

# Therapy Connections

## *Outpatient Therapist Job Description*

**Organizational Summary:** Therapy Connections, LLC, offers counseling, therapy, and Children's Therapeutic Services and Supports (CTSS) services for individuals, couples, and families who would like assistance in dealing with issues, problems, or stressors in their lives. We are passionate about helping our clients to improve their lives and relationships. Client-centered, high quality clinical care is our focus.

### **Position Summary:**

Outpatient Therapists (LICSW, LMFT, LPCC, LP) are responsible for providing therapy and/or counseling to assigned clients.

### **Responsibilities:**

- Comply with HIPAA laws regarding Protected Health Information
- Adhere to Minnesota laws, statutes, and rules regarding the provision of mental health services
- Adhere to Minnesota laws, statutes, and rules regarding confidentiality and mandated reporting
- Maintain a weekly minimum of 20 billable client hours per week
- Maintain a weekly minimum of one 6:00 PM, and (a different day) one 5:00 PM late client appointment availability
- Ensure protection and security of files, records, and data
- Maintain client confidentiality
- Conduct all professional activities in accordance with the Code of Ethics as adopted by the appropriate licensing Board
- Ensure client charts are maintained in a timely fashion
  - Attend staff meetings and monthly case consultation meetings
  - Ensure timely attendance to client sessions
  - Promptly communicate any case issues, concerns, or problems to Clinical Director and/or Business Manager

### **Qualifications:**

- Minimum of a Masters degree and appropriate unrestricted licensure required (LICSW, LMFT, LPCC, LP)
- Good communicator and decision maker
- Computer skills and knowledge of office software packages (Word, Excel, email)
- Proficient in mental health problem analysis and assessment
- Knowledge of HIPAA Laws relating to Protected Health Information
- Good listener and empathic to others problems
- Attention to detail with good organizational skills
  - Understand the importance of confidentiality
  - Strong clinical and assessment skills, using current DSM

### **Position Requirements:**

- Familiarity/Competence with Procentive (for electronic charting, calendaring, billing, tickets, etc)
- Ensure that all new client charting paperwork is completed accurately and promptly
- Ensure that any changes to client information (e.g. mailing address, phone numbers, etc) is entered in Procentive
- Ensure that any client insurance changes are communicated promptly to office administrative staff
- Procentive Tickets and Email are to be checked (at a minimum) Monday, Wednesday, and Friday
- Two business-day turnaround (Mon-Fri) is expected on all phone calls, emails, and tasks
- Use Procentive calendar for scheduling client appointments, vacation time, and meetings, to enable office administrative staff to schedule accurately
- To ensure appropriate client care and clinical coverage, the Business Manager is to be notified at least two weeks in advance of planned vacation time, other absence, or change in schedule
- Maintain three months advance Availability calendar in Procentive for scheduling purposes
- Electronic billing is to be completed every Monday by 10:00 AM for the previous week
- Electronic charting is to be completed within one week of client session. Paper copies of all chart documentation is to be placed in client's chart within two weeks of client visit.
- Maintain appropriate and timely authorizations and paperwork as directed by insurance payers, required by professional associates, and directed by Therapy Connections