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# Guidelines for Documentation of Occupational Therapy

Documentation of occupational therapy services is required whenever professional services are provided to a client.<sup>1</sup> Occupational therapy practitioners<sup>2</sup> identify the types of documentation required and record all necessary components of services provided within their scope of practice. This document, based on the *Occupational Therapy Practice Framework: Domain and Process* (2nd ed.; American Occupational Therapy Association [AOTA], 2014b), describes the purpose, types, and content of professional documentation used in occupational therapy.

AOTA's (2015c) *Standards of Practice for Occupational Therapy* states that an occupational therapy practitioner documents the occupational therapy services and "abides by the time frames, formats, and standards established by practice settings, federal and state laws, other regulatory and payer requirements, external accreditation programs, and AOTA documents" (p. 4). These requirements apply to both electronic and written forms of documentation though may vary considerably by practice setting and facility. AOTA's (2015a) *Occupational Therapy Code of Ethics* states that occupational therapy practitioners "shall promote fairness and objectivity in the provision of occupational therapy services" (p. 5) and "shall provide comprehensive, accurate, and objective information when representing the profession" (p. 6).

Occupational therapy documentation reflects the nature of services provided, shows the clinical reasoning of the occupational therapy practitioner, and provides enough information to ensure that services are delivered in a safe and effective manner. Documentation describes the depth and breadth of services provided to meet the complexity of client needs and responses to occupational therapy services at the individual, group (community), or population levels.

The purpose of documentation is to

- Communicate information about the client's occupational history and experiences, interests, values, and needs;
- Articulate the rationale for provision of occupational therapy services and the relationship of those services to client outcomes;
- Provide a clear chronological record of client status, the nature of occupational therapy services provided, client response to occupational therapy intervention, and client outcomes; and
- Provide an accurate justification for skilled occupational therapy service necessity and reimbursement.

<sup>1</sup>In this document, *client* may refer to persons, groups, and populations (AOTA, 2014b).

<sup>2</sup>When the term *occupational therapy practitioner* is used in this document, it refers to both occupational therapists and occupational therapy assistants (AOTA, 2015b). Occupational therapists are responsible for all aspects of occupational therapy service delivery and are accountable for the safety and effectiveness of the occupational therapy service delivery process. Occupational therapy assistants deliver occupational therapy services under the supervision of and in partnership with an occupational therapist (AOTA, 2014a).

# Guidelines For Documentation Of Occupational Therapy

**Mary Vining Radomski, Catherine A.  
Trombly Latham**



## **Guidelines For Documentation Of Occupational Therapy:**

**Documenting Occupational Therapy Practice** Karen M. Sames, 2005 Taking a global look at documentation Documenting Occupational Therapy Practice examines both the technical how to aspects of clinical school based and administrative documentation and the ethical legal and language issues related to occupational therapy documentation Chapters on terminology frames of reference jargon and abbreviations address the language that is necessary for good documentation SOAP notes as well as other forms of documentation are discussed throughout back cover Documentation Manual for Occupational Therapy Crystal Gateley, 2024-06-01 The best selling newly updated occupational therapy textbook Documentation Manual for Occupational Therapy Fifth Edition is made for students and early career practitioners learning the critical skill of documentation The workbook format offers students ample opportunities to practice writing occupation based problem statements and goals intervention plans SOAP notes and other forms of documentation The Fifth Edition has also been updated to reflect changes in the American Occupational Therapy Association's Occupational Therapy Practice Framework Domain and Process Fourth Edition What's included in Documentation Manual for Occupational Therapy Numerous worksheets for students to practice individual skills with suggested answers provided in the Appendix Updated information on coding billing and reimbursement to reflect recent Medicare changes particularly in post acute care settings Examples from a variety of contemporary occupational therapy practice settings Included with the text are online supplemental materials for faculty use in the classroom Instructors in educational settings can visit the site for an Instructor's Manual with resources to develop an entire course on professional documentation or to use the textbook across several courses One of the most critical skills that occupational therapy practitioners must learn is effective documentation to guide client care communicate with colleagues and maximize reimbursement The newly updated and expanded Documentation Manual for Occupational Therapy Fifth Edition will help students master their documentation skills before they ever step foot into practice The OTA's Guide to Documentation Marie Morreale, 2024-06-01 The bestselling newly updated occupational therapy assistant OTA textbook The OTA's Guide to Documentation Writing SOAP Notes Fifth Edition explains the critical skill of documentation while offering multiple opportunities for OTA students to practice documentation through learning activities worksheets and bonus videos The Fifth Edition contains step by step instruction on occupational therapy documentation and the legal ethical and professional documentation standards required for clinical practice and reimbursement of services Students and professors alike can expect the same easy to read format from previous editions to aid OTAs in learning the purpose and standards of documentation throughout all stages of the occupational therapy process and different areas of clinical practice Essentials of documentation reimbursement and best practice are reflected in the many examples presented throughout the text Worksheets and learning activities provide the reader with multiple opportunities to practice observation skills and clinical reasoning learn documentation methods create occupation based

