

## GENERAL INFORMATION ABOUT OPTM SPORTS AND PHYSICAL THERAPY

### General information about OPTM office function

1. All of us must work together in cooperation with the entire organization. Everyone's action has a large effect on the entire staff. We don't want to make others work more difficult.
2. PTs have their own station:
  - a. All necessary items are kept in the station and are the responsibility of that PT
  - b. Organize pt care to stay within the limits of the station.
  - c. There are times when we all pitch in to do laundry, maintenance, clean up.
3. Patients are scheduled every 30 minutes. Our goal is to see 1.5 pts/hr. This allows enough time for charting and letters if time is managed appropriately.
4. We try to accommodate the pt's schedule. There are times when people are seen by different PTs
5. Progress notes are sent to the referral source every 3-4 weeks.
6. We always try to help each other when we have time. Believe me, it helps to have the help when possible.
7. Charting and billing will be completed on the date service was provided. The different billing codes are color coded, be aware of the different insurance companies.
8. We have monthly staff meetings on the 2<sup>nd</sup> Thursday of the month. All information discussed is each person's responsibility to know.
9. We have monthly educational in-services. The sign up sheet is on the clipboard at the counter. These are scheduled to accommodate our schedules. They are a service for us all at no cost other than time. They are excellent times to exchange ideas and gain understanding of who is doing what and how we organize ourselves to be on the "same page".
10. We have developed a "spirit" at OPTM. We accept that all things are in a stage of evolution. When something changes, and it doesn't work, we fix it. Accepting change is important if it improves our efficiency, but change for the sake of change is avoided. We have a mission statement that includes how we treat each other and our customers. It guides all that we do. We spend many hours together and our actions affect everyone, so our hearts must be in the right place.

## **MISSION STATEMENT**

**OPTM will strive to provide the highest level of physical therapy service, while providing a safe and comforting environment and to continue to evolve in our profession and in our ability to provide customer service and to respect, enjoy and nurture our collegial relationships**

### **OPTM- PT ACTIVITY PRIORITY LIST**

- 1. Treatment of patients**
  - a. When is their next **PT** and **MD** appointment
  - b. Weekly, have them fill out the self-assessment sheet for the chart.
  
- 2. Charting**
  - a. Weekly assessment and plan; daily subjective reports and treatments. This should not take more than 10 minutes per chart.
  - b. HEP hand-outs
  - c. Weekly self-assessment sheets placed in the chart.
  - d. Letters: dictation, proof-reading,
  - e. Enter next MD apt date, any date of letter dictation
  - f. Keep track of any visit limitations: prescription, insurance or no functional improvement (Medicare)
  - g. Your DCs
  
- 3. Go into the gym to talk, assist or just be friendly with other PT's pts to make them feel welcomed and attended too.**
  - a. Make sure no pts wait in the front area. Find out what they need and help them with getting help.
  - b. Assist in the training of the aides in the use of gym equipment and modality use or any activity that will make patient care more efficient.
  
- 4. Assist other PTs with modalities or other aide duties.**
  
- 5. Call pts who haven't been in for 1-2 weeks.**
  
- 6. DCs**
  - a. Pull charts for PTs

**7. Benefits:**

- a. Vacations: 2 wks 1<sup>st</sup> 3 yrs, 3 wks yrs 4 & 5, 6+ = 4 wks
- b. Holidays: 7 paid: NY, President's Day, Memorial Day, 7/4, Labor Day, Thxgiving, Christmas.
  - i. Unpaid days off: day after Thxgiving and if Christmas is on a T or Th, the day between the wkend and Christmas.
  - ii. No other unpaid days off.
- c. Con ed: tuition to one course each year: \$400
- d. Monthly in-services approximately 4 hours on a weekend morning
- e. Health care insurance: OPTM pays \$200/mo toward healthcare benefit. We have a flex spending plan, day care or a HSA if eligible
- f. Uniform shirts: 1 for each day of the week you work and new ones every 6 mos.
- g. Christmas Party extravaganza
- h. Bereavement: Nuclear family member deaths: 3 days