

## Group Session Progress Note

**Purpose:** This task card is an instructional document that outlines the clinical requirements and steps to complete a Group Session Progress Note in VERA.

### Clinical Requirements

- The Group Session Progress Note must be completed for each participant. It is only required for the re-developed 6 week treatment programs (Anger, Anxiety, Trauma and Pain)
- Must be completed following each group program session
- A workflow task will automatically be assigned to the Group Program Coordinator to notify them that the session note is completed.

### VERA Instructions

1. Access the participants **Individual Group Service File**, from **My Case Load – Groups**  
*\*(Note: You can access the participant's individual group service file from the members list at the group list level. Select the participants group case, then select the participant group service file. The members tab will list all participants that have registered for the program)\**
2. Select the relevant **Service Event**, by selecting the date of the Group Session.
3. Move to the **Documents** tab at the top right of the page
4. Select **Group Session Progress Note** Document template from the drop down list.

Date	Location	Session	Participant
26/07/2021 9:00 AM	Bondi Junction	Booked Group Session	Caldwell GPF, Rebekah
26/07/2021 11:30 AM	Call to confirm	2623967	Smith, John

5. An Add Document window will open. Select the participant name from the **For Service Participant** drop down list.
6. Select the **Document Description** box to populate the template.  
*\*(Note: you do not need to enter anything into the Document Description)\**

**Add Document**

**Document**  
Group Session Progress Note

Document Date: 17/06/2021

For Service Participant: -Select-

Document Description: [ ]

7. Complete the document template and select **Update**.
8. Select **Finish**. An automatic workflow task will be sent to the Group Program Coordinator to review and approve the report.