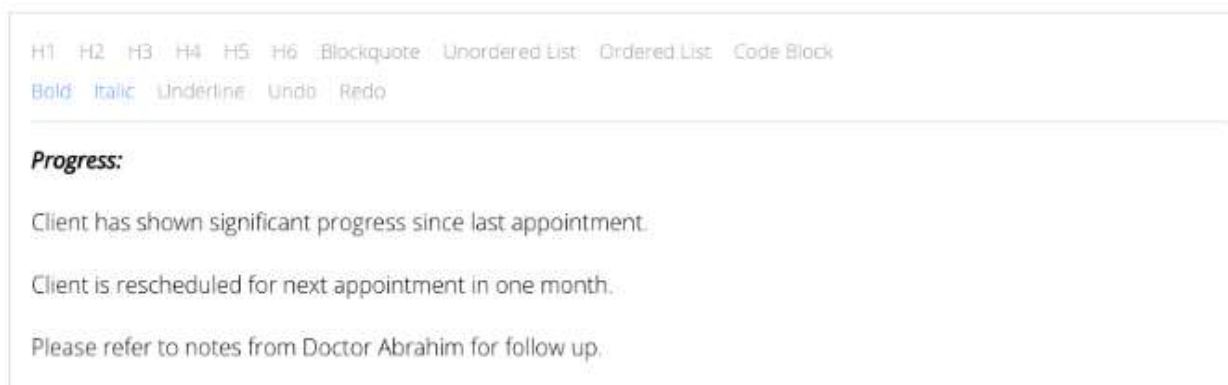


How to use Session Notes

You will be able to create notes in a couple of places in TeleCBT.

You can do so (1) during your appointment, (2) after your appointment.

In session notes, you will be able to add notes in a variety of style formats. These formats will be available at the top of the Session Notes box. Clicking on each of these options will change the formatting of the notes inside the box.



In order to ensure your notes at save, please do not forget to click on **SAVE** when changes are made.

During your appointment:

Whether you are in a video call, on a phone call, or are having an in-person appointment, Session Notes will be accessible.

In order to view your notes during the appointment, simply click on **'Complete'** for in-person and phone appointments, or on **'Join Video Session'** for video appointments. If your video appointment time has passed, **'Join Video Session'** will become **'Complete'**.



You will be prompted to the Appointment Summary page where you will have the ability to add or edit your session notes.

Appointment summary

 Use this page to share files and exchange messages during your video call

Hazel Marshall
phone: (000) 000-0000

Intake Session


4:30 pm - 15 mins

H1 H2 H3 H4 H5 H6 Blockquote Unordered List Ordered List Code Block

Bold Italic Underline Undo Redo

Session notes are only visible to you.

Draft
Last modified: February 6 @ 4:34pm

Templates 

Save

Complete **Charge no-show fee**

Before completing your appointment, please click on **SAVE**.

Click on **Complete** to conclude your appointment. Your Session Notes will also be editable after your appointment.

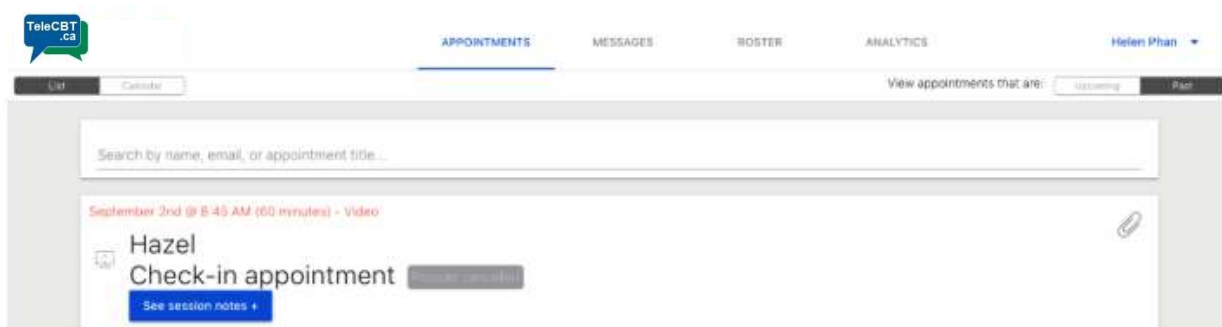
After Your Appointment:

When an appointment is concluded, providers are still able to review and edit session notes for each participant.

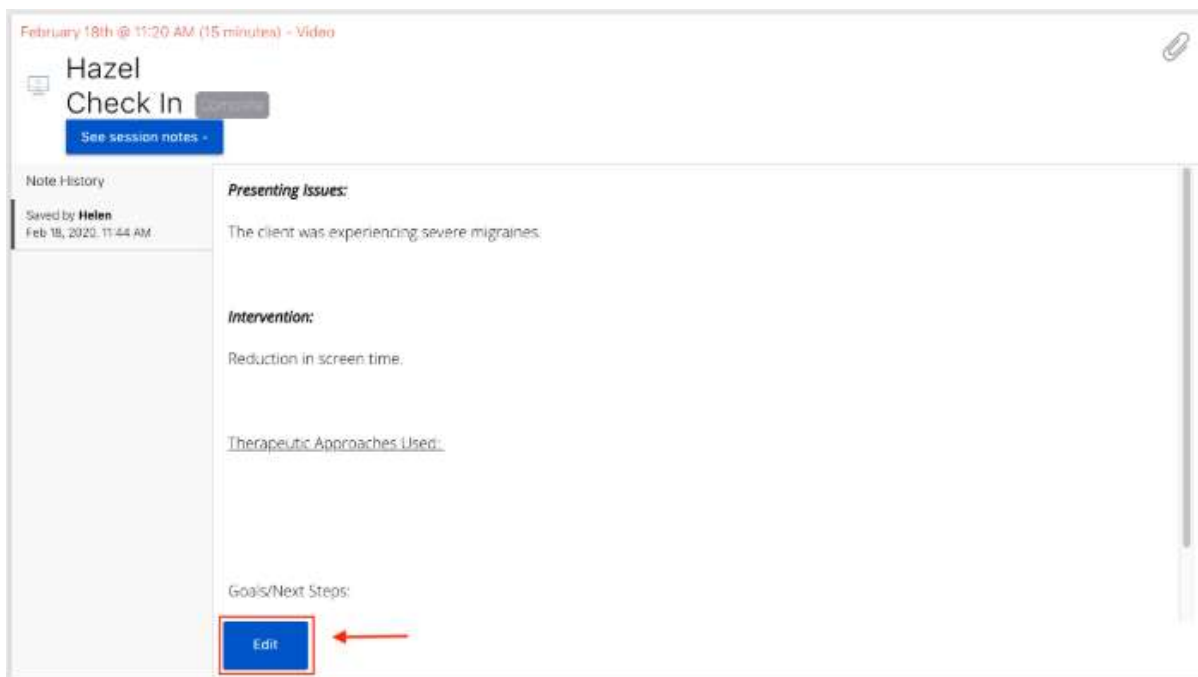
Under the **Past** tab in a provider's account, all Session Notes are available under the relevant appointment session.



Simply click '**See Session Notes**' to open up your notes.



To edit, click on the edit button in the bottom right-hand corner of the dialogue box.



Once the desired changes have been made, click on the '**Save**' button.

Your notes will be stored in the Appointment History tab for further use. Your note will indicate the date, time and name of the provider that made the note.