GROSSMONT COLLEGE

COURSE OUTLINE OF RECORD

Curriculum Committee Approval: 11/29/2022

Approved by GCCCD Governing Board: 12/13/2022

OCCUPATIONAL THERAPY ASSISTANT 120 – DOCUMENTATION IN OCCUPATIONAL THERAPY

1. Course Number Course Title Semester Units

OTA 120 Documentation in Occupational Therapy 3

Semester Hours

3 hours lecture (48-54 hours); 96-108 outside-of-class hours; 144-162 total hours

2. Course Prerequisites

A "C" grade or higher in OTA 100 and 101 and 110.

Corequisite

OTA 130 and 140 and 141

Recommended Preparation

None

3. Catalog Description

Record keeping for accountability and reimbursement is examined. Emphasis is placed on learning the structure and function of daily note writing. Patient/client evaluation techniques including data gathering, reassessment, treatment recommendations, and treatment termination are presented. Students learn to write behavioral objectives and assist the OT with goal writing. Techniques of quality assurance are introduced. Insurance systems and various methods for documentation are explored. The ethics of documentation are examined. Medical terminology is emphasized. Students will practice documentation for different practice settings (e.g. psychiatry, physical dysfunction).

4. Course Objectives

The students will:

1. Demonstrate the ability to interact through written, oral and nonverbal communication with client/family/significant others, colleagues, other health providers and the public.
2. Define and document the need and rationale for OT services in verbal and written format within the time constraints and environment present in various rehab settings.
3. Compare and contrast the different methods of daily note writing including: subjective/objective/assessment/plan (SOAP) notes, narrative notes and notes for problem oriented medical records.
4. Identify and use appropriate medical terminology, acceptable abbreviations and symbols in written communication.
5. Examine the following components of documentation: data gathering, evaluation, screening process, treatment planning, reassessment, discharge planning.
6. Demonstrate the ability to write measurable and functional behavioral objectives (treatment goals).
7. Recognize and document the need for termination of OT services and summarize OT outcomes using appropriate recommendations, referrals and post discharge needs.
8. Differentiate between the documentation responsibilities of the OT and the OTA and how to document for different practice areas.
9. Analyze appropriate documentation requirements of various insurance systems for justifying therapy and reimbursement.
10. Describe procedures to maintain records as required by practice setting, third party payers, and regulatory agencies and the role of the OTA in QA programs.
11. Examine the important relationship of documentation to legal and ethical issues in occupational therapy.

5. Instructional Facilities

Standard classroom

6. Special Materials Required of Student

None

7. Course Content

1. All aspects of documentation in clinical practice that apply to the OTA including data gathering for evaluation, treatment planning, goal setting, daily note writing, reassessment and treatment termination.
2. Medical record set up.
3. SOAP format of note writing.
4. Documentation differences and similarities in different practice settings.
5. Topics impacting documentation including: reimbursement, quality assurance and ethics.
6. Medical terminology relevant to O.T. documentation is studied.

8. Method of Instruction

1. Lecture
2. Small groups with discussion
3. Lab work for practical experience
4. Multimedia presentation
5. Guest speakers

9. Methods of Evaluating Student Performance

1. Class participation.
2. Written examinations, including a final.
3. Written assignments: SOAP notes, narrative notes, weekly summary notes and modify note worksheets.
4. Oral assignments: Case presentation, note justification.
5. Oral examinations.

10. Outside Class Assignments

1. Written assignments: SOAP notes, narrative notes, weekly summary notes and modify note worksheets.

11. Representative Texts

1. Representative Text(s):
2. Borcherding, Sherry and Marie J. Morreale. *The OTA's Guide to Documentation: Writing SOAP Notes*. 4th ed., Thorofare, NJ: Slack Incorporated, 2017.
3. Vicino, Christine. *OTA Student Handbook*. 2022.
4. Supplementary texts and workbooks:

None

Addendum: Student Learning Outcomes

Upon completion of this course, our students will be able to do the following:

1. Interact through written, oral and nonverbal communication with client/family/significant others, colleagues, other health providers and the public.