



Are you interested in learning how to properly document services?

## Documentation Training: Doing It Write

April 19, 2010

Pathways Auditorium, Pathways LME  
901 South New Hope Road  
Gastonia, NC 28054

This 6 hour training is an instructional course on the essential elements of documentation. Participants will learn how to:

- ensure that documentation appropriately supports medical necessity
- use the core concepts of proper documentation to prepare for record audits
- write a detailed and accurate service note using the PIE format
- write clear and effective goal statements

### *Target Audience*

Administrative staff and direct service providers.

Faculty: Danielle Coleman, LCSW



NORTH CAROLINA  
**COUNCIL OF  
COMMUNITY  
PROGRAMS**



*TIP is a training initiative of the NC Council of Community Programs and the ASO, a provider administrative service organization. TIP provides high quality training delivered by approved trainers.*

# Documentation Training REGISTRATION FORM

ON LINE REGISTRATION AVAILABLE  
[WWW.NC-COUNCIL.ORG](http://WWW.NC-COUNCIL.ORG) with a Credit Card

OR

Use Registration Form below

And Mail with a Check to:

NC Council of Community Programs, 505 Oberlin Road, Suite 100 Raleigh, NC 27605

Please X which training day you will attend

\_\_\_ April 19, 2010      Gastonia, NC      \$85 (9a.m-4p.m)

**Cancellation Policy:** You must cancel 3 business days (before 5:00 p.m.) prior to the training event in order to receive refund on your registration. If cancellation is not made at this time, no refund will be given. A \$15 administrative processing fee will be charged for any cancellations.

*PLEASE BE ADVISED – The training starts promptly at 9:00 a.m. and the registration table will close shortly thereafter.*

**Registration:** Register Online with a Credit Card at [www.nc-council.org](http://www.nc-council.org) or fill out the form below and mail along with a check made payable to “NC Council of Community Programs” to 505 Oberlin Road, Suite 100, Raleigh, NC 27605.

**Driving Directions:** See next page

**Return Check Policy:** “A \$25 fee will be assessed by the NC Council for all returned checks”

**Driving Directions:** Attached.

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

TITLE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL (must complete) \_\_\_\_\_

Driving Directions to Pathways Auditorium.  
**901 South New Hope Road**  
**Gastonia, NC 28054**

**From Raleigh (East)**

Merge onto I-440 West/US 1S.  
Take Exit 4B toward I-40 W/RDU Int'l Airport/Durham  
Merge onto Raleigh-Chapel Hill Expressway  
Raleigh-Chapel Hill becomes I-40W  
Take I-85 S toward Charlotte  
Take the NC-279/New Hope Rd. exit, EXIT 20  
Turn LEFT onto N New Hope Rd./NC-279  
Travel 1.3 miles and end at 901 S New Hope Rd. Gastonia, NC 28054  
The Pathways Administration building is on the Right

**From Winston-Salem (North)**

Merge onto I-40 BR W/US-421N  
Merge onto I-40 W via Exit 1 on the LEFT toward Statesville  
Merge onto I-77 S via EXIT 152A toward Charlotte  
Merge onto I-85 S via EXIT 13B toward Spartanburg  
Take the NC-279/New Hope Rd. exit, EXIT 20  
Turn right onto New Hope Rd./NC-279  
Travel 1.3 miles and end at 901 S New Hope Rd. Gastonia, NC 28054  
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**From Asheville (the west)**

Merge onto I-40 E via the exit on the LEFT toward Statesville  
Merge onto US-321 S via EXT 123A toward NC-127 S/Lincolnton/Gastonia  
Merge onto I-85 N toward Charlotte  
Take the NC-279/New Hope Rd. exit, EXIT 20  
Turn right onto New Hope Rd./NC-279  
Travel 1.3 miles and end at 901 S New Hope Rd. Gastonia, NC 28054  
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