

# MISSISSIPPI STATE BOARD OF PHYSICAL THERAPY



## Newsletter

Issue 5

Volume 1

Spring 2013

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## First Online Renewal Season A Success!

The implementation of a new online renewal system by the Mississippi State Board of Physical Therapy during the 2012 renewal season was a success in terms of licensee usage and overall technology feedback. There were some blips and glitches in the system – to be expected with any new system – but overall, the response was positive. We worked out a lot of “bugs” during this first experience and are looking forward to a much smoother process in 2013.

Renewing online is faster, easier and you can see your license status updated immediately. The only additional expense of renewing online is a nominal fee for paying by credit card or electronic check.

Our expectation is that the 2013 season will go even more smoothly and that many of you will be encouraged by this positive report to give the online renewal system a try. The Board continues to improve and upgrade the services we make available to you through our website, and the online renewal process has been the leading edge of technological advancements that will make your professional life hassle-free. It is the goal of the Board to eventually have 100 percent online renewal participation. As a 2013 renewal applicant, please help us make a strong move toward that goal by submitting an online renewal during the upcoming renewal period.

## Frequently Asked Questions

### Supervision Question:

**Question 1:** “Does a supervisory meeting/conference need to be held and documented every 6th visit or 30th calendar day (whichever comes first) for each individual PTA treating or 6th visit in general received by a PTA?”

**Answer:** “Regardless of the number of PTAs involved in a patient’s care, on that patient’s 6th visit or 30th calendar day (whichever comes first), a PT must provide treatment to that patient and render a supervisory conference with the PTA.”

**Question 2:** Is it a Board requirement that all weekly progress notes be co-signed by the PT?

**Answer:** “No”

### Discharge Summary Question:

**Question:** “If the physical therapist is unavailable for the last treatment prior to the discharge, does the PT document why he/she is unavailable or does the PTA perform the treatment and document why the PT wasn’t available? At this point who performs the discharge summary?”

**Answer:** Regardless of who does the last visit, the supervising physical therapist must document the discharge summary.

# Renewal Options for 2013

The Mississippi State Board of Physical Therapy is offering two options for license renewals for the upcoming renewal period ending June 30, 2013. Online renewal, which began last year, is the preferred option as it can be completed quickly and payment can be made by either credit card or electronic check. Please note that if you use the online renewal process, there will be a nominal additional fee; however, you will not be required to mail in your application or submit paper verification of CEs unless you are audited.

The paper renewal process will still be available; and for this licensure period only, we will send a paper renewal application along with the renewal reminder letter. You may mail your renewal application with a check for \$150 for physical therapists and \$125 for physical therapist assistants made payable to MSBPT to cover the renewal fee. If you desire to renew with a paper application and have misplaced the form, you may print it from the Board website. The renewal application can be accessed by clicking the License

Renewal button on the left-hand column of the website and then selecting the renewal form A-L and the reverse side of the form to list approved CEs. If you cannot print a renewal application, you may request a renewal form in writing and we will mail one to you.

**Online and paper renewal applications should be submitted no earlier than May 1st.**

**Beginning this renewal period, no one will be required to submit paper certificates to document your continuing education unless you are randomly selected for CE audit. This applies to both paper and online renewals.** If you are audited, it will be necessary to send to the Board the paper certificates documenting your continuing education. We will not mail renewal stickers and identification cards to those who are being audited until after certificates have been received in the Board office.

**All physical therapists and physical therapist assistants need to be aware that the Board can request to see your continuing education certificates at anytime.**

To renew a license online, you will need to access the Board's website at [www.msbt.ms.gov](http://www.msbt.ms.gov) and choose the login button on the bottom left-hand side of the screen. Note that it will be necessary to have on hand your social security number. You will then enter your email address and **123ABC** in the password field. You will be asked to create and confirm a unique password and to input your social security number. This password will be how you access your information for this renewal as well as future renewals so you should make a note of it. Full instructions for the online renewal process are provided on the website by selecting License Renewal, then Renewal Instructions. **Your license status will be updated immediately following completion of the online application.**

Your renewal sticker and identification card will be mailed to you. Remember, verification of licensure status is available online.