goals and develop a repertoire of professional language Templates are provided to assist beginning OTA students in formatting occupation based SOAP notes and the task of documentation is broken down into smaller units to make learning easier Other formats and methods of recording client care are also explained such as the use of electronic health records and narrative notes This text also presents an overview of the initial evaluation process delineating the roles of the OT and OTA and guidelines for implementing appropriate interventions New in the Fifth Edition Incorporation of the Occupational Therapy Practice Framework Domain and Process Fourth Edition and other updated American Occupational Therapy Association documents Updated information to meet Medicare Part B and other third party payer requirements Revised clinical terminology on par with current trends Added examples from emerging practice areas Expanded tables along with new worksheets and learning activities Included with the text are online supplemental materials for faculty use in the classroom this includes access to supplemental website worksheets learning activities and scenario based videos to practice the documentation process

**Documentation Manual for Occupational Therapy** Crystal A. Gateley, Sherry Borcharding, 2017 Documentation Manual for Occupational Therapy Writing SOAP Notes Fourth Edition presents a systematic approach to a standard form of health care documentation the SOAP note

**The OTA's Guide to Documentation** Marie Morreale, 2022-08 The bestselling newly updated occupational therapy assistant OTA textbook The OTA's Guide to Documentation Writing SOAP Notes Fifth Edition explains the critical skill of documentation while offering multiple opportunities for OTA students to practice documentation through learning activities worksheets and bonus videos The Fifth Edition contains step by step instruction on occupational therapy documentation and the legal ethical and professional documentation standards required for clinical practice and reimbursement of services Students and professors alike can expect the same easy to read format from previous editions to aid OTAs in learning the purpose and standards of documentation throughout all stages of the occupational therapy process and different areas of clinical practice Essentials of documentation reimbursement and best practice are reflected in the many examples presented throughout the text Worksheets and learning activities provide the reader with multiple opportunities to practice observation skills and clinical reasoning learn documentation methods create occupation based goals and develop a repertoire of professional language Templates are provided to assist beginning OTA students in formatting occupation based SOAP notes and the task of documentation is broken down into smaller units to make learning easier Other formats and methods of recording client care are also explained such as the use of electronic health records and narrative notes This text also presents an overview of the initial evaluation process delineating the roles of the OT and OTA and guidelines for implementing appropriate interventions New in the Fifth Edition Incorporation of the Occupational Therapy Practice Framework Domain and Process Fourth Edition and other updated American Occupational Therapy Association documents Updated information to meet Medicare Part B and other third party payer requirements Revised clinical terminology on par with current trends Added examples from emerging

practice areas Expanded tables along with new worksheets and learning activities Instructors in educational settings can visit [www.efacultylounge.com](http://www.efacultylounge.com) for an Instructor's Manual and bonus videos to be used in the classroom Also included with the book is access to a supplemental website for students with to be used in the classroom Also included with the book is access to a supplemental website worksheets learning activities and scenario based videos to practice the documentation process

