



## **OT/PT MEDICAID PROGRAM ABBREVIATED PRINCIPAL PROTOCOL**

As part of an initiative to make the Department of Education's (DOE) related services programs compliant with New York State Medicaid requirements, the DOE is having physicians screen and review the related services provided to students with disabilities attending NYC public, non-public and charter schools. Physicians will briefly observe students in therapy and/or school settings, and have discussions with the Occupational and/or Physical Therapist as appropriate. They will not have personal contact with students, and will only briefly observe him/her in the presence of the therapist. Physicians will be completing an electronic order in the Automated Student Health Record (ASHR) for each student currently receiving OT/PT services at your school.

In order to facilitate this process, DOE's Office of School Health (OSH) will assign approved physicians to a specific school site. The principal of each site/program is an integral component in ensuring the success of this program.

### **BEFORE PHYSICIAN VISIT**

- Designate school liaison who will assist the physician in preparation for the visit(s) and be available during the actual visit(s).
- Send (email or backpack) Parent Notification Letter ASAP to all students receiving OT and/or PT, otherwise the visit will need to be rescheduled. *This letter is for notification/information purposes only. Parental consent is not required.*
- Notify ALL OT/PT therapists and teachers of the date(s) of physician visit.
- Request ALL OT/PT therapists to provide a copy of their individual Caseloads (NOT workload).

### **DURING PHYSICIAN VISIT**

- Provide a desk/space to the physician to setup their laptops for SESIS access and order entry. If necessary, provide hard copies of student records for physician review.
- Physician will meet briefly with the therapists to discuss their Caseloads, purposes of prescribed therapy, etc.
- Either the treating therapist or a staff member familiar with the students (e.g. IEP coordinator, etc.) will identify and/or introduce the students to the physician.
- The physician will electronically write orders only for students who were observed on the day of the visit.

### **AFTER PHYSICIAN VISIT**

- All completed orders will be entered in ASHR on the day of the observation by close of business.
- Physician will coordinate with the therapist for the possibility of remote observations for absentees and cancelations and also for students receiving teletherapy services whenever applicable.