All renewal applications for physical therapists and physical therapist assistants must be processed by June 30, 2013 or a late fee and reinstatement fee will be assessed.

If you have any questions or need assistance in the renewal process, please call the Board office at 601-352-2918.

## Complaints & Disciplinary Actions in 2012

### Complaints received:

- Physical Therapists – 17
- Physical Therapist Assistants – 3
- Not Physical Therapy Practitioners - 3

### Disposition of complaints:

- 1 closed – no action/violation
- 6 closed – no jurisdiction
- 2 consent orders
- 5 pending
- 4 closed with advisory letter
- 1 cease & desist letter
- 2 warning letters

## A T T E N T I O N

Look what's available on our website at [www.msbt.ms.gov](http://www.msbt.ms.gov). Please visit the website frequently for updated information.

### You can find:

- Application packet
- Continuing Education – approved courses are available for review
- Current Board members
- How to file a complaint
- Information on how to get a course approved
- Licensure renewal information
- Links to APTA, MPTA, FSBPT and more
- List of current disciplinary actions
- Name/Address change forms and many more
- Practice Act and Rules and Regulations
- Scheduled Board meetings
- Verification of License – check to see if someone is licensed

## Did you know?

- ❖ There are 1,740 physical therapists and 955 physical therapist assistants with active Mississippi licenses as of April 3, 2013.
- ❖ The next scheduled Board meeting is May 16, 2013. This meeting is open to the public.
- ❖ The office does not have petty cash onsite.
- ❖ The Board's office telephone number has changed since our move. The new number is (601) 352-2918 and the fax number is (601) 352-2920.
- ❖ The Board office will be closed on Monday, April 29, 2013 which is a legal state holiday.

## Important Licensure Renewal Reminders

The Board suggests that you to keep the following information in mind when renewing your license:

**Address Changes:** Have you moved or had a change in employment? Did you notify the Board office in writing of the change? The Board will mail notices approximately sixty (60) days prior to the end of the licensure period. This means the renewal application will be mailed around May 1, 2013 to the last home address on file with the Board. Please notify the Board immediately by fax, email or mail if you have recently moved or changed employment. Refer to Part 3103 Rule 1.8 of the regulations.

**Completion of renewal application:** You will have the option of online or paper renewal. Regardless of which method you choose, verify that you have answered every question, including updating any changes to your personal and professional addresses and telephone numbers and that you have listed all CE courses. The entire address should be included (name, address, city, state, zip and telephone number) in completing your renewal application. The information requested is pertinent for your licensure file. If you are submitting a paper renewal, forms that are missing **ONE** piece of information will be returned as incomplete and may result in a lapsed license if the form is not completed in its entirety prior to the expiration date.

**Renewal Fee:** The renewal fee is \$150.00 for physical therapists and \$125.00 for physical therapist assistants. If renewing online, you will pay by credit card or electronic check; a paper renewal will need to be paid by check or money order made payable to Mississippi State Board of Physical Therapy (MSBPT).

**Continuing Education:** If submitting a paper renewal, list all approved CE courses on the back of the renewal application. If renewing online, list all approved CE courses in the appropriate fields. If you are selected for CE random audit and have not yet received proof of course completion, please refer to Part 3103 Rule 5.2(4) of the regulations (90-proof).

**Change of name:** If you are requesting a change of name, a copy of a legal documentation must accompany the name change request. Legal documents consist of a copy of your marriage license, divorce decree, social security card or driver's license.

**Be on Time:** It is in your best interest to submit the renewal application prior to June 30, 2013 to avoid late and reinstatement fees. Renewal applications completed in their entirety should have their new identification card and licensure seal before the end of licensure period. The Board staff cannot guarantee applications received after June 14, 2013 will be processed in time for licensees to receive confirmation of renewal in the mail prior to June 30, 2013.

**Remember... employers should not let you work until your new renewal licensure information has been received.**

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**Verify receipt of renewal:** If submitting a paper renewal, it is strongly recommended by the Board staff that you send the renewal application by certified or priority mail which requires return receipt.

