



# Documentation in Counseling Records: An Overview of Ethical, Legal, and Clinical Issues

*Robert W. Mitchell*

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Fully revised in accordance with the 2005 ACA Code of Ethics, and with an expanded focus on ethical conduct and the importance of professional values, this incisive and helpful monograph offers practical guidelines on how to keep client records that are legally, clinically, and fiscally sound. Bob Mitchell provides basic information on how counselors can help protect themselves from lawsuits and allegations of unethical conduct, assist in court cases, speed third-party reimbursements, master electronic record keeping, and enhance the quality of care through effective communication. This edition contains new information on cultural sensitivity, online counseling, dual relationships, sexual relationships, and integrity. In addition, a new chapter on ethical considerations offers counselors a mini-workshop format for discussing ethical and procedural questions in the workplace. Frequently asked questions and a list of additional resources are also provided.

Both novice and experienced counselors will find this book useful for risk management, including those in the mental health, developmental disability, substance abuse, psychosocial rehabilitation, school counseling, and criminal justice fields.

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