



HIPAA, Documentation, Clinical Processes
& Business Practices for Music Therapists
(3 CMTE credits)

Saturday, September 26, 2020

(Registration until September 25 only)

Begins at 9:30 AM (EST) – Zoom room will be open at 9:00 AM for those who want to arrive early and chat. Please try to join us by 9:20 so you have time to check in via Google forms so we can begin on time.

MTASC business meeting over lunch (on your own).

Join three music therapists as they share their expertise about our legal, ethical, moral and business responsibilities and the processes of clinical work that can make a difference in your day, whether you are an employee or a business owner.

Emily Perry, MT-BC, will cover the basics of HIPAA, such as who is subject to HIPAA (Covered Entities vs Business Associates) and the basics for managing Protected Health Information. This workshop will also cover how to engage properly in social media and telehealth. See how you can use HIPAA as a business enabler, not just a compliance burden.

Allison Hingley, MM, MT-BC, will examine various documentation tools and techniques for specific steps in the therapeutic process. The learner will then consider how their documentation communicates patient progress, how to communicate that progress with stakeholders, and how to make therapeutic recommendations based on various forms of patient data. This course is meant to be interactive, with opportunities for the learner to share experiences and formulate personal documentation solutions.

Yasmine White, MT-BC will review the needs of a private practice, reviewing the importance of how success is based on your goals and skill but ultimately on your connection with your clients. We will take a look at how to set up the core elements of an effective private practice, being authentic, understanding your goals for each client and setting up your therapeutic space in a way that supports you and your clients the best.

This course will be taught via Zoom. A link to the room with a password will be provided upon registration.

There are no prerequisites for this course and music therapy students are encouraged to attend.

Course evaluation will include the CMTE Course Evaluation Form (done via Google forms) and participant demonstration of understanding of the material in online discussion.

Learner Objectives:

1. Participants will articulate an understanding of how HIPAA, ethics, and confidently effect social media use for business and personal communication. (V.B.8)
2. Participants will utilize documentation tools to reflect clinical interpretation and recommendations for treatment. (II.B.1; III.B.2, 4, 5, 7.)
3. Participants will review and discuss the importance of presence, respect, trust, and rapport in developing a therapeutic relationship. (III.A.1.a,b,c.)
4. Participants will design an environment to support clients' individualized goals. (III.A.2.)

MT-BCs - REMEMBER TO HAVE YOUR CBMT # AVAILABLE.

About the presenters:

Emily Perry, MT-BC, is from Florence, SC where she is working with Polyphony Music Therapy conducting groups and individual sessions. She has expertise in HIPAA compliance and will share her experiences with us.

Allison Hingley, MM, MT-BC, is from Clayton, NC. She founded and is director of Atlantic Music Therapy, Inc., a not-for-profit organization providing music therapy services in the NC research triangle. In 2015 she published an e-book, Documentation for the Solo Practitioner.

Yasmine White, MT-BC, is the founder and CEO of Voices Together, North Carolina's largest music therapy provider, whose mission is to empower individuals with developmental disabilities to transform their own lives. She founded Voices Together in 2007, and it has grown from serving seven individuals to offering programming to hundreds of schools across the state of North Carolina as a vendor for the North Carolina Department of Vocational Rehabilitation's Pre-Employment Transition Services. She is a board-certified music therapist with decades of experience and has developed the Vocal Interactive Communication and Social Strategies (VOICSS®) program model. She wrote most of the original technique songs used in the Voices Together program. Before she formed Voices Together, she was a professional songwriter and placed second in the folk category of the John Lennon Songwriting Contest, a prestigious international competition founded by Yoko Ono.

CMTE Schedule:

Schedule for the day

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|---------------|-------------------------------------|
| 9:30- 10:20 | HIPAA - What You Need to Know |
| 10:20-10:30 | Break |
| 10:30 – 11:20 | Documenting the Therapeutic Process |
| 11:20 -11:30 | Break |
| 11:30 – 12:20 | Private Practice and You |
| 12:20-12:30 | Course Evaluation |
| | |
| 12:30 – 1:00 | Lunch & Networking |
| 1:00 - 2:00 | Business Meeting |

Free to MTASC members, non-members, \$25 (payable via the MTASC website)

Pay Dues or CMTE fee by clicking the link on the Google Registration form.

To Register click this link:

https://docs.google.com/forms/d/e/1FAIpQLScrw2V5hUfhyTtkr6_sYTMzA2x_1WyaP3d41e3vfOL6itBgw/viewform?vc=0&c=0&w=1&flr=0

Registration after September 25 will not be possible. Carol will need to confirm that you have paid your dues or paid the CMTE fee before you will receive the link to the CMTE.

Should this CMTE be cancelled, all registered participants will be notified, and any CMTE only fees paid will be refunded.

Questions? Email Carol.shultis@converse.edu or call (864) 596-9621.

Annual dues \$25 for professionals (includes two CMTEs), \$15 for first year professionals (includes two CMTEs), \$10 students (includes attendance at CMTEs – no credit)

Lunch: Plan to have lunch available at your location. Once we have a chance to take a short break following the CMTE Course Evaluations, we will open break out rooms until 1 PM so participants can network. We will begin our Business Meeting for MTASC at 1 PM after closing the Breakout rooms.

Attending the CMTE: This CMTE and our MTASC Business meeting (and a networking time) will be online via Zoom. We look forward to taking advantage of the Break-Out Rooms on Zoom to allow for networking before and after the CMTE. When you register, you will receive an email with the Zoom link and password for the CMTE. If you plan to use your phone or iPad, be sure to download the Zoom app before the CMTE.

HIPAA, Document and Clinical Processes & Business Practices for Music Therapists is approved by the Certification Board for Music Therapists (CBMT) for 3 Continuing Music Therapy Education credits. The SER-AMTA #P-024, maintains responsibility for program quality and adherence to CBMT policies and criteria.