*Effective Documentation for Occupational Therapy* Jane D. Acquaviva, 1998      *Pedretti's Occupational Therapy - E-Book* Heidi McHugh Pendleton, Winifred Schultz-Krohn, 2024-03-25 Gain the knowledge and skills you need to treat clients/patients with physical disabilities *Pedretti's Occupational Therapy Practice Skills for Physical Dysfunction* 9th Edition uses a case-based approach threaded through each chapter to provide a solid foundation in evaluation, intervention, and clinical reasoning The text continues to support the entry-level occupational therapist and the experienced occupational therapist focused on expanding skills and knowledge With the OT practice framework as a guide, you will focus on the core concepts and central goals of client care And by studying threaded case studies, you will learn to apply theory to clinical practice Written by a team of expert OT educators and professionals led by Heidi McHugh Pendleton and Winifred Schultz-Krohn, this edition includes an eBook free with each new print purchase featuring a fully searchable version of the entire text UNIQUE Threaded case studies begin and are woven through each chapter, helping you develop clinical reasoning and decision-making skills and to apply concepts to real-life clinical practice UNIQUE Ethical Considerations boxes examine the obligation to collaborate with clients on their care using evidence to select treatment options UNIQUE OT Practice Notes convey important tips and insights into professional practice Illustrated evidence-based content provides a foundation for practice, especially relating to evaluation and intervention Information on prevention rather than simply intervention or treatment shows how OTs can take a proactive role in client care Focus on health promotion and wellness addresses the role of the occupational therapist in what the AOTA has identified as a key practice area Content on cultural and ethnic diversity is included in every chapter, reflecting occupational therapy's commitment to this important issue Key terms, chapter outlines, and chapter objectives highlight the information you can expect to learn from each chapter NEW Updated content reflects the new Occupational Therapy Practice Framework (OTPF) and the new Accreditation Council for Occupational Therapy Education (ACOTE) curriculum standards along with the new AOTA Code of Ethics NEW Implementation of Occupational Therapy Services Therapeutic Use of Self, Telehealth, and Lifestyle Redesign chapters are added to this edition NEW Content on the role of the occupational therapist with clients/patients who experience long COVID NEW Inside look at the lived experience of disability covers the intersection of disability perspectives and occupational justice along with the implications for Occupational Therapy NEW Updated Mindfulness chapter is expanded to cover the wide use of mindfulness in occupational therapy for those with physical disabilities NEW eBook version included with print purchase allows you to access all of the text, figures, and references from the book on a variety of devices and offers the ability to search, customize your content, make notes, and

highlights and have the content read aloud      **The OTA's Guide to Writing SOAP Notes** Sherry Borcharding, Marie J. Morreale, 2007 Written specifically for occupational therapy assistants The OTA's Guide to Writing SOAP Notes Second Edition is updated to include new features and information This valuable text contains the step by step instruction needed to learn the documentation required for reimbursement in occupational therapy With the current changes in healthcare proper documentation of client care is essential to meeting legal and ethical standards for reimbursement of services Written in an easy to read format this new edition by Sherry Borcharding and Marie J Morreale will continue to aid occupational therapy assistants in learning to write SOAP notes that will be reimbursable under Medicare Part B and managed care for different areas of clinical practice New Features in the Second Edition Incorporated throughout the text is the Occupational Therapy Practice Framework along with updated AOTA documents More examples of pediatrics hand therapy and mental health Updated and additional worksheets Review of grammar documentation mistakes Worksheets for deciphering physician orders as well as expanded worksheets for medical abbreviations Updated information on billing codes HIPAA management of health information medical records and electronic documentation Expanded information on the OT process for the OTA to fully understand documentation and the OTA's role in all stages of treatment including referral evaluation intervention plan and discharge Documentation of physical agent modalities With reorganized and shorter chapters The OTA's Guide to Writing SOAP Notes Second Edition is the essential text to providing instruction in writing SOAP notes specifically aimed at the OTA practitioner and student This exceptional edition offers both the necessary instruction and multiple opportunities to practice as skills are built on each other in a logical manner Templates are provided for beginning students to use in formatting SOAP notes and the task of documentation is broken down into small units to make learning easier A detachable summary sheet is included that can be pulled out and carried to clinical sites as a reminder of the necessary contents for a SOAP note Updated information expanded discussions and reorganized learning tools make The OTA's Guide to Writing SOAP Notes Second Edition a must have for all occupational therapy assistant students This text is the essential resource needed to master professional documentation skills in today's healthcare environment      **Management and**

