Oregon Board of Chiropractic Examiners

Chiropractic Assistant Initial Training
8 Hours Didactic Requirements AND 4 Hours Hands-on

1. Licensing & Regulation: **30 minutes (1/2 hour)**
   - Scope of practice
     - Board recommends add’l training for CAs who perform massage/soft tissue work
   - Duty to Report: To whom does this apply?
     - Supervision required at all times (DC in office)

2. Principles of Chiropractic: **60 minutes (1 hour)**

3. Basic Medical Terminology: **60 minutes (1 hour)**
   - Subluxation/joint dysfunction
   - Sprain/strain
   - Contusion
   - Tendinitis
   - Bursitis
   - Ligament vs. Tendon
   - Joint capsule
   - Rotator cuff
   - Fracture vs. broken bone vs. cracked bone (all the same)
   - Hypertonicity / Hypotonicity
   - Traction / Distraction
   - Cryotherapy
   - Trigger point therapy
   - Effleurage
   - Physiotherapy / Modality
   - Prone / Supine
   - Therapeutic Exercise
   - Activities of Daily Living (ADL)
   - Outcomes measures (e.g. Oswestry, NDI, VAS pain scale)
   - S.O.A.P. (explain parts)

4. Boundaries: **45 minutes (3/4 hour)**
   - Draping
   - CA/patient power differential (applies also to DC/patient)
   - Sexual/Personal/Cultural boundaries:
     - Language
     - Professional touch (inform patient/permission)
     - Dating patients (no!) and how to respond if asked out by a patient
     - Cultural differences that may require extra care or change in procedures
5. Patient Positioning: 15 minutes (1/4 hour)
   - Bolsters prone and supine
   - Side-lying head support
   - Be aware of injured body parts, and communicate with the patient and DC

6. HIPAA: What happens in the clinic, stays in the clinic!: 30 minutes (1/2 hour)
   - Patient information may not be used for personal use
   - Charts/patient information in common areas (verbal and written)
   - Computer screens: (Appointment Calendars/Scheduling/Account balances)
   - Release of records requirements:
     i. When family members are treated in the same clinic, can you share information? What is required before any information can be shared?
     ii. Confidentiality extends to friends, coworkers, employees, injured workers!

7. Sanitation/Safety: 30 minutes (1/2 hour)
   - Equipment (tables, physiotherapy, exercise)
   - Laundry (gowns/towels/shorts etc)
   - Personal
   - Other OSHA

8. Basic Anatomy: 75 minutes (1 hour 15 minutes)
   Spine, muscles, bone, bony landmarks
   Phases in treatment and healing

9. Indications and Contraindications for physiotherapy modalities, exercise, soft tissue therapies 105 minutes (1 hour 45 minutes)

10. (Understanding) CPT Timed Codes & General Chart Noting: 30 minutes (1/2 hour)
    - Each author of any written information in the chart must be identified on each page
    - Procedure vs. Modality (e.g. 97039 vs. 97139)
    - Attended vs. Unattended (e.g. US vs. EMS)
    - Time matters:
      i. Procedures & Modalities with codes that require start and stop times, (includes setup and post-treatment cleanup)
      ii. Procedures & Modalities with codes that are billed in 15 minute increments: (8-23 minutes, includes setup and post-treatment cleanup)
      iii. What to do if less than 8 minutes of treatment time: (code modifier -52)

** The remaining 4 hour training is required as HANDS ON
Covering all of hydrotherapy, electrotherapy and physiotherapy **
When recording this instruction, you MUST identify the specific therapies taught!