




ORIENTATION & TRAINING

VERIFICATION FORMS

For Therapists - For each of your progress notes (sessions) you must have a completed Verification Form (VF). This is a form that the client or parent signs, attesting that you were there completing the session.  This covers YOU in case there is ever any dispute.

This form can be found on our website, under Clients > [Forms](#)

Tell them to select your name from the drop down menu, and the form will be automatically emailed to you, so that you can upload it to your progress note.

For Case Managers- Although most of your work won't be face/face like therapists, it is highly recommended you do have clients sign these VFs when you do see them face to face (including telehealth). If there's ever a dispute, you are covered!

Verification of Services Form (VF)

PARENT/GUARDIAN/ SCHOOL EMPLOYEE /CLIENT (IF OVER 18 (PADRE/TUTOR/EMPLEADO DE LA ESCUELA/CLIENTE (MAS DE 18 ANOS)): By signing, you acknowledge that you or your child participated in services as described. Do not sign a blank entry; and that, if I am the guardian, proper consent has been given or is given herein to Lukas Counseling Co to perform this/these services.

Name of Clinician: *

Client ID

Client ID - If you don't know your Client ID, please ask your therapist, they'll be able to give it to you (you can also email our office at referrals@lukascounseling.org and we will email it to you).

Client's Name *

Date *



Start Time *



End Time *



MUST MATCH DATA ON THE PROGRESS NOTE - CONSULT CLINICIAN IF YOU HAVE ANY QUESTIONS BEFORE COMPLETING.

Name of Person Signing *

Relationship to Client *



Why Verification Forms?

1. We are responsible for making sure Medicaid is not abused (e.g. believe it or not, there are counselors out there that write progress notes without seeing the clients, which is a big no-no. I've known counselors who have lost their LMHC and LCSW licenses for faking sessions, plus they faced civil and felony charges from the United States government).
1. It covers your butt. If a client ever disputes that you were not there, we have evidence that you were. It protects you from any problems that can arise in the future, even if you don't think a client would ever do so, you would be surprised. Sometimes clients get confused, we have seen that before.

All VFs must be done online on our website if telehealth. Whether you are at school, at the client's home, or any another location, you can pull Lukas's website on your (or the client's) phone/tablet, and have that form signed while you are there. There are also paper VF that you can take for face to face sessions (in-person) that you can have them sign, and you can scan back into your computer to be able to attach them to your note.

A screenshot of the telehealth session, or a screenshot of the time log (in Doxy, Zoom) can also be uploaded in lieu of the VF.

Verification Forms should be turned in for all sessions done with the client, such as

- Individual Therapy (H2019HR or 90837, 90834, 90832, etc.)
- TBOS (H2019HO)
- PSR (H2017)
- Group Therapy (H2019HQ)

You do not need to have the client sign the VF for an intake or a review, as the client will usually sign the treatment plan instead, which itself verifies the service.

The VF is to be signed by:

- The client, if the client is over 18 or
- The parent/guardian, if the client is under 18 or
- The school staff, if the session was done at school.