**Failure to renew before the deadline:** A licensee who does not file with the Board all requirements for renewal before the end of the licensure period will be deemed to have allowed his/her license to lapse. Those individuals whose licenses expire will be required to pay the late fee in addition to the renewal fee. Failure to submit all renewal requirements by September 30 shall result in the necessity of the payment of a reinstatement fee in addition to the late fee and renewal fee. Refer to Part 3103 Rule 4.3 of the regulations. Remember...you may not practice as a physical therapist or as a physical therapist assistant until your license has been reinstated. Practicing with a lapsed license could result in disciplinary action by the Board.

# Providing Pro Bono Rehabilitation Care – A Mandate to Help!

Physical therapy practitioners are a caring lot. The urge to be of service seems to come naturally to many of us. It is what motivates us to be the people we are and to practice in the profession that we love. However, did you know that it is also required by the Mississippi Physical Therapist Practice Act to be active beyond our reimbursable services?

According to the Rules and regulations of the Mississippi Physical Therapist Practice act, a licensee in Mississippi is required to abide by the American Physical Therapy Association's codes of ethics and standards of practice documents.

## **Rule 3.2 Code of Ethics.**

1. All licensees shall comply with the current American Physical Therapy Association Code of Ethics: Standards of Ethical Conduct and the accompanying Guide for Professional Conduct for physical therapists and physical therapist assistants.
2. All licensees shall comply with the current American Physical Therapy Association Standards of Practice for Physical Therapy and the accompanying Criteria.

Source: Miss. Code Ann. §73-23-43(1)(e) and (g) (Rev. 2008).

## **What do the documents referenced above tell us about providing pro bono services?**

### Physical Therapist Code of Ethics:

Principle #8: Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapists shall provide pro bono physical therapy services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapists shall advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.

### Standards of Ethical Conduct for the Physical Therapist Assistant:

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

As you can see, it is clear by our professional values and standards that providing or supporting pro bono care is something we should all engage in. But what do we need to know?

## **What is Pro Bono Rehabilitation?**

Miriam Webster defines pro bono as “being, involving, or doing professional work donated especially for the public good.” The key word in this definition is donated. Yes, that's right; you are expected as a physical therapy practitioner to give away your professional expertise freely to those who are unserved or underserved. Here are some ideas to get you started on your volunteer journey;

- Offer consultations or direct care to individuals at a local free clinic or similar organization.
- Provide educational programs, screenings, fitness classes, or other services to groups of individuals who are underserved.
- Provide physical therapy as part of disaster relief efforts.
- Use your specialized knowledge to provide classes on diabetes management or falls prevention in partnership with another organization.
- Travel worldwide to provide services to underserved populations in other countries
- Supports charitable organizations that provide health care to underserved communities by financial means, equipment donation, or professional consultation
- Write a health or fitness column for your local newspaper or its website free of charge.
- Participate in local fundraisers for health care organizations that provide patient assistance for those in need.

## **What are the benefits?**

There are many rewards for donating your professional services to those in need. First of all, it feels good! Knowing that you have in some small way made another's life just a bit easier is an incredible mood booster! Other benefits include increased visibility of your practice, providing lessons in gratefulness for our profession in all its forms, and learning to be more culturally competent. In short, it is the right thing to do, and you will receive far more than you can ever provide!

## **Okay, what else do I need to know?**

There are some key concepts that you do need to keep in mind when providing free health care. Precautions include the following:

- Make sure that you comply with all legal requirements, including licensure requirements in the location where you provide pro bono care.
- Documentation requirements are the same as for paying clients. Do not skimp on documentation because you are providing the service without charge.

*Continued on next page.*

## Pro Bono Rehabilitation Care . . . *continued*

- Check with your malpractice and liability insurance carrier to make sure that you are covered while providing pro bono care.
- Comply with all third party payment issues. Routine waving of co-pays and deductibles is not considered pro bono care. It may even raise questions about fraud and abuse of therapy services.
- Ensure that any participating students or physical therapist assistants are properly supervised.
- Observe all professional standards of care. Free care does not mean substandard care!

To sum it up, providing professional expertise free of charge to the community is a legal and ethical obligation of physical therapy practitioners. There are hundreds of ways to fulfill this requirement. Be creative, and follow your passions to design volunteer opportunities that are meaningful to practitioners and community members alike. Above all, have some fun while you make the world a little better!

