

James Madison University
Occupational Therapy Clinical Education Services
Phone: 540-568-4980 Fax: 540-568-3886

Mailing Address:

755 Martin Luther King Jr. Way, MSC 9022
Harrisonburg, VA 22801

Physical Address:

131 W. Grace St., Rm 1100
Harrisonburg, VA 22807

Getting Started Checklist

Please use this checklist to guide you in preparing for your initial visit to OTCES.

Insurance

JMU OTCES is a participating provider with the following insurances: Anthem BC/BS, Anthem Healthkeepers, Anthem Healthkeepers Plus, Southern Health, Cigna, Aetna, MAMSI, OneNet PPO, Stratose, United Health, Medicaid, Optima & Optima Health, and Virginia Premier.

- Contact your insurance provider, if applicable, to determine occupational therapy benefits (see *Recommended Questions for Determining Benefits* to assist with this process.)

Physician's Order

- Obtain a prescription/referral for occupational therapy evaluation and/or services from your child's primary physician. The prescription/referral can be faxed directly to OTCES (540.568.3886) by the referring physician and should include the requested services (i.e. OT evaluation and treatment) and a treatment diagnosis. (see *Physician Referral for Occupational Therapy Form*).

Required Documents

Please review and complete the following forms and documentation prior to your initial visit. These forms are available on our website (<http://otces.cisat.jmu.edu/>) or will be mailed upon request. Please bring these forms with you to your initial appointment.

- Clinical Case History Form (please include prior evaluations, IEPs, IFSPs, medical records, etc.)
- Informed Consent for Services Form (please review the OTCES Policies and Procedures & the Description of Services & Fee Schedule.)
- Acknowledgements Form
- Documentation of Receipt of Privacy Practices Form (please review the Notice of Privacy Practices.)
- Parking Permit Form
- Release of Information Form (if needed)
- Insurance card
- Emergency Care Form
- Patient's Rights and Responsibilities

Thank you so much and we look forward to working with you and your family.