# Session Type Setup

**Creating Session Types:** Prior to creating you first Progress Notes go to Setup down to Clinical then to Session Types.

# Session Type Setup

1. Click the "Add" button.



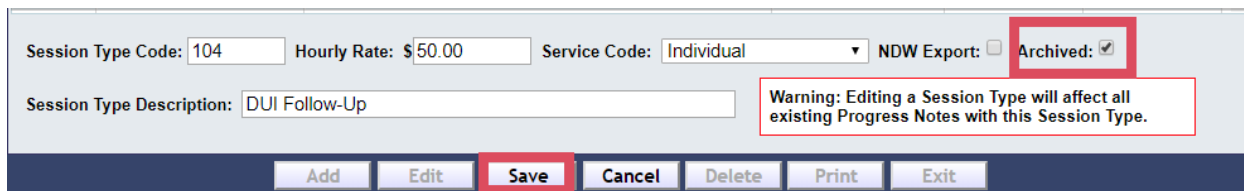2. Enter a Session Type Code, Hourly Rate, Service Code (if you have subscribed to Billing) and Session Type Description.
3. Click the "Save" button.

**Archive Session Type:**
Archiving Session Types allows you to temporarily stop usage of a particular Session Type in Progress Notes while still retaining that Session Type's information.



1. Click the corresponding button to the Session Type you wish to edit.
2. Click the "Edit" button.
3. Then check the "Archive" box.
4. Click the "Save" button.

**Edit Session Type:**
1. Highlight the row by clicking on the Session Type you wish to edit.
2. Click the "Edit" button
3. Edit the "Session Type Code", "Hourly Rate", "Archived" and/or "Session Type Description" as desired.
4. Click the "Save" button.

**Delete Session Type**:
1. Highlight the row by clicking on the Session Type you wish to delete.
2. Click the "Delete" button.
3. A prompt will appear asking "Are you sure you want to Delete the selected Session Type?"
4. Click the "OK" button to delete the Session Type.

> **Note:** When a Session Type is deleted, the database will not completely purge the Session Type from the system. All Progress Notes and Scheduler Events that were saved with the deleted Session Type will still retain the information regarding that Session Type.

> Deleting a session type and creating a new session type with the same code as the deleted session type will <u>not</u> assign the progress notes originally assigned to the deleted session type to the new session type. Reusing a code is not recommended*<u>. Use the archival feature for better session type management.</u>*