WebPT University Training Guide

Accessing WebPT University
1. Open your Internet browser (we recommend using Mozilla Firefox or Google Chrome) and go to www.webpt.com.
2. Click the login button in the upper-right corner of the WebPT Dashboard.
3. Log in to WebPT using the credentials you received from either your WebPT Onboarding Specialist or your clinic administrator.
4. Click the WebPT Community icon 🌐 in the upper-right corner of the page.
5. Select “University” from the Learn section, located in the middle of the screen.

WebPT University Learning Modules
Once you log in, you will see learning tracks as well as a list of learning modules and a description of what each module covers. Click on the module title to view the learning objectives and start the course. Before you begin your first course, you’ll see a one-time screen on which you’ll enroll in that module as well as all future modules. Please take the modules your Implementation Specialist suggests.

Administrative Homework
After you complete the “Setting up Physicians, Patients and Insurances” module, we recommend that you practice what you learned by completing the activity titled “Administrative Homework,” which you can find in this packet.

Documentation Homework
After you complete the Patient Documentation module, we recommend that you practice what you learned by completing the activity titled “Documentation Homework,” which you can find in this packet. Please note that you’ll need to add the patients from the Administrative Homework into the system before you can complete this assignment.

Live Clinic Training Consultation Session
When you’re finished with all of your training assignments, a WebPT Training Consultant will follow up with you to answer any lingering questions and to help get you up and running.
Administrative Homework

To help you reach important WebPT learning milestones, we’ve put together a quick and easy homework assignment for you to complete within the application. Once you finish, let me know—you’ll be three steps closer to WebPT mastery.

Task #1
Create three insurance companies using the information below. (Please select one insurance type from each insurance group.)

Insurance Group 1
Name: Red Tape Insurance
Type: Medicare
Address: 123 Main St. Phoenix, AZ 85004
Phone: 555-867-5309; Fax: 555-864-5308

Name: BandAidCaid
Type: Medicaid
Address: 456 Main St., Phoenix, AZ 85004
Phone: 555-867-5309; Fax: 555-864-5308

Insurance Group 2
Name: OOPS Insurance
Type: Workers Compensation
Address: 789 Main St., Phoenix, AZ 85004
Phone: 555-867-5309; Fax: 555-864-5308

Name: Brake 4Rehab
Type: Auto
Address: 123 WebPT Ave., Phoenix, AZ 85004
Phone: 555-867-5309; Fax: 555-864-5308

Insurance Group 3
Name: Everything Bagel Insurance
Type: Commercial
Address: 456 WebPT Ave., Phoenix, AZ 85004
Phone: 555-867-5309; Fax: 555-864-5308
Task #2
Create three referring physicians using the information below.

1.) Name: Dr. Marcus Welby
   Type: MD
   NPI: 9999999995
   Address: 123 WebPT Ave., Phoenix, AZ 85004
   Phone: 555-867-5309; Fax: 555-864-5308

2.) Name: Dr. Doogie Howser
   Type: MD
   NPI: 9999999995
   Address: 456 WebPT Ave., Phoenix, AZ 85004
   Phone: 555-867-5309; Fax: 555-864-5308

3.) Name: Dr. Mac Dreamy
   Type: MD
   NPI: 9999999995
   Address: 123 WebPT Ave., Phoenix, AZ 85004
   Phone: 555-867-5309; Fax: 555-864-5308

Task #3
Create two new test patients using the information below. (Your therapists will use these patients to practice documenting in WebPT.)

1.) Name: Donald Duck
   Gender: Male       Birthdate: 01/01/1947
   Address: 123 WebPT Ave., Phoenix, AZ 85004   Phone: 555-867-5309
   Insurance Carrier: Medicare
   Diagnosis code: M54.41, Lumbago with sciatica, right side
   Referring Physician: Dr. Marcus Welby
   Appointment reminder: If applicable, set automatic appointment reminder
   For therapists: Create an initial evaluation with daily note using the instructions on the Documentation Practice Activity worksheet.

2.) Name: Minnie Mouse
   Gender: Female       Birthdate: 07/04/1978
   Address: 123 Main Ave., Phoenix, AZ 85004   Phone: 555-867-5309
   Insurance Carrier: Everything Bagel
   Diagnosis Code: S83.511D, Sprain of anterior cruciate ligament of right knee, subsequent encounter
   Referring Physician: Dr. Doogie Howser
   eDoc: If applicable, scan a fictitious document into eDoc
   For therapists: Create an initial evaluation with daily note using the instructions on the Documentation Practice Activity worksheet.
Documentation Homework

These practice activities will give you hands-on experience with developing patient documentation within WebPT. Feel free to input more patient information than what we’ve provided here. We’ve given you two practice patients: one with Medicare and one without Medicare. If you are a Medicare provider, please complete both activities. If not, then you can choose to skip the activity with the Medicare patient.

