

Oregon Board of Chiropractic Examiners

Chiropractic Assistant Initial Training

8 Hours Didactic and 4 Hours Hands-on

1. Licensing & Regulation (**30 minutes**)

Scope of practice

Board recommends add'l training for CAs who perform massage/soft tissue work

Review Guide to Policy & Practice Questions (P&P)

Duty to Report: To whom does this apply?

Supervision required at all times (DC in office)

2. Principles of Chiropractic (**30 minutes**)

3. Basic Medical Terminology (**1 hour 15 minutes**)

- 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)

4. Boundaries (**45 minutes**)

- 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**)
 - 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**)
 - 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**)
 - Equipment (tables, physiotherapy, exercise)
 - Laundry (gowns/towels/shorts etc)
 - Personal
 - Other OSHA
8. Basic Anatomy (**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 (**1 hour 45 minutes**)
10. Understanding CPT Timed Codes & General Chart Noting (**45 minutes**)
 - *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)
 - Outcome based markers
 - Outcome assessments including Oswestry, NDI, VAS pain scale, etc.
 - Insurance and its requirements of functional outcome assessments
 - S.O.A.P. (explain parts)

The remaining 4 hours training shall be hands-on and must cover all of hydrotherapy, electrotherapy, and physiotherapy.