**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Occupational Therapy Aide**

**Related unit of instruction:**

Clerical Skills and Duties for the Occupational Therapy Aide

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare students to perform clerical duties in the occupational therapy profession.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and answer end of chapter questions for Chapter 13 in *Introduction to Occupational Therapy 4th Ed,* O’Brien and Hussey, 2012.
2. Pass the test for the chapter.

**Learning Objective:**

Service Management Functions Chapter 13

1. Explain the various service management functions.
2. Identify factors in a safe and efficient clinical environment.
3. Describe how the spread of infection is prevented in the workplace.
4. Define the three major categories of funding sources that reimburse for occupational therapy (OT) services.
5. Recognize the importance of program planning and evaluation as service management functions.
6. Understand the purpose of documentation.
7. Describe the documentation that occurs at various stages in the occupational therapy process.
8. Identify the fundamental elements in a client record.
9. Understand the integration of professional development and research into practice.
10. State the importance of marketing and public relations as a professional responsibility.