RECORD OF CARE, TREATMENT, AND SERVICES QUIZ

1. Entries into a record may include any common abbreviations?
   a. True
   b. False

2. Entries into a record should be authorized through written signature, electronic signature, written initials, stamp signature, or electronic authentications.
   a. True
   b. False

3. Fitness center staff’s active client records should retain at least ___ years of documentation.
   a. One
   b. Two
   c. Three
   d. Four

4. The following items must be recorded during a routine EAP intake call, unless refused by the client, EXCEPT:
   a. Name of client
   b. Date and time of entry
   c. Name of federal agency
   d. Age of client

5. FOH has specific instructions on the documentation to be posted on the right and left side of a clinical service record.
   a. True
   b. False

6. How many years does it take for a clinical services record to reach the retirement threshold (___ years from the date of the last recorded service)?
   a. One year
   b. Three years
   c. Six years
   d. Ten years
Answer Key:

1. b
2. a
3. c
4. d
5. a
6. c