WAC 296-19A-350  What are the requirements for case notes? Vocational rehabilitation providers must maintain case notes. Case notes must:

1. Include the first and last name of the industrially injured or ill worker being served and the worker's claim number at the top of each page;
2. Include the first and last name of the vocational rehabilitation provider providing each service documented on each page;
3. Be kept in a claimant file corresponding to the reports, medical information, correspondence, and other materials that they provide documentation for;
4. Testing and other records with special confidentiality requirements may be kept in separate files;
5. Be legible;
6. Be in chronological order;
7. Record the date each service was provided month month/day day/year year;
8. For providers who bill for vocational services, include the amount of time, recorded in tenths of an hour, required to provide each service;
9. Describe each service sufficiently to allow the department or self-insured employer to verify the purpose, level, type, and outcome of each service provided and substantiate the charges billed for them.