Year-End Documentation Cleanup Checklist

Start the new year with clean files, current credentials, and a clear caseload.

CLIENT FILE REVIEW

- ☐ Treatment plans: Review all plans for expiration dates. Update or renew before year-end.
- ☐ Missing signatures: Check intake paperwork, consents, and ROIs for unsigned documents.
- ☐ Lapsed assessments: Identify any standardized assessments due for re-administration.
- ☐ Inactive clients: Clients not seen in 60-90 days—document outreach attempts or close out.
- ☐ Draft notes: Finalize any progress notes sitting in draft status.
- ☐ Discharge summaries: Complete for any clients who terminated but weren't formally closed.

Tip: Run an EHR report for 'last appointment date' to catch clients who slipped through.

CREDENTIALS & COMPLIANCE

- ☐ License renewal: Check expiration date and complete renewal if due in Q1.
- ☐ CEU tracking: Confirm you have required hours. Save all certificates in one folder.
- ☐ Specialty certifications: CRADC, MAC, EMDR, etc.—note any renewal deadlines.
- ☐ Supervision logs: If supervising or receiving supervision, ensure logs are current and signed.
- ☐ Malpractice insurance: Verify coverage dates and set renewal reminder.
- ☐ NPI & CAQH: Confirm profiles are current if you bill insurance.

Tip: Create a 'Credentials' calendar with renewal reminders 60 days before each deadline.

BILLING & ADMINISTRATIVE

- ☐ Unbilled sessions: Check for any completed sessions not yet submitted for payment.
- ☐ Outstanding documentation: Notes or forms blocking claim submission.
- ☐ Client balances: Review accounts receivable and send final statements if needed.
- ☐ Superbills/receipts: Provide year-end statements to clients who requested them for taxes.
- ☐ Insurance re-credentialing: Note any panel deadlines in the coming year.

CASELOAD AUDIT

- ☐ Progress check: Which clients are progressing? Who's been stuck? Document your observations.
- ☐ Termination readiness: Identify clients approaching treatment goals—begin discharge planning.
- ☐ Difficult dynamics: Any clients you're dreading? Explore why. Consider consultation or transfer.
- ☐ Referral needs: Clients who need services you don't provide? Make warm handoffs before year-end.
- ☐ Waitlist review: If you have a waitlist, reach out to confirm continued interest.

Tip: Use this as a supervision or peer consultation topic—fresh eyes help.

PROFESSIONAL RESET

- ☐ Referral list update: Are your go-to psychiatrists, specialists, and agencies still accurate?
- ☐ Templates & forms: Any intake forms, assessments, or handouts need updating?
- ☐ Professional goals: What do you want to learn or change next year? Write it down.
- ☐ Boundaries reflection: Where did you overextend this year? What needs to shift?
- ☐ Wins inventory: List three clinical wins from this year. You earned them.

NOTES / ACTION ITEMS