



SEMESTER: Spring 2015

COURSE: MINF2201

STUDENT NAME: [REDACTED]

PROJECT TYPE (please circle):

NON-PROFIT/ CAREER

EXPECTED GRADE (include Explanation below): 100 points

After volunteering for 15 hours over three long days over spring break, I started to put together an outline for the paper and fill out this coversheet. I put a lot of time and effort into the volunteer work as well as the paper analyzing the Microcomputer applications they use. I not only had to spend time sorting paperwork, but I had to learn about the new software they are using (and trying out) as well as the importance of all of these applications and what would happen if they were not working. I put a lot of time into this extra credit because of the hope that the points would push me into a grade of an A.

ORGANIZATION NAME: Replay Physical Therapy

SUPERVISOR NAME: [REDACTED]

SUPERVISOR CONTACT NUMBER [REDACTED]

TOTAL HOURSE WORKED (indicate format provided below):

- Letter from Supervisor Attached
- Time Log Attached

SUMMARY OF EXPERIENCE:

Worked mostly with sorting paperwork. I had volunteered with this clinic before for my high school senior project, so I was trusted to sort paperwork and enter files into the system. After mornings of sorting paperwork, I would spend the afternoon mostly working with patients and getting them on track. I also watched as Dr. Hanson would help patients physically and mentally. For my high school senior project, I worked with a physical therapist who dealt with all types of injuries which range from vertigo to any major surgery such as hip surgery. But for this assignment, I worked with Dr. Hanson who specialized more in the field of sports and had to learn more psychology with sports injuries because of the mental blocks athletes can create. Also aside from sorting paperwork, working with patients, and entering files into the computer, I had to ask Dr. Hanson about Microcomputer Applications he put into work at his practice. Since this is what the whole paper and assignment is centered on, I spent more time outside of the volunteered hours working with Dr.

Professor Schmidt's Courses * See Civic Duty Extra Credit Webpage for Details and Guidelines
ONLY PAPERS WITH ALL SECTIONS COMPLETED WILL BE CONSIDERED FOR EXTRA CREDIT

CIVIC DUTY PROJECT



Hanson and asking him the questions about the applications and their importance.

ADDITIONAL COMMENTS:

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Your name: _____
 Instructor: _____ ENGL 1102/14 _____
 (section)

College Composition II final portfolio cover sheet: Spring 2015
 Your portfolio is due by your final exam time (or earlier, if required by your instructor).

Portfolio contents

Do not include the final reflective essay if your instructor does not require it. If you did fewer than four Process Writing Projects, leave the applicable rows blank. Otherwise, include all items and check all boxes below.
 Your Library Research Paper is a Process Writing Project.

- | |
|--|
| <input type="checkbox"/> Cover sheet: Put this at the front of the portfolio (not in the pockets).
<input type="checkbox"/> Final reflective essay (optional): Include this behind the cover sheet if your instructor requires it.
<input type="checkbox"/> Reading responses: Include 3-4 <i>unrevised</i> reading responses here (at least 250 words apiece). |
|--|

Process Writing Project #1 (include these items in this order, front to back)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Project handout | <input type="checkbox"/> Graded draft | <input type="checkbox"/> Revised draft (if revised) |
|--|---------------------------------------|---|

Write the title of the project: _____

Process Writing Project #2 (include these items in this order, front to back)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Project handout | <input type="checkbox"/> Graded draft | <input type="checkbox"/> Revised draft (if revised) |
|--|---------------------------------------|---|

Write the title of the project: _____

Process Writing Project #3 (include these items in this order, front to back)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Project handout | <input type="checkbox"/> Graded draft | <input type="checkbox"/> Revised draft (if revised) |
|--|---------------------------------------|---|

Write the title of the project: _____

Process Writing Project #4 (include these items in this order, front to back)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Project handout | <input type="checkbox"/> Graded draft | <input type="checkbox"/> Revised draft (if revised) |
|--|---------------------------------------|---|

