



THERAPIST HEP INSTRUCTIONS:

1. Download the 1 or 2 page OASIS HEP template that suits your needs best.
 - Templates can be found at www.oasispediatrictherapy.com/templates.
2. Create an HEP. Please look at the example from Team Select on the following page.
3. Go over the HEP with the child's parent.
4. Sign the HEP. *Also have an advisor sign the HEP when necessary.*
5. Save HEP as a PDF
 - (Click File > Print > Click "PDF" in the lower left-hand corner > Save as PDF)
6. Name the HEP accordingly
 - **Patient ID_LastNameFirst Name_Type of document_Discipline_Month.Day.Year.pdf**
 - *Example:* 9655_CashJohn_HEP_PT_1.2.2021.pdf
7. Upload the HEP into KanTime
 - Client > Client List > Click Name of Child > Documents Tab > Click "Add New" > Category: General > Folder: HEP > Write a brief description > Click "Choose Files" and chose your saved HEP pdf > Click "Open" > Check mark on "Allow access to Family through Family Portal" > Click Upload



HEP Guidelines

Required: Patient Name at top of HEP

Required: Specific Exercises or Tasks

- How many reps? Duration? How many times a day?
(Choose 1 activity for 10 minutes 2x daily – list activities) - GOOD
(Bearwalk – 20 reps 3x day) – GOOD
(Walk a few times a day) – BAD
- No “Suggestions”
- Total HEP should be summarized by timeframe: “about 30 minutes total”, “1 hour daily”

Required: Signature, Date, and Credentials of PT/OT. Cannot accept HEPs/Signatures from PTA/COTA

Suggested: “ _____, CNA is competent to perform this exercise plan. THERAPIST SIGNATURE”

- This additional step will count as the competency portion, and allow for the CNA to complete the HEP.

No ST HEP’s Accepted from Medicaid anymore.