**Administration for the OTA** Karen Jacobs, 2024-06-01 Comprehensive skills in management administration and leadership are essential for occupational therapy assistants OTA in their daily interactions with their clients in various health care environments Inside Management and Administration for the OTA Leadership and Application Skills Dr Karen Jacobs has gathered an expert team of 11 contributors of clinicians academicians administrators managers and graduate students to address each of the ACOTE Standards with a focus on evidence based literature and examples of the leadership and management skills needed as an OTA What you will learn from Management and Administration for the OTA Contexts and Health Care the potential impact of policy issues as they relate to the practice of occupational therapy Leadership and Advocacy two important roles that OTAs need to assume to be agents of change Credentialing introduces the national

requirements for credentialing and for licensure certification or registration under state laws Reimbursement the various reimbursement systems requirements that affect the practice of occupational therapy Marketing and Promoting The role of the OTA to promote the distinct value of occupational therapy to the public as well as other professionals service providers consumers third party payers and regulatory bodies Documentation and Quality Improvement to ensure the OTA provides the highest quality of occupational therapy services Supervision to understand the important relationship between the OTA the OT and nonprofessional personnel Fieldwork to understand the role criteria and components of the OTA in fieldwork education Communication Skills define health literacy and discuss how to use this concept to better understand the client the client s health environment and the client s occupations and health activities Ethics explore the components of ethics that impact the delivery of occupational therapy and the foundational skills and knowledge needed by the OTA to maintain high standards of responsible ethical practice Scholarship and Scholarly Practice assists the OTA with how to articulate the importance of how scholarly activities and the evidence based literature contribute to the distinct value and advancement of occupational therapy The chapters of Management and Administration for the OTA Leadership and Application Skills also includes 5 key vocabulary terms and their definitions case examples relevant to the content website resources and multiple choice review questions Included with the text are online supplemental materials for faculty use in the classroom

Straightforward comprehensive and user friendly Management and Administration for the OTA Leadership and Application Skills will provide OTA students and clinicians with an essential resource for their future success

**Developing Clinical Competence** Marie Morreale, 2024-06-01 A newly updated user friendly resource for occupational therapy assistant students and new practitioners Developing Clinical Competence A Workbook for the OTA Second Edition assists readers in developing practical problem solving and real life skills essential for fieldwork and clinical practice Maintaining the easy to read workbook format from the First Edition this book is filled with learning activities worksheets and detailed answer explanations as well as expanded chapter content and revised references Marie J Morreale breaks down competencies into step by step units to allow for independent study With multiple choice matching true false and fill in the blanks questions case studies vignettes and experiential activities this Second Edition presents helpful tips in their most useful format Guiding the reader through occupational therapy clinical decision making professional conduct and meeting standards of care for various practice areas each chapter is fully independent and can be read in the order most conducive to the reader s individual learning needs This text can help readers measure attainment of knowledge and skills when preparing for fieldwork the national certification exam or transitioning to entry level practice New for the Second Edition Fundamental topics including effective communication assessment of client function safety supervision documentation group process and department management Additional questions regarding behavioral health and pediatric practice Expanded content for professionalism ethics cultural sensitivity and interventions to support occupations Topics such as wheeled mobility hand

function development infection control feeding eating wound care basics quality improvement and more Added content regarding the American Occupational Therapy Association documents evidence informed practice advocacy chronic conditions and new trends Incorporated concepts and principles from the Occupational Therapy Practice Framework Domain and Process Fourth Edition Included with the text are online supplemental materials for faculty use in the classroom Addressing fundamental areas of occupational therapy practice for a wide variety of conditions situations and practice settings Developing Clinical Competence A Workbook for the OTA Second Edition includes helpful hints and practical clinical tips to help the OTA implement appropriate interventions and communicate more effectively *The OTA's Guide to Documentation* Marie J. Morreale, 2022 The bestselling newly updated occupational therapy assistant OTA textbook *The OTA's Guide to Documentation Writing SOAP Notes Fifth Edition* explains the critical skill of documentation while offering multiple opportunities for OTA students to practice documentation through learning activities worksheets and videos The Fifth Edition contains step by step instruction on occupational therapy documentation and the legal ethical and professional documentation standards required for clinical practice and reimbursement of services Students and professors alike can expect the same easy to read format from previous editions to aid OTAs in learning the purpose and standards of documentation throughout all stages of the occupational therapy process and different areas of clinical practice Essentials of documentation reimbursement and best practice are reflected in the many examples presented throughout the text Worksheets and learning activities provide the reader with multiple opportunities to practice observation skills and clinical reasoning learn documentation methods create occupation based goals and develop a repertoire of professional language Templates are provided to assist beginning OTA students in formatting occupation based SOAP notes and the task of documentation is broken down into smaller units to make learning easier Other formats and methods of recording client care are also explained such as the use of electronic health records and narrative notes This text also presents an overview of the initial evaluation process delineating the roles of the OT and OTA and guidelines for implementing appropriate interventions

