splose

Free template

BIRP note template

Behaviour, intervention, response, and plan for Allied Health progress notes

Client name or ID

Appointment date and time

Practitioner name and role

Appointment type

B Behaviour

Relevant client reports, presentation, and observations.

I Intervention

What you did in the session.

R Response

How the client responded.

P Plan

Agreed next steps and follow-up.

Practitioner name (typed acknowledgement)

Acknowledgement date

Fill in the fields, then save a copy. A typed name is an acknowledgement designed to identify the practitioner involved. It cannot be used as a digital signature. This template is an aid to help with documentation. It should be adapted to meet the specific needs of your clinic's record-keeping requirements. We recommend using your full clinical record to ensure all the relevant information is captured.

splose

Fictional example

BIRP note example

Fictional counselling session for illustration only

Client name or ID

Jamie Walsh (fictional)

Appointment date and time

18 Nov 2026, 4:00 pm

Practitioner name and role

Riley Chen, Counsellor (fictional)

Appointment type

Follow-up, in person

B Behaviour

Relevant client reports, presentation, and observations.

Client reported: Stress at work has increased since starting a new role. Client finds it hard to switch off in the evenings and is sleeping about five hours most nights.

Observed: Client arrived on time and spoke at a steady pace. Client became tearful when describing their workload and settled after a short pause.

I Intervention

What you did in the session.

Reviewed the sleep and stress diary the client kept this week. Introduced a slow breathing exercise and practised it together for five minutes. Discussed setting a finish time for checking work emails. Gave the client a written summary of the exercise.

R Response

How the client responded.

Client said the breathing exercise felt awkward at first and easier on the second attempt. Client chose two evenings this week to try a set finish time and said the written summary would help them remember the steps.

P Plan

Agreed next steps and follow-up.

Client to practise the breathing exercise once a day, continue the diary, and try a 6 pm email finish time on two evenings. Review the diary and both strategies at the next session in one week.

Practitioner name (typed acknowledgement)

Riley Chen (fictional)

Acknowledgement date

18 Nov 2026

All names and details listed above are fictional. This example is illustrative only and should not be considered clinical guidance. When completing your documentation, be sure to record the specific findings, decisions, and plans that are relevant to each client.