



Empowered Therapy Inc.
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SOPs:

Clinician Steps to draft a Letter of Support

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Summary:

These are processes to follow when a client requests a letter of support. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director. If the client in question is a law student, please refer to the [SOPs: Clinician Steps to draft a UICLaw Accommodation Letter](#).

Resources:

mnewman@empoweredtherapy.org

lgarski@empoweredtherapy.org

On-site clinical directors

[Template for a Letter of Support](#)

[SOP: Clinician Steps to refer clients for Psychological Testing](#)

Current Clients who are not UICLaw Students:

1. When a current client requests a letter of support, make sure to clarify with them what this letter can and cannot attest to.
 - a. The letter **can** attest to diagnosis, current symptoms, and prescribed length of treatment. It can even attest to ways that you, the clinician, have seen said

- clinical symptoms impacting the student’s behavior in session and offer a judgment as to how this might be impacting them in school
- b. The letter *cannot* attest to the results of psychological testing and assessment.
2. Once the client understands these distinctions, you should ask them how they wish to proceed.
 - a. If they wish to pursue psychological testing, please follow the steps on the [SOP: Clinician Steps to refer clients for Psychological Testing](#).
 - b. If they want you to write a letter of support, use the [template for a letter of support](#) and review the letter writing fee of \$50 with the student.
 3. If the client would like to send this letter of support to a specific third party entity such as a professor or department, you must complete the necessary Release of Information form (ROI) with the client. Otherwise, you can simply release the letter to the client.
 4. Be sure to upload and save a copy of this note in the client’s Therapy Notes chart under the “Documents” section:

The screenshot shows a web-based form titled "Upload a Patient File". The form is part of a larger interface, with a sidebar on the left containing a "Therapy Notes" icon and a list of documents including "Miss", "JS C", "Auth", and "Telli Sum". The form fields are as follows:

- Patient:** Jane Smith
- Date:** 3/13/2023
- File:** Choose File | no file selected
- Access:**
 - Administrative: Accessible to all practice users
 - Clinical: Accessible to assigned clinicians
- Document Name:** Letter of Support

At the bottom of the form, there are two buttons: "Add Document" (green) and "Cancel Upload" (grey).

Billing for a Letter of Support:

1. Remember that you will bill for this letter. The standard rate for a letter of support is \$50.
 - a. Sliding scale rates are available based on financial need and should be discussed with your supervisor, if applicable, and the Chief of Clinical Staff).

2. On the date you plan to draft this letter, be sure to schedule it on your Therapy Notes calendar:

Create New Appointment

Appointment Type:	Consultation
Patient:	Jane Smith 1/1/1999
Clinician:	Larisa Garski
Location:	Main Office
	<input type="checkbox"/> Use TherapyNotes Telehealth
Service Code:	billable, no ins: Letter Writing
Scheduled Time:	3/17/2023 at 3:00PM
Duration:	20 minutes
Frequency:	One time
Appointment Alert:	

[Save New Appointment](#)

3. Be sure to draft the corresponding note:

The screenshot shows a software interface for creating a new note. At the top, there is a navigation bar with a 'Therapy Notes' icon, a 'Patients' dropdown, and user profile and search icons. Below this is a menu with tabs for 'Info', 'To-Do', 'Schedule', 'Documents', 'Billing', 'Billing Settings', 'Clinicians', and 'Portal'. The main content area is titled 'Creating New Note' and contains a 'Consultation Note' form. The form includes fields for Clinician (Larisa Garski, LMFT), Patient (Jane Smith, DOB 1/1/1999), Payer (University of Illinois), Date and Time (March 20, 2023 7:00PM - 7:20PM), Duration (20 minutes), Service Code (billable, no ins), Location (Main Office), and Participants (Client only). Below the form is a 'Diagnosis' section with a table containing 'F41.1' and 'Generalized Anxiety Disorder', and a text box describing the client's symptoms. The 'Note Content' section contains a text box with the text: 'Larisa Garski, LMFT drafted a letter of support for Jane. This letter will be emailed to Jane as a pdf, per her request.'

4. You will then track this letter of support in Gusto using the job title, “Letter”
 - a. You will be compensated \$25. If you have any questions, please email **Precious Benson** , Payroll Manager, and **Larisa Garski** , Chief of Clinical Staff.

New Clients:

1. When a brand new-to-you client requests a letter of accommodation, explain to them that it takes at least 1 month of weekly sessions or 2 months of every-other-week sessions for you to have enough clinical data to write such a letter.
2. If the new client explains that they want an accommodation letter, explain that psychological testing with Dr. Ross Newman might be a better fit for them.

3. Use the steps on the [SOP: Clinician Steps to refer clients for Psychological Testing](#) to make an appropriate referral.