



Documentation Made Easy With Allison Hingley, MM, MT-BC

*"Her documentation system is extremely user friendly and easily adaptable. **It is designed to harmonize with us as our needs and service options have grown.** It is both quick and effective."*

*Martine Bullard, MT-BC
Neurologic Music Therapist
Owner, Mind & Body Music Therapy, LLC*

*"Allison is a dedicated therapist and skilled communicator. She is "in the details" when it comes to representing music therapy and **it shows in her expertise and knowledge of the practice.**"*

*Sarah Sparrow, MT-BC
Palm Beach Music Therapy Institute*

Description: *Documentation Made Easy* offers course participants clarity in why documentation is necessary for practitioners, as well as ideas for which documents to maintain throughout the entire therapeutic process. With ideas for group considerations, and thoughts on quality control procedures, the learner will feel confident in creating their own documentation procedures and systems. Designed with novice and expert professionals in mind, *Documentation Made Easy* is an excellent course for therapists serving individuals in any population or age range.

Prerequisites: Facebook profile is recommended, not required. The course forum is held in a Facebook group. Participants may submit insights via email in lieu of the Facebook forum.

Board Certification Domains:

1. Use terminology appropriate to the population and setting. (BCD III. B. 3.)
2. Document music therapy termination and follow-up plans. (BCD IV. A. 10.)



3. Provide periodic treatment summaries. (BCD III. B. 5.)
4. Provide written documentation that demonstrates evidence-based outcomes related to the addressed goals/interventions. (BCD III. B. 7.)

Instructor Qualifications:

Allison graduated from East Carolina University in 2010 with a bachelor's degree in music therapy, and completed her clinical internship at Banner Good Samaritan Medical Center in Phoenix, Arizona. After attaining national board certification, she served as a unit therapist and interim therapeutic programs manager at the Arizona State Veteran Home in Phoenix. In 2012, Allison completed advanced training in Neurologic Music Therapy through the Center for Biomedical Research in Music in Fort Collins, CO before returning to her home state and establishing Atlantic Music Therapy, LLC. She received her master's degree in music therapy from Colorado State University in 2015. In addition to being the current webmaster of the Music Therapy Association of North Carolina, Allison serves on the reimbursement and task force committees.

Allison is the owner of Atlantic Music Therapy, LLC, serving individuals with neurologic illness or injury throughout the North Carolina Research Triangle. Additionally, she is a university-affiliated internship director and supervisor.

Video Course Format:

- I. Course Introduction & Why Document? (6 mins)
- II. The Therapeutic Process (64 mins)
 - a. Phase I: Pre-Treatment
 - b. Phase II: Treatment
 - c. Phase III: Post-Treatment



III. Systems of Documentation (17 mins)

- a. Existing Systems
- b. Custom Systems

IV. Quality Assurance (10 mins)

- a. What is QA?
- b. Implications of Quality Documentation
- c. The QC Process
- d. Handling Errors

V. Demonstrations (25 mins)

- a. Word Demonstration
- b. Excel Demonstration
- c. Google Form Demonstration

VI. Next Level Documentation (9 mins)

- a. Medical Terminology & Abbreviations
- b. ICD-10 and CPT Codes

Final Evaluation (20 mins)

Total time: 151 minutes

Number of CMTEs: 3 Price: \$85

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