By the way, if you are looking for an avenue to provide this type of care, here are some possibilities.

- Jackson Free Clinic – [www.jacksonfreeclinic.org](http://www.jacksonfreeclinic.org) – an inter-professional student run pro bono clinic operated by students of University of Mississippi Medical Center. Offers services on Saturday afternoons from 12-5. Volunteer to supervise a student rehabilitation team!
- Caring Hands Ministry - <http://caringhandsministries.org/> - provides medical, dental, and occasional physical therapy care one evening a week.
- Lantern Clinic - <http://www.lanternclinic.org/> - provides medical services four evenings a week, currently does not offer physical therapy, but you could develop that area of service!
- International Volunteer Organizations - <http://www.apta.org/ProBono/International/> - a clearing house of information regarding organizations that offer opportunities for physical therapists internationally.

Cyndi Scott, PT, PhD, MBA  
Board Member

## New Licensees

The Board is pleased to welcome 39 new licensees to the physical therapy community in Mississippi. These licenses have been issued since the Winter 2012 newsletter. Welcome to the physical therapy practitioner community in Mississippi!!

### Physical Therapists:

Arthur, Ralph C.  
Baker, Ashley E.  
Carreon, Rey Anthony C.  
Coleman, Fred D.  
Creek, Jason D.  
Dee, Elizabeth A.  
Gardner, John Walker  
Gates, Lauren R.  
Holman, Leslie M.  
Hooks, Todd R.

Huey, Charles M.  
Jankowski, Thomasz L.  
Lafferty, Terrence C.  
Matula, Heather G.  
Morace, Chancie  
Pikula, Cameron B.  
Ramil, Russel Lyne G.  
Rudd, Tarah L.  
Silverberg, Maria A.  
Smith, Lucille J.  
Stone, Elizabeth R.

Weglicki, John T.  
Wilson, Leslie D.  
Wood, Winona M.

### Physical Therapist Assistants:

Bertucci, Lauren E.  
Bethea, Lacey Z.  
Boulton, Kyiona S.  
Eaton, Dzentia  
Frazier, Tomika V.

Goodwin, Matthew B.  
Knight, Justin S.  
Lang, Hope D.  
Lowery, Pamela S.  
Marks, Nicole T.  
Roller, Leah B.  
Smith, Sarah J.  
Stewart, Trisha J.  
Taylor, Janet D.  
Turner, Jordan E.

## Good Standing Status Reminders

- All licensees must take two-hours of Board-approved programs in ethics/professional responsibility as part of their total CE requirement each licensure period.
- Address changes must be submitted on the change of address form located on the Board's website no later than thirty (30) days after such change is effective. The Board may assess a licensee a fee of \$25.00 for failure to notify the Board of address change.
- You should always verify that a course is approved on the Board's website if you plan to submit it for continuing education credit.
- Failing to report to the Board any unprofessional, incompetent or illegal acts that appear to be in violation of this law or any rules established by the Board is a violation for which a licensed physical therapist or physical therapist assistant may be disciplined.
- Requests to change names must be accompanied by a certified legal document which attests the change (marriage license, etc.)
- The Board and its staff cannot answer questions about Medicare/Medicaid reimbursement requirements or codes. You will need to contact the Medicare/Medicaid office.



## Change of Home Address, Worksite or Name

It is the responsibility of licensees to provide the Board with written notification of address changes (home or work) no later than 30 days after such change is effective according to Part 3103 Rule 1.8. For a name change, a notarized copy of the legal document must accompany the request. Failure to keep your address or name change current will result in a \$25.00 fee for the cost of resending any correspondence or materials.

NAME

LICENSE #

OLD NAME

OLD ADDRESS (City, State, Zip)

COUNTY

NEW ADDRESS (City, State, Zip)

COUNTY

( )

PHONE NUMBER

EMAIL ADDRESS

( )

PRIMARY EMPLOYER

ADDRESS (City, State, Zip)

PHONE NUMBER

*Mail this form to the Mississippi Board of Physical Therapy, P.O. Box 55707, Jackson, MS 39296-5707 or fax to (601) 352-2920.*

**Mississippi State Board  
of Physical Therapy  
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