



Introduction to Record Keeping Course

Welcome to Zur Institute course on record keeping. This is Ofer Zur, the director of the Zur Institute. Here, at the Zur Institute, we offer over 170 online continuing education courses for psychotherapists, psychologists, counselors, MFTs, and other mental health professionals. New courses are added regularly.

I would like to introduce you today to our online course on record keeping. The course fulfills the California and other states' law and ethics requirement. Besides the text and the audio recording where we offer an interview with an expert, the course also includes essential clinical forms such as: office policies that all therapists must have at the onset of treatment, biographical questionnaire, consent forms, and dozens of other ready-to-adapt, easy-to-use clinical forms. As we say, don't leave home without it.

Some of the areas covered in the course are: why keep records, how to keep records, how much to include in the clinical records, what not to include in the records, how long to keep records, how to discard them, how to respond if you get served with a dreaded subpoena, code of ethics on record keeping, the legal mandate to keep clinical records, issues around patriot act and clinical records, and much more. We also offer an extensive, and hopefully, helpful online resources section.

Sign up at www.zurinstitute.com/recordkeepingcourse.html. It is not to be missed. Enjoy the course.

