

## 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 additional 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!**