

Procedures: End-of-the-Month for Therapists

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

Therapists are required to turn **in all EI Progress Notes and EI Records for the entire month**. Acceptable methods include scanning and emailing, faxing, or copying and filing in the designated area in the front office.

Therapists are also required to **turn in their proposed weekly schedule for the upcoming month**.