**Occupational Therapy with Aging Adults - E-Book** Karen Frank Barney, Margaret Perkinson, 2024-06-21 Get all the information you need to work holistically creatively and collaboratively when providing services for older adults with Karen Frank Barney Margaret A Perkinson and Debbie Laliberte Rudman's *Occupational Therapy with Aging Adults 2nd Edition* Emphasizing evidence based occupation based practice and a collaborative interdisciplinary approach this text walks students and practitioners through the full range of gerontological occupational therapy practice inclusive of working with individual clients to working at systems and societal levels Over 80 leaders in their respective topical areas contributed to the book's 33 chapters including the conceptual foundations and principles of gerontological occupational therapy bio psychosocial age related changes environmental forces shaping occupational participation for older adults the continuum of health care as well as implications for communities and the attributes ethical responsibilities and roles involved in



gerontological occupational therapy This edition also covers topical OT issues that are crucially important to an aging population such as diversity and inclusion disability and aging sexuality technology telehealth and virtual environments intergenerational connections updates on dementia research and caring for someone with dementia occupational justice and aging age inclusive communities and an expanded section on hearing to ensure your students are well versed in every aspect of this key practice area UNIQUE Intraprofessional and interprofessional approach to intervention emphasizes working holistically and collaboratively in serving older adults UNIQUE Chapter on the wide range of physiological musculoskeletal and neurological changes among the aging patient population highlights related occupational performance issues Case examples help you learn to apply new information to actual client and community situations Chapter on evidence based practice discusses how to incorporate evidence into clinical or community settings Questions at the end of each chapter can be used for discussion or other learning applications UNIQUE Chapters on nutrition food insecurity and oral health explore related challenges faced by older adults Chapter on ethics provides a deeper understanding of how to address challenging ethical dilemmas

**Occupational Therapy for Physical Dysfunction** Mary Vining Radomski, Catherine A. Trombly Latham, 2008 The definitive work on occupational therapy for physical dysfunction returns in its Sixth Edition with reputable co editors and clinical academic and consumer contributors This text provides a current and well rounded view of the field from theoretical rationale to evaluation treatment and follow up Through the Occupational Functioning Model OFM the Sixth Edition continues to emphasize the conceptual foundation and scientific basis for practice including evidence to support the selection of appropriate assessments and interventions NEW TO THIS EDITION Student DVD with video clips demonstrating range of motion manual muscle testing construction of hand splints and transferring patients Evidence Tables summarize the evidence behind key topics and cover Intervention Participants Dosage Type of Best Evidence Level of Evidence Benefit Statistical Probability and Reference Assessment Tables summarize key assessment tools and cover Instrument and Reference Description Time to Administer Validity Reliability Sensitivity and Strengths and Weaknesses The Reference

Manual of the Official Documents of the American Occupational Therapy Association, Inc American Occupational Therapy Association, 2000 **Occupational Therapy for Physical Dysfunction** Diane Dirette, 2019-12-17 Designed to help students become effective reflective practitioners this fully updated edition of the most widely used occupational therapy text for the course continues to emphasize the whys as well as the how tos of holistic assessment and treatment Now in striking full color and co edited by renowned educators and authors Diane Powers Dirette and Sharon Gutman Occupational Therapy for Physical Dysfunction Eighth Edition features expert coverage of the latest assessment techniques and most recent trends in clinical practice In addition the book now explicitly integrates Frames of Reference to help students connect theories to practice and features a new six part organization thirteen all new chapters new pedagogy and more **Guidelines for the Provision of Occupational Therapy Services in Pennsylvania's Public Schools** ,1995 **The PTA Handbook** Kathleen