Write the title of the project: _____

Final checklist

- | | |
|--|--|
| <input type="checkbox"/> Portfolio organization. All items in this portfolio are "hole-punched"; nothing has been left in the pockets. I have checked all boxes above and included all of the items in the same order as they appear in the checklist (from front to back in the portfolio).
<input type="checkbox"/> Library Research Paper. This portfolio includes a Library Research Paper of at least 2000 words in length. <i>(NOTE: Your instructor will specify the exact length.)</i>
<input type="checkbox"/> Final draft length. The process writing project final drafts included in this portfolio, including the Library Research Paper, total at least 3200 words in length.
<input type="checkbox"/> Format. Each project included in this portfolio is double-spaced and includes a header on the first page with my name, the course section, the date on which I submitted the draft, and a title. | <input type="checkbox"/> Research. Each project in this portfolio that uses sources (including primary texts) follows MLA format, which includes in-text citations and a Works Cited page.
<input type="checkbox"/> Academic honesty. I acknowledge that there must be no evidence of plagiarism or academic dishonesty in any of my Process Writing Project final drafts. No citations are missing, and sources are properly cited and integrated into my writing. All items included in the portfolio are written by me specifically for this course. <i>(NOTE: If you are unsure whether you are fulfilling this requirement, check with your instructor prior to turning in your portfolio.)</i>
<input type="checkbox"/> I acknowledge that each student must turn in a complete portfolio with a completed cover sheet in order to pass the course. |
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CIVIC DUTY EXTRA CREDIT TIME LOG

TOTAL HOURS		15.00	Course	MINF2201	Student Name:		Christina Conti
Date	Time	Total Hours	Organization	Contact Person	Contact Phone Number	Activity/ Volunteer Duties	Reflection Notes
6-Apr	9:00AM-3:00PM	6.00	Replay Physical Therapy	[REDACTED]	[REDACTED]	Helped sort paperwork for all the patients as well as clear out old files and transfer over paper files to the computer	Sorting paperwork is very tedious work. It takes a lot of concentration but it also is important to get patients files correct and accurate. With transferring these over to the computer, it takes a lot of time, but it will be more accurate when it comes to having all the patients records on file.
7-Apr	9:00AM-3:00PM	6.00	Replay Physical Therapy	[REDACTED]	[REDACTED]	Helped sort more paperwork for all the patients as well as got to watch physical therapists deal with sports injuries and try to combat their physical and mental injury	Again, sorting paperwork can be very tedious. But getting to watch Dr. Hanson work with patients and see how he helps them physically and mentally was amazing. He works with healing their body, but after a injury in an athlete, the brain has also been damaged (mental blocks). Dr. Hanson works to help the patients overcome both injuries.
8-Apr	9:00AM-12:00PM	3.00	Replay Physical Therapy	[REDACTED]	[REDACTED]	Helped sort more paperwork for all the patients as well as got to help show certain exercises and help with getting patients through their exercises and helping them stay on task and focused on getting better and doing what they needed to	More of sorting paperwork. There are a lot of patients which means a lot of paperwork. Today I got to show the patients certain exercises that Dr. Hanson had showed me earlier (and that I have done before in my own physical therapy). I also helped them stay focused. The therapy does not need to be strict exercises so having fun is good, but the patients, which are mostly younger athletes, have to stay focused and do all of the exercises and repetitions.

Organization Name: Replay Physical Therapy

Supervisor Signature: [REDACTED]
 I have completed no less than 10 hours volunteer work for my organization

Student Signature: [REDACTED]
 I submit that all statements and time stamps designated on this Time Log are accurate and truthful.

[REDACTED]

Spring 2015

Career Project

MINF2201-Civic Duty Paper

Throughout ones senior year of high school, they are frequently asked what they plan to do with their lives. For me, that answer was easy and it was Physical Therapy. I was ready to take on the many years of schooling to become a physical therapist because of the impact they had on my life throughout my many competitive cheerleading seasons. As I got into my first semester of college, I realized that the science track filled with many biology, chemistry, physics, and anatomy classes, was not the track for me. Because of my career goals of wanting to do something I love, I decided to maintain a little portion of physical therapy and decided to change my major to psychology to pursue a doctorate in Sports Psychology. I decided to do my volunteer hours at Replay Physical Therapy where I had done my hours for my high school senior project. Because of the previous encounters I had with Replay, I was trusted during my hours to sort paperwork and to transfer over written paperwork to the computer applications. Also during my 15 hours, I worked with patients and watched as Dr. Daniel Hanson worked with sports related injuries and the people affected by these injuries. It is not only a physical challenge when it comes to sports therapy, but it is mental and that is where the sports psychology comes into practice. Dr. Hanson had to learn about sports psychology so he could better deal with his patients. Aside from helping patients and sorting paperwork, I discussed with Dr. Hanson about the computer applications he used in his small business. When sitting down talking to him, I

better understood the importance of all the computer applications and why they are so convenient for businesses.