Practice Activity 1: Donald Duck (Medicare Patient)

1. Open Donald Duck’s patient chart. (You created this patient in the New Clinic Implementation Homework.)

2. Open a new Initial Examination.

3. On the Subjective tab:
   a. Enter the Date of Initial Examination as 10/1/2015 and the Injury/Onset Date/Change of Status Date as 7/15/2015.
   b. Set the diagnosis and treatment diagnosis will be “M54.41, Lumbago with sciatica, right side.”
   c. In the prior level of function area, indicate that the patient was independent in all areas.
   d. In the current functional limitations area, indicate that the patient has limitations in “Self Care” and “Mobility: Walking and Moving Around,” and describe at least one area below each category. Mark the patient’s primary limitation as “Mobility: Walking and Moving Around.”
   e. Indicate in the Medical History that the patient has an allergy to codeine. For current medications, note that the patient is taking Ibuprofen, 800mg, three times per day, orally.

4. On the Objective tab:
   a. Load the Lumbar/Pelvis profile.
   b. In the Outcome Measurement Tools area, go to the Spine Category, select “Oswestry Low Back Pain,” and show the test. Enter the answers and score the test at the bottom.
   c. In the Functional Reporting area, enter the Current Status as “CK: At least 40% but <60% impaired, limited or restricted” and the Goal Status as “CI: At least 1% but <20% impaired, limited or restricted.”
   d. In the Observation area, select “Gait” and choose any descriptor. Add in at least one additional test from another area.

5. On the Assessment tab:
   a. Mark that “the Patient Demonstrates Compliance with Prescribed HEP” in the Patient Education area.
   b. Add an additional problem to the problem list.
c. Enter time duration for the first goal.
d. Add a second goal below; indicate it as either short- or long-term and mark the duration.

6. On the **Plan tab:**
   a. Create a plan of care document.
   b. Enter frequency and duration for certification.
   c. In the Procedures area, mark “Therapeutic Exercises” and “Manual Therapy.”
   d. In the Modalities area, mark “Pain Relief” and “Ultrasound.”
   e. Take a moment to locate the procedures and modalities that you commonly use.

7. On the **Billing tab:**
   a. Mark that you are charging a PT Evaluation in the Untimed Codes group.
   b. In the Direct Time Codes group, mark one unit for Therapeutic Exercise and one unit for Manual Therapy. Feel free to use the boxes below each procedure to enter any notes.
   c. At the top of the tab, enter 30 for Total Direct Minutes (i.e., the total duration of all of the direct time codes) and 60 for Total Treatment Minutes (i.e., the total appointment time, including the evaluation).
   d. In the right column at the bottom, check the box labeled “No Charges This Visit” under “Non-charge.” We will use this setting because this is a practice exam only.
   e. Select “Preview” at the bottom of the tab to preview the note.
   f. After reviewing your document, select “Make More Changes” in the upper-right corner of the page and then select “Save as Draft” on the next screen. This will save the document and return you back to the patient’s chart.

**Practice Activity 2: Minnie Mouse (Non-Medicare Patient)**

1. Open the Minnie Mouse’s patient chart. (You created this patient in the New Clinic Implementation Homework.)

2. Open a new **Initial Examination**.

3. On the **Subjective tab:**
   a. Enter the Date of Initial Examination as 10/1/2015 and the Injury/Onset Date/Change of Status Date as 7/15/2015.
   b. Set the diagnosis and treatment diagnosis to “S83.511D Sprain of anterior cruciate ligament of right knee, subsequent encounter.”
   c. In the prior level of function area, indicate that the patient was independent in all areas.
   d. In the current functional limitations area, indicate that the patient has limitations in “Self Care” and “Mobility: Walking and Moving Around” and describe at least one area below each category.
   e. Indicate in the Medical History that the patient has an allergy to codeine.
4. On the **Objective tab:**
   a. Load the Knee profile.
   b. In the Outcome Measurement Tools area, go to the Balance Category, select “Tinetti,” and show the test. Enter the answers and score the test at the bottom.
   c. In the Observation area, select “Gait” and choose any descriptor. Go to the Range of Motion section and add in the Knee AROM. Enter a value for flexion and extension on the left and right sides. Add in at least one additional test from another area.

5. On the **Assessment tab:**
   a. Mark that “the Patient Demonstrates Compliance with Prescribed HEP” in the Patient Education area.
   b. Add a problem to the problem list.
   c. Add a goal to the goal list; indicate it as either short- or long-term and mark the duration.

6. On the **Plan tab:**
   a. Create a plan of care document.
   b. Enter frequency and duration for certification.
   c. In the Procedures area, mark “Therapeutic Exercises” and “Manual Therapy.”
   d. In the Modalities area, mark “Pain Relief” and “Ultrasound.”
   e. Take a moment to locate the procedures and modalities that you commonly use.

7. On the **Billing tab:**
   a. Check the box labeled “Include Daily Note with this Initial Examination.”
   b. Mark that you are charging a PT Evaluation in the Untimed Codes group.
   c. In the Direct Time Codes group, mark one unit for Therapeutic Exercise and one unit for Manual Therapy. Feel free to use the boxes below each procedure to enter any notes.
   d. In the right column at the bottom, check the box labeled “No Charges This Visit” under “Non-charge.” We will use this setting because this is a practice exam only.
   e. Select “Preview” at the bottom of the tab to preview the note.
   f. After reviewing your document, select “Make More Changes” in the upper-right corner of the page and then select “Save as Draft” on the next screen. This will save the document and return you back to the patient’s chart.