



## ***Mid-Valley Special Education Cooperative***

### **OT/PT Parent Release and Physician Order Procedure**

1. Annually, therapist will secure parent permission to obtain a doctor's order for treatment or to renew current prescription.
  - a. Must secure the parent permission prior to faxing a request to the doctor.
  - b. Document each attempt to secure permission and record the date that permission was given on your Physician Order Tracking Form.
2. Therapist will fax the request for a physician's order, including the secure fax number at Mid-Valley, (331-228-4891), for the doctor to return the script. **(If the doctor returns the script directly to the therapist or home school, then it is the therapist's responsibility to file the original/fax at MV at their earliest convenience.)**
  - a. Document each attempt made to obtain the script from the doctor on the Physician's Order Tracking Form.
  - b. Therapist should make two attempts to get the script and document each attempt on the Tracking Form.
  - c. Prior to the third attempt, contact the building administrator, case manager or program supervisor of a MV program. Working with this person, make the third attempt.
3. When the script is received at Mid Valley, the MV secretary will scan a copy of the signed script, email it to the therapist and place a copy of the script in the therapist's MV mailbox.
4. The original parent release should be filed, by the therapist, in the MV file.
5. Each therapist is responsible for creating and maintaining a student Physician's Order Tracking Form documenting these important dates.

Attached are the Parent Letter, Physician Order and the Physician Order Tracking form to document the process.

3/15/12