

# MARYLAND STATE BOARD OF OCCUPATIONAL THERAPY PRACTICE

## NEWSLETTER

March 1999

MD Vol. 5, No. 3

### STATE BOARD OF OCCUPATIONAL THERAPY PRACTICE

#### Board Members

Deborah Craig, COTA/L  
Judith Blum, OTR/L, Co-Chairperson  
Kristen Meyer Brown, MS, OTR/L, Co-Chairperson  
Frances Silverstein, OTR/L, Board Secretary  
Elena Skittle-Watson, MAS, OTR/L  
Alfred Tyler, Consumer Member  
Vacant, Consumer Member

#### Term Expires

June 2001  
June 1999  
June 2000  
June 1999  
June 2002  
June 1999

#### Staff

Donna Ashman, Executive Director  
Charlene Webb-Jackson, Assistant

Sara Conway, Secretary  
Jo-Ann Lane, Network Specialist

To contact the Board, call (410) 764-4728 Monday through Friday from 8:00 a.m. to 4:30 p.m., or write to:  
Room 314, 4201 Patterson Ave., Baltimore, MD 21215-2299

#### **Fee Reduction Approved**

The new fees represent a reduction of 7 different fee rates including reducing the OT license renewal fee from \$250 to \$160, and the OTA license renewal fee from \$200 to \$110.

In addition 3 fees have been eliminated, including the \$10 fee for the statute and regulations booklet — this document is now free upon request.

The reduced fees are:

A. Application fee	\$100
B. Renewal of OT license	\$160
C. Renewal of OTA license	\$110
D. Late renewal fee	\$ 25
E. Reinstatement fee	\$300
F. Duplicate license fee	\$ 50
G. Verification of licensure	\$ 20
H. Review of CCR for sponsors	\$ 25
I. 2nd Temporary license	\$ 50

When paying fees to the Board of OT, please make checks payable to MDBOT. All funds collected by the Board of Occupational Therapy Practice are to be used to cover the actual documented direct and indirect costs of fulfilling the statutory and regulatory duties of the Board. Any unspent portions of the Fund may not be transferred or revert to the General Fund of the State, but shall remain in the fund to be used for the purposes specified.

#### **Proposed Regulation Update**

Thank you to those who attended the Board's presentation at the MOTA Annual Conference in November of 1998. The dialog and feedback were very helpful to the Board. As we reported may happen, the Board has already received recommendations to change the format

of the chapter on Code of Ethics. The Board has decided to adopt the recommended text which presents itself in a more organized format of what a licensee "shall" do, "may" do and "may not" do. Please look at your local library for the final draft of all of the proposed regulations to be published in an issue of the Maryland Register sometime in 1999. You may also call the Board office for a copy of the proposed regulations once the draft is finalized for public comment. Meanwhile, Kristen Brown will continue to receive feedback on the proposed regulations at her home address (14305 Briarwood Terrace, Rockville, MD 20853) or via email (Brownjk@erols.com). When the proposed regulations are published in the Maryland Register, a deadline for public comment will be specified.

### **New Board Officers**

At the August 1998 meeting of the Board, officers were elected to serve through July 1999. Congratulations to the Board's Officers:

**Judith Blum, OTR/L, Co-Chairperson**

**Kristen Brown, MS, OTR/L, Co-Chairperson**

**Frances Silverstein, OTR/L, Board Secretary**

### **HCACC Fee Reduced**

The HCACC fee has been reduced from \$64 to \$58 collected biennially during licensure renewal. The Maryland legislature created the Health Care Access and Cost Commission (HCACC) to develop and implement health care reform in Maryland. Further, the legislature required the Health Occupation Boards to collect the fees as part of your licensing renewal fee. The next collection will occur during June 2000. You may browse the HCACC website at [www.hcacc.state.md.us](http://www.hcacc.state.md.us). There, you will find recent reports and brochures on projects such as small group reform and HMO performance evaluations.

### **12/31/99 — Deadline for Continuing Education – PLAN ACCORDINGLY...**

Please remember that if you intend to renew your license before its expiration on 6/30/2000, per COMAR 10.46.04, the time frame for earning the continuing education credits required for licensure renewal extends from 01/01/98 through 12/31/99. This schedule allows for a prospective review of continuing education relative to license renewal rather than a retrospective review. It is not permissible to renew your license without attesting to completion of the required continuing education. A summary of the requirements are as follows:

#### **Purpose**

The Board of Occupational Therapy Practice has established regulations for continued competency. When an occupational therapist or occupational therapy assistant applies for the renewal of a license, that licensee shall be required to certify to the Board the licensee's involvement in professional educational activities updating competency in occupational therapy theory and practice and to provide documentation to that effect upon the Board's request.

#### **Scope**

The objectives of continuing competency are:

- (1) Maintenance of professional competency;
- (2) Improvement of professional skills.

#### **Unit Requirements**

A. Definition of Contact Hour:

- (1) "Contact hour" means 1 hour spent in a continuing education activity that meets the requirements of the Board and is approved as outlined in this chapter.
- (2) "Contact hour" excludes refreshment breaks, receptions, other social gatherings, and meals that do not include an acceptable educational activity.

B. Contact Hours Required for License Renewal:

IF LICENSED FOR:	LICENSURE DATES:	CONTACT HOURS REQUIRED
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More than 2 years	prior to July 1, 1998	24 hours
Less than 2 years, but More than 1 year	between July 1, 1998 and June 30, 2000	12 hours
Less than 1 year	between July 1, 1999 and June 30, 2000	zero hours

**Time Frame**

The period for completing education requirements extends from January 1, 1998 through December 31, 1999.

