

Palmer College of Chiropractic, West Campus

GUIDELINES ON FIELD TRAINING PROGRAM INTERN INVOLVEMENT

After a short period of observation, the intern will be able to participate in providing many services including: receptionist duties, physiotherapy modalities, exercise rehabilitation, report writing, examinations, patient report of findings and chiropractic treatment. All services provided by the intern will be at the sole discretion of the **Preceptor** (licensed doctor of chiropractic approved to oversee the intern by Palmer West).

Intern participation in the office may begin as early as the first day of the intersession break (provided the intern has passed his/her prior clinic course) and may remain in the office through the entirety of the term (through the next intersession break) to obtain necessary hours. At a minimum, students will start their FTP experience the first week of the term and will conclude the week prior to graduation, assuming sufficient hours have been earned. Preceptors are encouraged to discuss mutually agreed upon start and stop dates with their assigned interns to avoid confusion and miscommunication.

Each intern will be required to spend a minimum of 264 hours in the office for eight to nine weeks. Participation is limited to a maximum of 35 hours per week. Students may earn hours in accordance with the "Hour Tracking and Requirements" document. Hours are documented using the college approved "Clinic Hour Tracking" spreadsheet (student will have these). Hours are verified for reasonableness and relevance by the Preceptor or his/her office staff and returned to the FTP office in order for the student to successfully complete the course and graduate.

The Preceptor is responsible for all services provided by the intern. For grading purposes a Midterm and Final report must be completed, signed and returned to the FTP office. Additionally, the Preceptor (or staff) may provide input to the Field Training Director by phone at any time.

Interns are expected to achieve a knowledge level in each **Subject** area outlined below. Short tests will be administered during classroom periods to measure the intern's level of understanding and integration with previously learned material.

To actively involve the intern in office management/operations and yet not give the intern too great a responsibility, the following areas of office management participation are suggested:

Initial Visit. After receiving the official assignment letter from the FTP office, the Preceptor should arrange to meet with their assigned intern by calling the number on the form. This meeting should accomplish the following purposes:

- § Locate office and parking locations (please advise intern where to best park)
- § Introductions to Preceptor and office staff
- § Discussion of Preceptor AND Intern expectations for the Program
- § Discussion of Intern hours (start and stop time), dress code, etc
- § Discuss office routine
- § Discuss expected absences the intern may have from the office and competing priorities that the intern may need to attend to during the course of the FTP.

It is suggested that a rotation type period be established to cover each **Subject** outlined below. Each intern should spend adequate time in each subject area to be able to demonstrate a working level of knowledge. The times may be overlapped, e.g. ½ day at front desk and ½ day accompanying doctor, but it is considered part of the intern's education to become familiar with each management subject.

Subject 1. Front desk operations.

Answering the phone and making appointments for the doctor/s, physical therapist, or other office practitioners. Receiving treatment slips from doctor/s and entering in computer.

Printing out billing slip for single day visit. Closing out day on computer. Managing doctor's daily appointments schedule. Interacting with front desk, office manager and doctor/s.

Subject 2. Office insurance/manager operations.

Observes patient report production, billing cycles or other office management functions. Observes records close out at end of month. Insurance billing and idiosyncrasies, personal pay billing, Medicare billing, medical billing and special contracted services (PPO/HMO) billing procedures.

Subject 3. X-Ray and/or Physiotherapy Techniques.

Observes or performs (at Preceptor discretion) indicated tasks at the direction of the appointments desk and after consulting on each case with the Preceptor. After intern becomes knowledgeable on a case may they then, at the discretion of the treating doctor, document activity in patient file. Notes and records billing slip for patient visit and tracks to front desk then computer entry. Notes different x-ray view codes for billing. Notes different physical therapy codes versus rehab codes.

Physiotherapy Techniques may involve directed procedures to patients after instruction received from treating doctor or performance of a rehabilitation program after goals are explained by the doctor on the case.

Subject 4. Patient Examination

Observes or performs (at Preceptor discretion) patient examinations or re-examinations at the direction of the appointment desk and after consultation with the Preceptor. Notes examination E/M codes and billing procedures with reports.

Subject 5. Reports Writing

At Preceptor discretion draft reports after becoming familiar with case. (Cannot sign: Workers Compensation reports, state disability forms, or any reports leaving Preceptor's office.) Notes billing codes (E/M vs. CPT) and appropriate usage.

Subject 6. Rehabilitation

At Preceptor discretion observe, perform and/or supervise patient physical rehabilitation after becoming thoroughly familiar with case. [If Preceptor office provides physical rehab services.] Note E/M vs. CPT codes and appropriate usage.

Subject 7. Treatment and CPT Codes

At Preceptor discretion observe (or perform) patient treatment after becoming thoroughly familiar with case. Note proper usage of CPT codes for examination, treatment and sequential use of physical therapy modalities. Proper indication on billing slips for entry in computer at front desk.

