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## Professional Packages Order Form

*Packages are available for \$19.95 each and are available on CD, or via email. Please complete the order form below and return to OTA-Watertown, P.C., 124 Watertown St., MA 02472.*

<p><b>Package A: Office Communication /Policies</b></p> <ul style="list-style-type: none"> <li>• For the Schedule Book</li> <li>• Executive Approval Response Form</li> <li>• Work Request Form</li> <li>• Outline of Standard Fee Policy</li> <li>• Outline of Comprehensive Treatment Plan</li> <li>• Letter of Agreement with Schools</li> </ul>	<p><b>Package D: Checklists for Different Ages</b></p> <ul style="list-style-type: none"> <li>• How Do I Know? (Infant, Toddler, Preschool, School-Age, Adult, Generic)</li> <li>• Teacher's Checklist (Infant, Toddler, Preschool Child, School-Age Child)</li> </ul>
<p><b>Package B: Intake Package</b></p> <ul style="list-style-type: none"> <li>• OT/PT Intake Form</li> <li>• Speech and Language Intake Form</li> <li>• Listening Intervention Intake Form</li> <li>• Visual Vestibular Intake Form</li> <li>• Oral Motor Intake Form</li> <li>• Bike Riding Intake Form</li> <li>• Getting it Write Intake Form</li> </ul>	<p><b>Package E: Developmental/Sensory Histories for Different Ages</b></p> <ul style="list-style-type: none"> <li>• Developmental/Sensory History (Early Childhood, School-Age, Adolescent, Adult,)</li> <li>• Evaluation Completion Form</li> <li>• Interpretation Worksheet</li> </ul>
<p><b>Package C: Staff Agreement &amp; Reviews</b></p> <ul style="list-style-type: none"> <li>• One-Page Salary &amp; Benefit Agreement</li> <li>• Hourly Therapist Agreement</li> <li>• Salaried Therapist Agreement</li> <li>• Performance Review Form</li> <li>• Director's Performance Review Form</li> <li>• Time Sheets (Hourly &amp; Salaried Therapist, Outside Contract, Administrative)</li> </ul>	<p><b>Package F: Other Forms</b></p> <ul style="list-style-type: none"> <li>• Therapy Notes (Numerical Rating Narrative)</li> <li>• Equipment Alert</li> <li>• Accident Report</li> <li>• OTA Birthday Party Waiver</li> <li>• Reimbursement Request</li> <li>• Requisition/Order</li> <li>• Voucher Contract</li> <li>• Parent Lending Library Release</li> </ul>
<p><b>Also Available: Plan for Success</b> This is a complete Policy &amp; Procedure Manual for OT's in Private Practice. Packages above are a nice accompaniment to this manual. <b>\$79.95</b></p>	

Please select media type:  CD  email

Total Packages \_\_\_\_\_ x \$19.95 each = \$\_\_\_\_\_

Plan for Success \_\_\_\_\_ x \$79.95 each = \$\_\_\_\_\_

**Total = \$\_\_\_\_\_**

Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosed is my check for \$\_\_\_\_\_ payable to OTA-Watertown

Please charge my credit card

Name on Card: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code \_\_\_\_\_

Signature: \_\_\_\_\_