

Telehealth Session Documentation Template

Forge Clarity PTY LTD

Document: Telehealth Session Documentation Template | Version: 1.0 | Date: 10/12/2025

Next Review: 10/12/2026

Session Notes Content

Each session note includes:

- Client code
- Date and time of session
- Duration
- Service type (regular 1 hour session/90 minute urgent session/free grief support group/free 20 minute consultation)
- Session content summary
- Interventions used
- Client progress toward goals
- Risk assessment (if applicable)
- Plan for next session
- Practitioner name/credentials

NDIS-Specific Requirements

For NDIS participants, additionally document:

- Alignment with NDIS goals and plan
- Progress toward stated outcomes
- Any barriers to goal achievement
- Coordination with other supports
- Reasonable and necessary justification for service

Timeliness

- Session notes completed within 24 hours of session
- NDIS progress reports completed within required timeframes
- Urgent risk documentation completed immediately

	<ul style="list-style-type: none">- Client code:- Date and time of session:- Duration:- Service type: (regular 1 hour session/90 minute urgent session/free grief support group/free 20 minute consultation)- Session content summary:

	<ul style="list-style-type: none">- Interventions used:- Client progress toward goals:- Risk assessment (if applicable):- Plan for next session:- Alignment with NDIS goals and plan- Progress toward stated outcomes- Any barriers to goal achievement- Coordination with other supports- Reasonable and necessary justification for service: