

Weekly schedule for Physical Therapy Student

- week one:
- * Orientation/ Goals /Expectations- Lauren
 - * Observations of treatment sessions for both physical and speech sessions
 - * Fill out treatment observations forms
 - * Review histories of patients and evaluation or reevaluations and fill out 5 chart review forms
 - * Review tests and selected materials on development (tests BSID, PDMS, MAI) (developmental materials- see list)
 - * Get familiar with the treatment areas and toys that are available
 - * View tapes on normal development
 - * Review information on primitive reflexes and automatic reactions
- week two
- * Begin partial co-treatment of children with supervision as appropriate
 - * Observe evaluations if available and then discuss evaluation procedures
 - * Write up two treatment suggestions for children
 - * Discuss treatment suggestions and general treatment goals on children observed
 - * Pool inservice- Tony
 - * Computer inservice- Tony
- week three:
- * Begin writing mock progress notes on at least 2 children
 - * Continue co-treatments with more student hands on experiences
 - * Implement treatment suggestions written in previous week for two children
 - * Submit treatment plans for a full treatment session for 3 children
 - * Begin billing
 - * Start NDT inservice- Lauren
 - * Sensory Integrative inservice- Kari
 - * Hand splinting inservice- Kari
- week four:
- * Implement treatment plans written in previous week for two children
 - * Write up mock progress notes and bill for those children
 - * Progress notes for 50% of student case load
 - * Midterm evaluation with therapists
 - * Continue NDT inservice- Lauren
 - * Orthotic inservice- Tony
 - * Oral motor inservice- Kari or Lauren
 - * Test inservice on BSID and or PDMS- Lauren
- week five:
- * Direct and plan at least three full treatment sessions with minimal observations
 - * Mock evaluation on a child with therapist present
 - * Billing for all children
 - * NICU inservice and observation if available- Lauren
 - * Equipment Inservice- Tony
 - * Test inservice on DeGangi Berk and or TSIF- Kari

- week six:
- * Mock evaluation on sensory integrative child with therapist present
 - * Progress notes for all patients
 - * Reevaluation on child with therapist assistance
 - * Independent treatment session without observations of at least 50% of case load
 - * Behavioral management inservice- Lauren
 - * Test inservice VMI , Motor Free, Visual Perceptual Skills- Kari
- week seven:
- * Treating three quarters to full case load
 - * Reevaluation on child with write up of the test
 - * Notes and billing on all patients
 - * Test inservice B&O- Mary
- week eight:
- * Treating full case load
 - * Visit to another facility if available
 - * Continue to watch evaluations
 - * Optional reevaluation if requested
 - * Remind families that this week is last week of internship
 - * Final evaluation
 - * Student presentation ?
 - * Briefing to primary therapist on current status and treatment of child
 - * Closure with families

Children's Therapy Department

As a division of Rehabilitation Services, the Children's Therapy Department provides occupational therapy, physical therapy and speech and language pathology services to the Valley Medical Center community pediatric population. Children from birth to eighteen years of age are referred to the department by pediatricians, neurologists, family practitioners, and other physicians. Physicians refer children with a wide variety of diagnoses including traumatic or congenital neurologic damage (ie: cerebral palsy, brain injury, cerebral vascular accident), birth defects, developmental delay, arthritis or other conditions requiring rehabilitation.

As a therapist you will evaluate child development and treat deficits of gross and fine motor skills, perceptual-motor skills, communication, oral motor skills for feeding, and other activities of daily living. Inpatient and outpatient services are provided with a variety of approaches including neurodevelopmental therapy, therapeutic exercise and activity, sensorimotor exercise and activity, therapy management of orthopedic problems, orthotic fabrication, and therapeutic intervention for communication and oral motor skills.

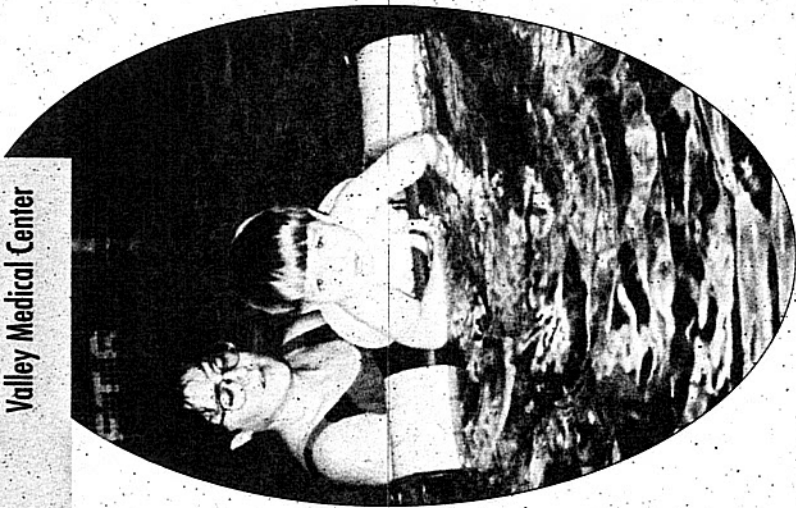
Children's Therapy also participates in a joint program with the Neonatal Intensive Care Unit (NICU) where mature and full-term infants with questionable neuromotor deficits are referred for evaluation and treatment.

The Administration of Valley Medical Center continually strives to assure the highest quality of children's therapy through both educational advancement for staff and provision of state-of-the-art technology.



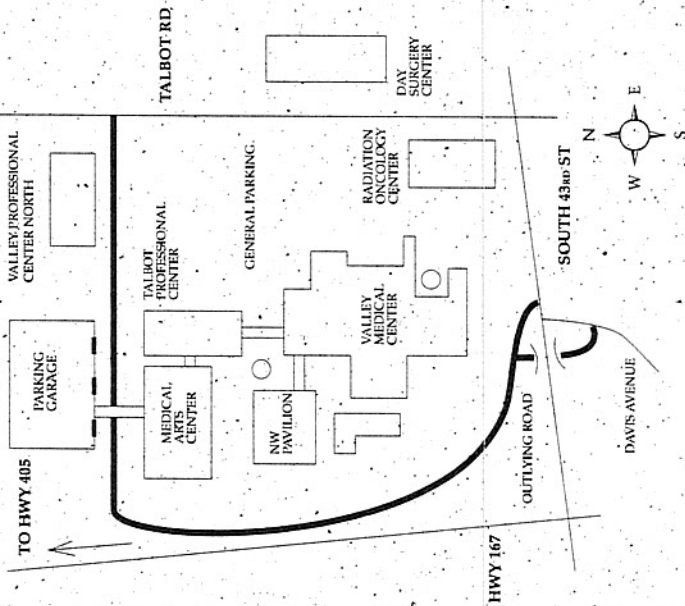
400 South 43rd Street, Renton, WA 98055 (206) 228-3450

The Children's Therapy Department
is the Pediatric Division of
Rehabilitation Services at
Valley Medical Center



We are here to provide
outpatient and inpatient
specialty services for children,
birth to 18 years of age.

Children's Therapy Department



Children's Therapy Department
Valley Medical Center
400 South 43rd Street
Renton, WA 98055

(206) 575-4715



Our Team Approach -

 **Family:** You are the most important team members, those who know the child the best.

 **Occupational and Physical Therapists:** State-licensed professionals evaluate and treat your infant's or child's developmental motor skills, mobility, coordination, sensorimotor skills, self-help skills and need for orthotics or adaptive equipment.

 **Speech/Language Therapists:** Certified communication specialists evaluate and treat areas of language development (receptive and expressive), speech (voice, articulation and fluency), oral motor skills for feeding, and the need for augmentative communication.

 **Nutritionist:** Registered with the American Dietetic Association, the nutritionist works with you and your child to outline nutritional needs and provide information for implementing specific dietary guidelines.

 **Case Manager:** Team members will work with you to assure your child's total needs are met - social, emotional and behavioral. The case manager will also provide referrals to school systems and other services as needed.

Special Programs -

 **Individual PT/OT/Speech Therapy**

 **Group Treatment to Learn from Peers**

 **Early Intervention for Newborns and Premature Infants**

 **Pool Therapy**

 **Augmentative Communication and Computers**



We Also Offer -

 **Financing:** Valley Medical Center's Business Services will bill your insurance company, Medicaid or Children with Special Health Care Needs (CSHCN) for you. Limited scholarships are available and our Business Services Department also considers applications for free or partial payment.

 **Appointments:** For evaluation or therapy, please call 575-4715.



Children's Therapy at Valley

KING COUNTY PARENTS' RESOURCE GUIDE

This is just a partial list of resources available, designed to be a starting point for services your child may need.

PEDIATRIC REFERRAL PROGRAM

County-wide referral and information system
King County 284-0331 or 1-800-756-KIDS (5437)

PUBLIC SERVICES

Division of Developmental Disabilities
Point of entry for all state services for children with a developmental disability
Region 4 - Seattle 720-3322

Children With Special Health Care Needs
King County Health Department
Assists with family resources coordination and funding of treatment services
Seattle 296-4610

Division of Children and Family Services
Assistance with child protective services, day care and foster home placement
Region 4 - Seattle 721-4115 (24 hours)

MEDICAL SERVICES

Child Development and Mental Retardation Center (CDMRC) 685-1242

University of Washington Medical Center 548-3300

Children's Hospital and Medical Center
Seattle 526-2000

Group Health Hospitals
Capitol Hill 326-3000
Eastside 883-5151

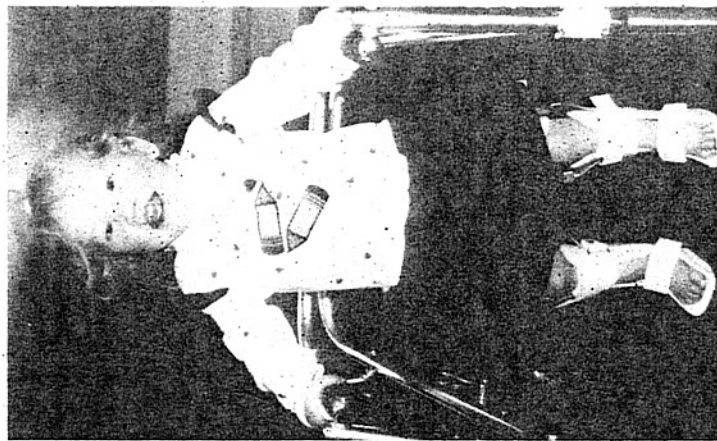
Seattle-King County Health Department
Auburn 296-8410
Columbia Health 296-4650
Downtown 296-4755
East (Bellevue) 296-4920
Federal Way 296-8410
North Seattle 296-4765
Southeast (Renton) 296-4700
Southwest Seattle 296-4646

Swedish Medical Center
Seattle 386-6000

Valley Medical Center
Renton 228-3450 or 575-4715 (CT Unit)

Family Information

CHILDREN'S THERAPY VALLEY MEDICAL CENTER



SERVICE ORGANIZATIONS

The Arc - King County
Parent to Parent Support Program
Advocacy and Referral Program
Seattle 364-4645

Children's Resource Center (CHMC)
Seattle 526-2201

Evergreen Legal Services
Seattle 464-5911

Learning Disabilities Association of WA
Redmond 882-0792

Community Information Line
Seattle 461-3200

Washington PAVE
Assist parents in advocating for their children's education
Tacoma 1-800-572-7368

WA Protection and Advocacy System
Seeks to ensure the civil rights of persons with mental illness or developmental disabilities
Seattle 324-1521

EDUCATION

Puget Sound Educational Service District
Director of Early Childhood Special Education
439-3636

CHILD DEVELOPMENT PROGRAMS

Birth to Three Developmental Center
Federal Way 874-5445

Boyer Children's Clinic
Seattle 325-8477

Children's Services of Sno-Valley
Snoqualmie 888-2777 or 392-3762

Children's Therapy Center
Kent 854-5660

Experimental Education Unit
Infant and Toddler Program
University of Washington 543-4011

NW Center Child Development Program
Seattle 286-2322

Wonderland Development Center
Seattle 364-3238



Keep this for your records.

Welcome to the Children's Therapy Department of Valley Medical Center. Our professional staff provides occupational, physical, speech and language therapies, social and nutritional services and case management assistance for your child and you, whether on an inpatient or outpatient basis.

We use a variety of approaches to help your child achieve his or her personal potential in areas of mobility, activities of daily living and communication. These may include exercises involving small and large muscle groups, pool therapy, the design and fitting of orthotic devices, communication through use of computers and self-care practice.

Children's Therapy also participates in a joint program with the Special Care Nursery at Valley to provide evaluation and treatment to premature and full-term infants with questionable physical and mental development. Our staff serves the community as an educational resource for child development.

We're here to serve you, so let us know what we can do to help!

INDIVIDUAL FAMILY SERVICE PLAN • HOME PROGRAM • THERAPY FREQUENCY

The family is the most important member of the therapy team. We want to make sure you are actively involved in planning your child's therapy. If it is determined that your child might benefit from therapy, the therapist will ask you what goals you would like your child to work on during the upcoming weeks or months. The team, including the family, will agree upon reasonable goals for the child to pursue and will discuss ways of reaching these goals.

How often a child has therapy depends upon each child's needs and the family's schedule. You and your therapist will work together to agree upon the number of times a week your child will come to therapy. Early intervention works best when parents and siblings are involved in implementing therapy practices at home, and when therapists learn from families about a child's performance

at home. Your therapist will provide you with a written home program of exercises and activities designed to help your child achieve the goals you have agreed upon. If you do not understand the exercises or activities or have questions about them, don't hesitate to ask your therapist.

THE THERAPY TEAM

FAMILY

You are the most important member of the team, those who know the child best.

OCCUPATIONAL AND PHYSICAL THERAPISTS

State-licensed professionals evaluate and treat your infant's or child's developmental motor skills, mobility, coordination, sensorimotor skills, self-help skills and the need for adaptive equipment or orthotics (splinting).

SPEECH/LANGUAGE PATHOLOGISTS

Certified communication specialists evaluate and treat areas of language development (receptive and expressive), speech (voice, articulation, fluency) oral motor skills for feeding and communication, and the need for augmentative communication such as sign language or computer use.

SOCIAL SERVICES

The medical social worker provides information, referral and counseling in the areas of funding for therapy, family concerns, relationships, behavioral problems, parenting skills, social-emotional needs and working with other agencies.

NUTRITIONIST

Registered with the American Dietetic Association, the nutritionist works with you and your child to outline nutritional needs and provide information for implementing specific dietary guidelines.

OFFICE ASSISTANTS

Our office staff is available to help with questions and concerns regarding scheduling, billing, appointments, and general information about the department.

PROGRAM MANAGER

With a clinical background in one of the above specialty areas, the department supervisor is available to answer your questions and concerns about departmental operations, therapy issues and hospital policy. The supervisor enjoys receiving calls and spontaneous visits, so feel free to drop in or call at 575-4715.

FUNDING

Valley Medical Center accepts payment from private insurance, Medicaid (DSHS); Children with Special Health Care Needs (CSHCN) and personal payment for therapy services. For children whose insurance does not cover therapy or has lapsed, a scholarship may be available through the hospital's auxiliary group. The hospital also considers applications for Free or Partial Payment.

If your funding source changes once your child is enrolled in therapy, you need to notify Admitting and our office assistants.

PRIVATE INSURANCE

State law requires many (not all) insurance companies to pay for early intervention and neurodevelopmental therapies. The insurance companies and Insurance Commissioner listen to parents closely. If you have questions or concerns regarding what your policy covers, tell your insurance company you're going to call the State Insurance Commissioner at (206) 464-6262 to inquire about your company's policy. (This does not apply to King County Medical, however.) You will want to make sure which services your insurance company will cover. The department may charge for such services as conference or teaching time which may not be covered by your insurance company.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS

This is a federally and state-funded service for families who have a child with special needs. Our department is a hospital-based Neuromuscular Center which can use CSHCN money to pay for therapy. Ask your therapist or the office assistant for an application and let us know

when you've mailed it. A low income is not needed to apply.

MEDICAID

Awarded through the Department of Social and Health Services (DSHS), Medicaid is funding for health services for those whose income enables them to qualify. Talk to your therapist to find out if you qualify.

LEWIS SCHOLARSHIP

The hospital volunteer organization administers a scholarship fund for patients of Children's Therapy whose insurance does not cover therapy or whose therapy coverage has lapsed. If you would like to apply for the scholarship, ask your therapist for information.

FREE OR PARTIAL PAYMENT AND PRIVATE PAYMENT

The hospital does accept private payment for therapy, but charges are often more than most people can afford. If you are interested in applying for Free or Partial Payment status, you can receive an application from your therapist or the hospital's business office.

ELKS' THERAPY PROGRAM

The Washington Elks provide free, in-home occupational and/or physical therapy to children who are referred. Your therapist can enroll you in the program and work with the Elks' therapist to plan therapy goals. For information call the program at 838-7800 or 927-8752.

DIVISION OF DEVELOPMENTAL DISABILITIES (DDD)

Any child between birth and two years of age who has an age lag of 25% or more in one developmental area can qualify for funding and services through Washington State Division of Developmental Disabilities. Children from two years of age to three years of age must have an age lag of 25% in two areas. (The areas are gross motor, fine motor, expressive communication, receptive communication, self-help skills, cognition and social emotion.) DDD services can allow your child to attend certain Developmental Centers free of charge for pre-school classes and can provide respite care. Even if

you do not intend to use the services, it's a good idea to register your child with DDD so the state will realize how many children really do need services.

BILLED CHARGES

EVALUATION

Evaluations usually take about one hour for each professional who works with the child. Naturally, each child is unique so the number of professionals who assess your child and the time needed may vary.

After the evaluation, the therapists will tell you whether or not your child might benefit from receiving therapy, possible goals for therapy and how many times per week your child might come to therapy, depending upon the family's needs. A report will be written of the evaluation results. If you desire, you will receive a copy and you may have copies sent to your physician or other persons you want to receive copies. The evaluation and report will be charged to you.

CONFERENCES

As part of your child's regular treatment, our interdisciplinary team schedules periodic conferences to discuss goals, progress, treatment and coordination of services for your child. The patient conference time is necessary to make sure each therapist knows what the other therapists are working on, to make sure school, outpatient and other clinic services are coordinated and not duplicated, and to make sure the child is receiving appropriate treatment.

Because patient conferences are a necessary part of treatment, the hospital requires that patients be billed for this service. We routinely hold patient conferences on all patients, approximately twice a year, and we do charge for the service. Some insurance companies do not cover patient care conference charges. The hospital will bill you if your insurance company does not cover this charge. If you do not want the team to schedule patient conference time for your child, in the concern that it is not covered by your insurance company, please notify your therapist,

The therapist will document in the medical record that you elected to forego patient conferences. If you have questions about the patient conferences or charges, please call our office at 575-4715.

HOME PROGRAMS AND DOCUMENTATION

The hospital also requires that therapists bill for writings of home programs and documentation (progress notes) in the medical records. These procedures will appear on your bill as a regular treatment procedure, because they are a necessary part of treatment.

ASSOCIATED PROGRAMS

TRANSPORTATION

Valley Medical Center offers a free van service to some outpatients who live in the VMC community. Check with your therapist to see if the van service is available to you.

PARENT GROUP

The department plans and organizes regular meetings for parents to get together and meet with other parents to discuss concerns related to having a child with special needs. The department also schedules speakers on various topics such as positive discipline, parenting skills, managing anger, school system transfer and other topics suggested by parents. If you know of a speaker or have a topic you would like to hear about, let one of our staff members know. Child care is provided during the meetings, courtesy of Valley Medical Center's volunteers.

DIAGNOSIS/REFERRAL TO OTHER AGENCIES

The Children's Therapy Department works closely with other agencies such as the Child Development and Mental Retardation Center (CDMRC) in Seattle; Neurodevelopmental Clinic, Birth Defects Clinic, and other clinics at Children's Hospital and Medical Center; and local pediatric neurologists to help with diagnosis of your child to assist with treatment planning. Your doctor and/or therapy staff may refer you to one of the above to assist with diagnosis and coordination of services for your child.

SCHOOL SYSTEM THERAPY SERVICES

Children who are three years of age or older and exhibit qualifying delays are eligible by law for therapy through their local school system. Your therapist can help you work with your school system to refer your child for therapy services. If the child's therapy is related to acute injuries, the school may not provide adequate type or frequency of therapy, thus outpatient hospital therapy at Valley may be necessary.

If you have questions about therapy through your local school system, check with your therapist.

POLICIES

ATTENDANCE POLICY

The staff of the Children's Therapy Department hopes you will consider yourselves crucial members of the team of people working to help your child meet goals upon which we have all agreed. The parents are the team members who know the most about the child. For this reason, we must rely on you to select a treatment time that is best for your child and for your schedule. The staff will try to accommodate your schedule as much as possible within their working hours and their existing patient schedule. Unfortunately, it is not always possible to schedule the most convenient time for all children. The staff manages the schedules of approximately ninety children a week.

ATTENDANCE GUIDELINES:

1. Patients will be charged a "No Show" charge if notification of cancellation is not received at least one hour prior to the actual treatment time.
2. Any child who has three "No Show" charges will be removed from their regularly-scheduled appointment slot. Parents must contact the department to reschedule appointments.
3. A child who misses three or more consecutive sessions will be removed from their regularly scheduled treatment slot unless outstanding circumstances exist (e.g., pro-

longed illness). A new treatment appointment time will need to be scheduled.

4. A child who misses 50% of his or her total number of treatment sessions in a month will not be able to receive priority consideration for appointment scheduling.
5. If you arrive more than 15 minutes late and have not notified the department in advance, the therapist will not be obligated to provide therapy services for the session. If the therapist is able to provide services you will be charged for the entire scheduled session.

LATE PARENT PICK UP FROM THERAPY

Children receiving therapy at VMC Children's Therapy Department are scheduled for specific therapy times. This means that your child's therapist is obligated to serve your child during that scheduled time, not before or after the scheduled time, as other children and work are scheduled into the work day. It is therefore the policy of the department that:

1. Any child left beyond the scheduled therapy time will receive "No Show" charges on their bill, in addition to the billed therapy (since the parents have failed to show to pick up their child).

Since DSHS, CSHCN and private insurance do not pay for "No Show" charges, parents will be responsible for paying this bill.

2. "No Show" charges will be assessed in 15-minute units. If you are 5-15 minutes late, you will receive one "No Show" charge. If you are 15-30 minutes late, there will be two charges. Talk to your therapist or the supervisor about the current rate.

CHILDREN BEING PICKED UP BY ADULT OTHER THAN PARENT

Children being seen in Children's Therapy are generally brought to therapy by a known caregiver (i.e., parents, grandparents, foster parents). In the event that your child needs to be brought to or picked up from therapy by someone other than the "known caregiver," Children's Therapy will use the following procedures to ensure the

child's safety and to cover our liability for children seen in our center:

1. The parent or known caregiver must notify Children's Therapy prior to the child's therapy session that a different adult will bring the child to therapy and/or pick him or her up.
2. The adult bringing the child to therapy must identify him/herself to the therapist by name and relationship to the family (i.e., Joe Smith, family friend).
3. A registration form will be signed by the adult indicating name, relationship to the family, address, phone number, and driver's license number.
4. A Photo I.D. (i.e., driver's license) must be shown to the therapist.
5. The adult must return to pick up the child at the end of therapy, or the policy regarding Late Parent Pick Up will apply.
6. Parents involved in divorce/custody issues will also adhere to the above policy; however, either parent may pick up the child from therapy under the "Consent to Care" portion of the law.

This provides immunity for VMC regarding releasing a child to the care of a parent. It will be both parents' responsibility to work out the arrangements for picking up the child from therapy. The therapist will not make the determination, nor will he/she be drawn into disagreements regarding who the child will be released to in this regard.

THANKS

We hope this brochure is helpful in providing you with the information needed to make your child's therapy successful and productive.

Please keep this in your files for future reference. If you have questions about any of these topics, please call us at 575-4715.