# Writing SOAP Notes for Therapy

This playbook provides a structured format for therapists to document various aspects of a mental health therapy session using SOAP notes, which include Subjective, Objective, Assessment, and Plan sections.

## Step 1: Subjective

Document the client's self-reported information including feelings, thoughts, experiences, and significant statements. Note their emotional state, symptoms, concerns, issues, and any relevant history provided.

## Step 2: **Objective**

Record observable information such as the client's behavior, appearance, and speech. Assess their mood, affect, and include results from any clinical assessments or tests conducted during the session.

#### Step 3: Assessment

Analyze the gathered subjective and objective information to provide clinical impressions, note the client's progress or changes, and update or reaffirm their diagnosis. Highlight the client's strengths and challenges.

#### Step 4: Plan

Outline the treatment plan with specific therapeutic interventions, homework assignments, and set short-term and long-term goals for the client. Schedule follow-up sessions and define focus areas for future encounters.

# **General Notes**

#### Therapy Notes with AI

These days, many therapists are using AI tools to generate their progress notes. Because notes follow a simple formula, AI can transform a summary of your session and break it into the necessary components, like Subjective, Objective, Assessment, and Plan if you're writing SOAP notes.

# Consistency

Ensure that each section of the SOAP note is consistently formatted in each entry to allow for quick reference and ease of understanding.

## **Confidentiality**

Maintain client confidentiality and privacy in all documentation and when storing SOAP notes.

#### **Clear and Concise**

Keep the notes clear, concise, and free of jargon so that they can be easily understood by other professionals who may need to review them.

# **Objectivity**

Be objective in the Objective section by avoiding interpretations or assumptions and focusing only on factual and observable data.

# **Collaboration**

Where applicable, collaborate with other healthcare professionals to provide a multidisciplinary approach to the client's treatment in the plan.

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