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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

**Chao Zhang**



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