

LATE NOTE POLICY

It is imperative that we receive your notes in a timely fashion so we can review them prior to submitting them to the agency. Agencies require us to have all notes submitted by Monday at 5:00pm.

- ALL Evaluations must be submitted within **24 hours** of completion.
- Regular Visits must be submitted no later than **midnight on SUNDAY**. In the event of a late note, the following late note policy will be enforced:
 - First offense- The therapist will receive an official warning.
 - Second offense-We will enforce a late fee of \$10 per day until the note is complete.

Please feel free to reach out to myself or Amy if you have any questions.

Welcome to the TEAM!

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