A. Curtis, Peggy DeCelle Newman, 2005 Are you tired of searching through multiple texts articles and other references to find the information you need The PTA Handbook Keys to Success in School and Career for the Physical Therapist Assistant contains extensive coverage of the most pertinent issues for the physical therapist assistant including the physical therapist physical therapist assistant preferred relationship evidence based practice and problem solving essentials of information competence and diversity This comprehensive text successfully guides the student from admission into a physical therapist assistant program to entering clinical practice The user friendly format allows easy navigation through topics including changes and key features of the health care environment guides to essential conduct and behavior and ethical and legal considerations Strategies are provided to successfully manage financial decisions and curriculum requirements as well as opportunities and obstacles that may emerge The physical therapist physical therapist assistant relationship often a source of confusion for health care and academic administrators academic and clinical faculty physical therapists and physical therapist assistants is specifically profiled and analyzed The authors clarify this relationship by utilizing an appropriate mixture of case studies multiple examples and current reference documents The physical therapist physical therapist assistant relationship often a source of confusion for health care and academic administrators academic and clinical faculty physical therapists and physical therapist assistants is specifically profiled and analyzed The authors clarify this relationship by utilizing an appropriate mixture of case studies multiple examples and current reference documents Each chapter is followed by a Putting It Into Practice exercise which gives the reader an opportunity to apply the information in their educational or clinical practice setting The information presented is current and represents the evolution of the physical therapy profession over the past 35 years since the inception of the physical therapist assistant role The PTA Handbook Keys to Success in School and Career for the Physical Therapist Assistant is an essential reference for students educators counselors and therapy managers who want to maximize the potential for success of the physical therapist assistant Dr Kathleen A Curtis is the winner of the President s Award of Excellence for 2005 at California State University Fresno Topics Include Evolving roles in physical therapy Interdisciplinary collaboration Legal and ethical considerations Cultural competence Learning and skill acquisition Effective studying and test taking strategies Preparation for the licensure examination Clinical supervision direction and delegation Planning for career development     Occupational Therapy with Aging Adults Karen Frank Barney, Margaret Perkinson, 2015-12-09 Look no further for the book that provides the information essential for successful practice in the rapidly growing field of gerontological occupational therapy Occupational Therapy with Aging Adults is a new comprehensive text edited by OT and gerontological experts Karen Frank Barney and Margaret Perkinson that takes a unique interdisciplinary and collaborative approach in covering every major aspects of geriatric gerontological occupational therapy practice With 30 chapters written by 70 eminent leaders in gerontology and OT this book covers the entire continuum of care for the aging population along with special considerations for this rapidly growing

demographic This innovative text also covers topical issues spanning the areas of ethical approaches to treatment nutrition and oral health concerns pharmacological issues low vision interventions assistive technology supports and more to ensure readers are well versed in every aspect of this key practice area UNIQUE Intraprofessional and interprofessional approach to intervention emphasizes working holistically and collaboratively in serving older adults Case examples help you learn to apply new information to actual patient situations Questions at the end of each chapter can be used for discussion or other learning applications Chapter on evidence based practice discusses how to incorporate evidence into the clinical setting Chapter on ethics provides a deeper understanding of how to address challenging ethical dilemmas UNIQUE Chapter on the wide range of physiological changes among the aging patient population highlights related occupational performance issues UNIQUE Chapter on oral health explores the challenges faced by older adults *The OTA's Guide to Documentation* Marie J. Morreale, Sherry Borcharding, 2017 Now updated to its Fourth Edition The OTA's Guide to Documentation Writing SOAP Notes contains the step by step instruction needed to learn occupational therapy documentation and meet the legal ethical and professional documentation standards required for clinical practice and reimbursement of services Written in an easy to read format this Fourth Edition by Marie J Morreale and Sherry Borcharding will aid occupational therapy assistants OTAs in learning the purpose and standards of documentation throughout all stages of the occupational therapy process and different areas of clinical practice Willard and Spackman's Occupational Therapy Barbara A. Schell, Glen Gillen, Marjorie Scaffa, Ellen S. Cohn, 2013-03-08 Willard and Spackman's Occupational Therapy Twelfth Edition continues in the tradition of excellent coverage of critical concepts and practices that have long made this text the leading resource for Occupational Therapy students Students using this text will learn how to apply client centered occupational evidence based approach across the full spectrum of practice settings Peppered with first person narratives which offer a unique perspective on the lives of those living with disease this new edition has been fully updated with a visually enticing full color design and even more photos and illustrations Vital pedagogical features including case studies Practice Dilemmas and Provocative questions help position students in the real world of occupational therapy practice to help prepare them to react appropriately

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