There were two major computer applications or software that Replay Physical Therapy used. One was QuickBooks, which can be used in any type of company, dealt with the money and the accounting software for the company. WebPT, which is an industry specific software, dealt with the patients records and regulating all the HIPPA rules and regulations. QuickBooks is an accounting software mainly used in small or medium sized businesses. Through this software, Replay Physical Therapy can accept payments, manage and pay bills, and the owner can manage payroll. Before Replay started using WebPT, they were using paper copies of all files such as patient history and payment records. Most of this was transferred to Word through a template all the therapists used. WebPT makes these records accessible to any therapist or doctor, connecting all the files from different locations together. This software uses an authentication server to keep track of what doctor is logged into the software as well as what doctors are writing about clients specifically.

While observing the front desk secretary, Tanya Shippers, she was still struggling with the new software WebPT. Many times she had to refer to the wizard, or the step by step guide that walked her through the steps to enter information or to navigate around the software. QuickBooks has been in longer use at the practice so Mrs. Shippers knew how to navigate through that but when asking her, she said it was not too difficult to learn. The only computer that is directly connected to the practice is the main computer at the front desk. All the other employees use their own laptop or an internet tablet and access the necessary software through logins specific to the therapists. Also when observing during the week, the main computer also uses McAfee Antivirus Software to protect from hackers. The two main applications are relied

on very heavily by the therapists at Replay and help the company to survive through all the paperwork they must fill out for every patient they encounter.

QuickBooks as well as WebPT and McAfee Antivirus are very important to this company. Without the help of these applications, the company would have to rely solely on paper copies of every document to get them through their day. QuickBooks takes care of the payroll which is important to employees as well as the owner of the practice. It helps manage all of the finances of the company as well as keeps records of what patients have paid for their sessions and with what form of payment. Before the use of this software, all of this information was on paper and was easily lost or incorrect. WebPT allows these therapists to access records from their individual computers and even at home if a patient has any questions outside of the office. It manages therapist's schedules and allows them to document what exercises were done with each patient and progression notes. This software also is in regulation with HIPPA (Health Insurance Portability and Accountability Act) which helps protect patient information. Violations of HIPPA can cost a practice and the therapist thousands or millions of dollars in lawsuits so it is very important for practices to keep up with the current HIPPA rules and regulations.

Since Replay has recently transferred over their current files and is in the process of transferring over files that were from old clients, most records are still easy to access if either of these applications is not working. Even though records can easily be documented on paper, the monetary aspect of the company is hard to operate without QuickBooks. On file, patient's former payment methods as well as their current balance can be seen. Without this software working, any company would be in a very difficult predicament. Payment records are difficult to keep on paper especially when patients pay with a credit card or the amount is subtracted from their personal credit card or debit card accounts.

Replay through the broader use of social media, has expanded their clientele. The practice is located in a difficult area to navigate so through online mapping programs on their website, it has been made easier to find their location. They have updated their website to not just information about the practice, but images of their work and videos of what they can do through Java applications. The practice has also started using social media networks such as Facebook, Twitter, and even Instagram. Through the widening of their advertising, the company has received more patients, and since they are not part of a large cooperation such as Pinnacle Orthopedics, they do not have as broad a range of patients or advertising as the large companies have.

Throughout my time volunteering at Replay Physical Therapy, I not only learned about therapy, but I learned about the microcomputer applications it takes to run a company. There are many other aspects of the company that help it to run, but the dependence on QuickBooks and WebPT is very large and helps the company to run successfully. When volunteering their on previous occasions, I did not think about what made the company run, I only thought about exercises and helping patients. Having well operated applications helps the employees as well as the patients and makes the practice more accessible to patients. The use of any application that makes businesses' daily interactions easier will improve the effectiveness of the business as well as the consumer rates. The development of different software is beneficial to companies, and one day I hope that I will have a software to help with my patient documents and payments.