COURSE INFORMATION FORM

DISCIPLINE: Occupational Therapy Assistant
COURSE TITLE: Documentation Guidelines

CR.HR: 2  LECT HR: 2  LAB HR: 2  CLIN/INTERN HR: 2  CLOCK HR: 2

CATALOG DESCRIPTION
Guidelines for documentation of occupational therapy services

PREREQUISITES
Formal admission to the Occupational Therapy Assistant Program

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
Upon completion of this course, the student will be able to:

1. Demonstrate oral and written communication skills.
2. Describe how to gather and share data for purpose of screening and evaluation.
3. Write appropriate short and long term goals and SOAP notes.
4. Describe differences in documentation in specific practice areas including various reimbursement systems.
5. Give examples of legal and ethical issues related to documentation.
6. Identify how to document OT services to ensure accountability of service provision and meet reimbursement standards.
7. Demonstrate the ability to document OT services that effectively communicate the need and rationale for OT services.
8. Demonstrate an understanding of the use of electronic health records and other technology utilized to support performance, participation, health and well-being.
9. Describe the guidelines and process for documentation from data gathering for screening and evaluation through discharge planning.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes  ESO
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

1. Apply foundational science, humanities, and OT content to practice
2. Conduct screenings and evaluations related to occupational performance as appropriate with diverse populations
3. Demonstrate knowledge of contexts of service delivery and OTA role in management
4. Demonstrate appreciation for ethics and values of the profession of OT

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

Written Exams and Quizzes (1, 2, 3, 4, 5, 6, 7, 8, 9)
Written Assignments (1, 3, 7, 8)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Reasons for Documentation
   A. Payment for OT Services
   B. Purpose of Documentation
   C. Principles of Documentation
   D. Approaches and Formats for Documentation

II. Guidelines and Process of Documentation
   A. Clinical Reasoning
   B. Quality Improvement
   C. Medical Review Process
   D. Note Writing (key components)
   E. Goal Writing (short term and long term)
   F. Electronic Health Record
   G. Documenting Progress
   H. Discharge and Transition Documentation

III. Documentation in Specific Practice Settings
   A. Pediatrics
   B. Home Health
   C. Mental Health
   D. Assistive Technology
   E. Rehabilitation
   F. Hospital
   G. Skilled Nursing

IV. Legal and Ethical Issues of Documentation
   A. Fraud and Abuse
   B. Confidentiality
   C. Ethics