

Community Occupational Therapy Services (COT)

July 20, 2011

Important Process Updates and Reminders

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This communication is to provide some updates on the expected processes under the Community Occupational Therapy (COT) Agreement. An updated Reference Manual, to reflect these changes, will be forthcoming in future months.

➤ **New Process - Referral Confirmations No Longer Required**

- Effective immediately, referral confirmation forms are no longer required.
- When receiving a referral for COT via Provider Referrals, you no longer need to complete and fax back a paper referral confirmation form. Rather, once the appointment has been booked with the worker please call Provider Referrals to provide the confirmed date of the initial visit. This verbal call is not required for Time Sensitive Assessments – see section below regarding Time Sensitive Assessments for more details.

➤ **Time Sensitive Assessments:**

- Continue to perform Time Sensitive (TS) Assessments when requested verbally from the Board Officers. The OT must still meet the Injured Worker as soon as possible and complete all services, including submission of the Initial Assessment Report and Plan within 6 calendar days of the referral date.
- Please ensure that the request meets the criteria for TS Assessment. The circumstances must be medically urgent and where there is significant risk that the Injured Worker will sustain further injury if the Services are not provided immediately, i.e. hospital discharges or wound care assessments. If the referral does not meet the TS criteria, the OT must advise the Board Officer and request a Referral for OT Services.
- **New Process** → After speaking with the Board Officer and performing the TS Assessment you will later receive the referral document from Provider Referrals and medical disclosure by mail. You are not required to provide a verbal confirmation to Provider Referrals once you receive the referral document, and do not need to have received the referral document prior to performing the Time Sensitive Assessment.
- Any subsequent services offered after receiving the initial TSA Referral does NOT require an additional referral. You are able to continue offering COT services after a TSA is performed in the case that you have received (and documented) verbal

approval for each service from the board officer. Please document additional services requested in the Progress Report.

➤ **Assistive Technology (Equipment/Home Modifications/Vehicle Modifications):**

- Prior to discharge, the expectation is that the OT will do a follow up visit to ensure that the recommended equipment/home modification/vehicle modification is received and is being used safely and appropriately.

Contractor Responsibilities:

➤ When completing an assessment for the Independence and Home Maintenance Allowance (IHMA) and/or the Personal Care Allowance (PCA), the Contractor must:

- Submit an IHMA form (83M102) or a PCA form (25M95) rather than an OT Initial Assessment Report within the same timelines required for the Assessment Report. For invoicing, use fee code 19731 – Initial Assessment Report and Plan.

These are stand alone Assessments and do not necessarily indicate further OT interventions.

➤ Promotion of healthy and safe workplaces is one of our principal focuses and guiding principles at WorkSafeBC.

Providers shall comply with all applicable Occupational Health and Safety Regulations while conducting Jobsite Visits. Clinicians are responsible for having the appropriate safety equipment available when attending a jobsite, which includes at minimum:

- Steel toed boots
- Reflective vest
- Hard hat
- Safety goggles

Clinicians are responsible for asking the employer what safety equipment is required prior to attending each job site visit. Always ensure clinicians have the minimum Personal Protective Equipment and are aware of the safety risks and hazards at the workplace that they are attending.

For your own safety all Occupational Health and Safety Regulations must be adhered to while conducting any Job Site Visit.

Thank you for your attention to these matters. Please feel free to contact us with any questions or concerns.