Bac-pac

First things first, BACP is the largest professional body representing counselling and psychotherapy in the UK.

Through its work, BACP makes sure that it meets all requirements of public protection whilst also developing and informing its members. Its work with large and small organisations within the sector ranges from advising schools on how to set up a counselling service, assisting the NHS on service provision, working with voluntary agencies and supporting independent practitioners. BACP participates in the development of counselling and psychotherapy at an international level.

Features

Recording Client Session Notes.
Each time you save a new session it is time, date and author stamped. With one click you will be able to securely save your notes so they are accessible to you from any device with access to the internet.

Recording Client Contact Information.
Bac-Pac has a client form, which allows you to fill out as much or as little as you need. Key information has been highlights and they have already hidden sections you may not need for each client, so you won't have to worry about going through an unnecessarily long form each time you see a new client.

Booking appointments.
There is a built in calendar which links to and updates a client's record. This means at the time of an appointment all you need to do is add whether or not the client attended, type up your notes and click save. You can store the location, time, date and type of appointment within the clients notes. If you need to change an appointment simply drag the appointment to a new date and time in the calendar.

Managing Your Caseload.
Bac-Pac displays your active caseload at all times so you can easily keep track of who you are currently working with. Once you close a case your client is removed from your active caseload list to make it easier to control. There is also a waiting list facility to monitor the client you are not ready to see, helping you to plan ahead.

You Can Complete Outcome Questionnaires.
Outcome questionnaires can be a helpful tool when monitoring clients progress. Bac-Pac has a selection of built in questionnaires which can be completed directly within the client's record and stored securely. Once an outcome questionnaire has been completed more than once Bac-Pac plots scores on a graph so you have a clear picture of the client's progress.

You Can Generate Correspondence.
Bac-Pac has a flexible, customisable template system so you are in control of exactly what you send to a client. When you make a new appointment, with your clients permission, Bac-Pac will create an email reminder which will be sent the day before the appointment.

Finances.
Bac-Pac lets you set a target income, then monitor your performance against your targets. You can set your session to charge on an organisation, case and session level, to ensure each session has the correct charge against it. Any invoices can be uploaded directly onto a client's record, so everything is stored in the one place.

You Can Customize Bac-Pac to Suit You.
Not all therapists and practises work in the same way. Therefore, you can control the terminology you use and the content of each field, such as your appointment locations and the types of therapy you offer.