It is necessary for all work performed by the intern to be approved by counter signature of the Preceptor. This is usually done in the patient file. All state laws concerning the practice of chiropractic and the written PCCW Field Training Program, as provided to the Preceptor, must be followed.

NOTE: The intern may NOT be involved with X-Ray positioning or exposing any patients to X-Rays. [California restriction – out of state may act in accordance with state law/regulation].

All x-ray machines must be in safe operating order, and must be registered with the Department of Health Services [or like organization, per state law/regulation]. Each x-ray machine must have posted safety rules regarding the operating procedures. Radiographs taken by an intern must show positive evidence of collimation and whenever indicated, gonadal shielding.

INTERN PARTICIPATION REQUIREMENTS

Participation in the Field Training Program is mandatory for attainment of the DC degree. Appeals regarding modification of participation requirements (early participation, longer duration) for the program may be made in writing to the Dean of Clinics. See Special Circumstances *Field Training Program*.

Responsibilities of Intern/Student.

While engaged in the Doctor of Chiropractic curriculum at Palmer College of Chiropractic's West Campus, the student intern will meet the following responsibilities:

- a. The Student/Intern shall not provide chiropractic services without the required supervision of the West Campus approved Preceptor and shall not provide any services that he/she has not obtained instruction in while a student at Palmer and is not competent to perform.
- b. The Student/Intern will not deviate from the West Campus Field Training Program as herein written and authorized to administer.
- c. The Student/Intern will not represent himself/herself as being a licensed doctor of chiropractic, and will not be referred to as "Doctor" ("Intern" is approved terminology).
- d. The Student/Intern will comply with the applicable federal and state laws and regulations relating to health care practice.
- e. The Student/Intern will immediately report to the Director, West Campus Field Training Program any delay, interruption or termination in the program.
- f. The Student/Intern, Preceptor and patient will sign an informed consent form in the indicated areas prior to the Student/Intern performing any examination, treatment or physiotherapy on that patient.
- g. The Student/Intern will not participate in media (any form of written, oral or visual) advertising for the purposes of financial gain for the Student/Intern or Preceptor. The Student/Intern may provide lay education presentations but cannot represent himself/herself as a "doctor".
- h. The Student/Intern may NOT provide patient services to Medicare and Medicaid patients including a history, examination, x-rays, physiotherapy/rehabilitation, and adjustments.**

The Field Training Program is intended to be an extension of Palmer's West Campus clinical experience and not for the promotion of individual private practices, items/instruments/tools for the chiropractic practice armamentarium or those of any other health care field.

Term. The term for the Field Training Program will be as assigned for one quarter as defined by Palmer College of Chiropractic's West Campus. The intern will spend at minimum of 264 hours actively participating in an approved clinical education activities (per the Clinic Hour Tracking spreadsheet and Hour Tracking and Requirements memo). Per California regulation, students may not average more than 35 hours per week of course participation. Students choosing to participate in an office with insufficient hours to meet the 264 hour requirement by the end of the assignment period will be required to remain in the office until the program requirements are met. Failure to do so will result in an incomplete grade until sufficient hours are accrued. Incomplete grades must be resolved by the start of the subsequent term or a failing grade will result.

Absentee policy. Students may miss not more than 10% of required hours due to excused or unexcused absences.

Remuneration. While participating in the West Campus' Field Training Program, **remuneration will not be considered** by either the Preceptor or Student/Intern. There will be no fees for Preceptor participation, Student/Intern participation (other than West Campus tuition) or between the Preceptor and Student/Intern. If the Student/Intern transitions to the Post Graduate Preceptorship Program the Fees/Remuneration paragraph of that program description become effective.

Termination of Student participation in the Field Training Program may result in future denial, suspension, revocation or placement on probation of a California license to be issued to a student intern in the Program for any of the following reasons:

- a. Failure to comply with the Federal, State and/or College regulations for approval of the Field Training Program.
- b. Violation of the California Chiropractic Act or State regulations; or the conviction, or plea of nolo contendere to, any offense whether felony or misdemeanor which is substantially related to the practice of chiropractic.
- c. False or misleading information presented to Palmer's West Campus or the California Board of Examiners with respect to the Field Training Program.
- d. The rendering of a chiropractic service outside the Field Training Program.
- e. Rendering of chiropractic services on the patient of a licensed chiropractor who is not approved as a Preceptor by the West Campus or whose status as an Active West Campus Preceptor has been suspended or revoked.
- f. The failure to obtain a signed informed consent form from any patient prior to allowing the Student/Intern to begin an examination, chiropractic treatment or physical therapy techniques.

Note: Each Field Doctor/Preceptor and Intern participating in a Field Training Program outside the State of California is responsible for being aware of, and compliant with, the rules and regulations of that specific state's chiropractic regulatory body. Some States allow for observation only.

The Program Director can be reached at (408) 944-6008 voice, and (408) 944-6093 fax. All questions regarding the program should be addressed to the program director.