**Documentation of Continuing Education**

A. A Continuing Education Audit Form (obtained from the Board office) must be completed and submitted. This form will serve as a cover page to the following documentation.

B. PRE-APPROVED COURSES -- A certificate of completion is required to earn credit for courses which have been pre-approved by the Board. (A list of pre-approved courses offered between 1/1/98 - 12/31/99 is available from the Board office.)

C. NON PRE-APPROVED COURSES -- must include the following documentation:

- . an hour-by-hour agenda of the course;
- . a course description;
- . a description of the presenter's/speaker's qualification; and,
- . verification of course completion (such as a certificate of completion).

D. Retain original documentation. Submit copies for Board review. Retain records for four (4) years.

E. Submission of any false statement regarding continuing education may result in formal disciplinary action by the Board.

F. Failure to substantiate contact hours upon request of the Board may result in suspension or revocation of licensure.

**Audit of Continuing Competency**

The Board shall audit the continuing education records of a random selection of licensees. Do not forward continuing competency documentation to the Board unless you have received a written **NOTIFICATION OF AUDIT**.

**Additional Information**

Refer to COMAR 10.46.04 for complete regulations. A statute and regulations manual is distributed to each licensee at the time of original application. The regulations relative to continuing competency requirements appear on pages 31-38.

### **Board Member Vacancy**

Effective June 30, 1999 there will be one vacancy for a licensed occupational therapist on the Board of Occupational Therapy Practice. The eligibility requirements are as follows:

(1) Be a resident of this State at the time of nomination and appointment and for the duration of the term of the member; and

(2) For at least 3 of the 5 years immediately before appointment have been engaged in:

- (i) Practicing occupational therapy;
- (ii) Teaching occupational therapy; or
- (iii) Performing research in occupational therapy.

The term of a member is 4 years. Interested Occupational Therapists should contact: MOTA nominating Committee, P.O. Box 2741, Columbia, MD 21045.

### **Impaired Professionals Update**

The Maryland Occupational Therapy Association (MOTA) has added voice mail boxes to its telephone system and has included an option for obtaining referrals for impaired professionals. The number to call is 410-290-3283.

### **Complaint Process**

Another area in which the Board has experienced growth is in the receipt of complaints against practitioners. In order to lodge a complaint, it must be submitted in writing preferably using a complaint form supplied by the Board. The Board considers every written complaint and determines the appropriate course of action. The Board has the authority to take action when a violation of the occupational therapy statute has occurred.

**Unit 89**

**Maryland Board of Occupational Therapy  
4201 Patterson Ave., Room 314  
Baltimore, MD 21215-2299**

## **OT BOARD OFFICE**

### **Standard Operating Procedures (FYI)**

#### **Licensure: Verification**

A written verification of a licensee's status may be provided. A request must be in writing to the Board, and include:

- (1) Name of the licensee to be verified; and
- (2) Address where the completed verification is to be forwarded; and
- (3) A money order or check in the amount of the verification of licensure fee established by the Board in COMAR 10.46.05.01. **(NOTE: currently the fee is \$20.)**

#### **Licensure: Name Change**

An applicant or licensee shall report a change of name, in writing, within 30 days of the change. Notification must include:

- (1) Notarized copy of legal documentation of change, such as marriage certificate or court order; and,
- (2) Return of official license bearing former name; and,
- (3) Return of pocket license bearing former name. **(NOTE: There is no fee for a replacement license due to name change.)**

#### **Licensure: DUPLICATE**

A licensee may request a duplicate license if the original license was lost, stolen, damaged, etc. A request for a duplicate license must be in writing, and include:

- (1) Return of official license bearing former name; and,
- (2) Return of pocket license bearing former name; and,
- (3) Letter of explanation; and,
- (4) A money order or check in the amount of the duplicate license fee established by the Board in COMAR 10.46.05.01. **(NOTE: Currently the fee is \$50)**

## **Frequently Asked Questions**

**Q1:** What is the role of the occupational therapy assistant in documenting the HCFA 700/701 Form and MDS process?

**A1:** The Maryland regulations do not identify specific forms an occupational therapy assistant may complete. However, the Maryland regulations state that the occupational therapy assistant and occupational therapist are jointly responsible for written documentation on patient status. The 700/701 forms and the MDS represent two methods of written documentation on patient status. In the new PPS climate, the MDS form has become a reimbursement tool, and secondly, an assessment tool.

**Q2:** Can an occupational therapy assistant participate in the care plan process?

**A2:** The occupational therapist is responsible for initiating the care plan and the evaluation process. According to COMAR (10.46.01.04), an occupational therapy assistant may not initiate a treatment program until the patient has been evaluated and treatment planned by the occupational therapist. An occupational therapy assistant may assist in the data gathering process under the supervision of the occupational therapist. An occupational therapy assistant may participate in the care plan process by updating and revising goals and documenting progress.

**Q3:** What documents need to be co-signed?

**A3:** The regulations do not stipulate the frequency with which an occupational therapist should co-sign an occupational therapy assistant's notes. Although the regulations do refer to the co-signing of notes written by an occupational therapy assistant as one example of documentation which may be used to document completion of the required supervision. The required supervision is not less than 10 therapy visits or 30 calendar days, whichever comes first.