

Manitoba Athletic Therapists' Association, Inc.

Registration Guidelines

All Athletic Therapists desiring to practice as a Certified Athletic Therapist within the Province of Manitoba must be registered with the Registrar of the Manitoba Athletic Therapists' Association (M.A.T.A.). The application for registration must be submitted in written form, to the M.A.T.A. Registrar.

The following must be included with the application for provincial registration:

- a) Written confirmation of successful completion of certification requirements from the Certification Committee Chairperson of the Canadian Athletic Therapists Association, and/or;
- b) Maintenance of certification as per the C.A.T.A. standards (inclusive with renewal fees each year), and;
- c) Proof of malpractice insurance on an annual basis.
- d) Proof of completion of a M.A.T.A. approved Personal Health Information Act Seminar.

Upon receipt of the application and all supporting documentation at the M.A.T.A. office, the program director will give temporary billing privileges. When the B.O.D. convenes for its next meeting, billing privileges will be made permanent by a vote of the executive. Upon acceptance, the name of the individual will be forwarded to those insurance companies that provide coverage for Athletic Therapy, and written confirmation of M.A.T.A. registration will be issued.

Until confirmation of receipt of application in the M.A.T.A. office by the Program Director is made to the applicant, the candidate may not practice as an athletic therapist, make claim to insurance companies for services rendered, or directly bill the public for fee for service as a Certified Athletic Therapist. The result of such action would be immediate rejection of their registration application.

When all documentation and penalties have been submitted the reinstatement process would consist of the following steps:

1. A reinstatement fee of no more than \$100 will be paid to the MATA
2. The candidate would make a formal written appeal to the executive committee.
3. The candidate would present their appeal to the executive at the next scheduled executive meeting.
4. The executive committee would make a decision on reinstatement no later than the following executive meeting.
5. A written decision will be forwarded to the candidate.

The following guidelines apply to all Certified Athletic Therapists registered in the Province of Manitoba:

1. The Certified Athletic Therapist must meet the minimum requirements for maintenance of certification, each calendar year, as administered by the C.A.T.A. and M.A.T.A.
2. The Certified Athletic Therapist must adhere to the Code of Ethics of the M.A.T.A. and the CATA.
3. The certificate indicating Certified Athletic Therapist must be displayed in the clinical area.

Billing Guidelines

In order to bill for injury care-related services / treatments, the Certified Athletic Therapist must ensure that the services / treatments are:

1. Therapeutically indicated.
2. Within the scope of practice of the Certified Athletic Therapist.
3. Performed at a level which meets the standards of the profession.
4. Delivered / performed.
5. The fee for service will be in accordance with the M.A.T.A. fee schedule, as established annually at the annual general meeting.
6. When completing insurance claim forms for either patient reimbursement, or claiming fees for services rendered, clear representation of the treating therapist's name and their status as a Certified Athletic Therapist must occur. Where a specific section for athletic Therapy is absent on an insurance form, a stamp of the words "Services provided by a Certified Athletic Therapist" must be affixed to the claim form.
7. A Certified Athletic Therapist may not make claim to an insurance company, or bill the patient for services rendered in the field.
8. A Certified Athletic Therapist may not bill for services rendered by an Athletic Therapy Certification Candidate, wherein the Candidate is not directly supervised by the Certified Athletic Therapist. An Athletic Therapy Certification Candidate may not assume a patient load of their own. Their only role will be to carry out the tasks

placed upon them by the Certified Athletic Therapist. A pre- and post – treatment assessment must be made by the Certified Athletic Therapist in all cases.

9. A Certified Athletic Therapist employed by a particular team to treat athletes of the said team may not submit claims to an insurance company for services rendered with that team (unless arrangements are made with a specific insurance company to do so).
10. Breach of the M.A.T.A.'s Billing Guidelines will be investigated by the M.A.T.A. Ethics Committee, in accordance with the investigation and disciplinary procedures as outlined in the M.A.T.A. Constitution.

Consultation / Referral Protocols

1. The Certified Athletic Therapist will refer to the appropriate health care providers when the following situations arise:
 - a. Symptomology or pathology might include vicerogenic, neurogenic or vascular origins.
 - b. Situations where imaging, such as x-ray, computed tomography, and magnetic resonance imaging may enhance the differential diagnosis.
 - c. Cases where the contra-indications of the proposed treatments need to be considered by a physician (high blood pressure, medications, diabetes, vascular insufficiencies, etc).
 - d. Where the reimbursement for treatments, by an insurance agency, requires medical referral.

Patient Records Guidelines

1. The M.A.T.A. recognizes the Province of Manitoba's Personal Health Information Act guidelines as a standard for handling medical information.
2. Unless otherwise instructed by the patient, records kept by the treating Certified Athletic Therapist are considered to be private and confidential between the patient, the Certified Athletic Therapist, and the patient's referring health care professional.
3. Certified Athletic Therapists shall keep clinical records on every one of their patients. These records should include the name, address, date(s) seen, adequate patient history, physical examination findings, as well as the treatment(s) provided.