

Simply Balanced Massage Therapy

Client Information Sheet & Operational/Office Policies

Welcome and thank you for choosing treatment with Simply Balanced Massage Therapy. The following is information relevant to your treatment, and our confidentiality and office policies. Please let your therapist know if you have any questions regarding these policies.

Massage is a wonderful way to relax, de-stress, and improves your overall health. Our goal is to help you identify problem areas in your daily life that we can increase awareness of and help promote healthy changes to increase your overall daily function. We will work together as a team to increase personal awareness and promote healing through therapeutic massage sessions.

- In the days before your massage, drink plenty of water.
- Do not eat 1 hour before your massage. Your stomach needs time to digest your food and could make you feel uncomfortable during your massage session.
- After your massage and throughout your day and days to follow **DRINK PLENTY OF WATER!** Massaging your muscles can get them to release toxins. Make sure to stay hydrated to help expel toxins out of your system faster.
- Soak in a warm bath of Epson salt to help flush the toxins released and help with relieving possible sore muscles.

Remember to breathe, as this helps you relax. Sometimes people hold their breath when a sensitive area is massaged, but it is best to breathe through it. When you are not breathing properly this can cause tightening of your muscles during the massage and is counterproductive. If you cannot seem to relax your muscles, let your practitioner know so he can adjust the massage technique to a better comfort level.

All services are by appointment only

- I work by appointment only. Please call to schedule your appointment. The further in advance that you know what day and time you want, the better chance you have of getting that particular spot.

Informed Consent

- Prior to each massage session, the treatment plan will be discussed with you. At your first visit with us you will receive a copy of the massage therapy policies and will be asked to sign the consent stating that you have read the information, understand it, and agree to comply with the professional

massage therapy policies and procedures. Clients who we have not seen for at least one month will be asked to fill out this form again.

Scope of Practice

- Your therapist is licensed by the state of Colorado. He is insured by Associated Bodywork & Massage Professionals (ABMP). He is held to the highest professional standards of ABMP.
- Massage Therapy is a profession in which the practitioner applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client.
- Massage Therapists do not diagnose or prescribe for medical conditions nor are they allowed to provide treatment for a specific condition without a doctor's supervision. The massage therapist is required to refer you for diagnosis and to follow recommendations of your physician.

Session time

- Be on time. About 10-15 minutes before your scheduled appointment is ideal. You want to be sure to get your fully allotted time as well as make time for any paperwork you need to fill out. If late arrival is inevitable, your service(s) may be shortened in order to keep on schedule. The original treatment time will be charged.

Pricing for services

- Introductory rate of \$_____ will be kept if a standing appointment is in effect booking out no more than 30 calendar days. If a standing appointment is not made, the standard rate of \$_____ will be charged for two consecutive sessions before the introductory offer can be applied again.

Respect for Client needs and Boundaries

- As a common courtesy, please shower either before you leave the house or at the massage location (if they have it available). It will make the experience better for everyone.
- **Please wait until your practitioner has left the room before you begin undressing.**
- Please speak up if something doesn't feel right at any time during the massage. We want this to be a relaxing and enjoyable experience. Please do not ever hesitate to let your practitioner know if you are experiencing any discomfort during your massage session

- The therapist is happy to adjust pressure, temperature, musical volume, work longer on an area or move on if you request it.
- The client may choose to leave on as much clothing as needed for comfort, refuse any massage methods, stop massage at any time and is free to leave the therapy. Our door is never locked.
- The client will always be modestly draped. Only the area being massaged will be undraped.
- The clients will be kept informed of the area to be massaged.
- Occasionally, an emotional response to massage occurs. If this happens, it is ok to express the feelings in our safe, nonjudgmental environment - or you may request privacy and end the session. You are in control.

Professional Boundaries

- Requests for sexual activity will not be tolerated and will be viewed as solicitation and reported to the proper authorities under the guidelines of the massage therapy policies and procedures. The client will not be rescheduled if this occurs.
- The breast and genital area will not be massaged under any circumstances. Permission will be asked before working close to these areas; otherwise, a professional distance will be maintained. Also, low back, hip & gluten area will be massaged only with permission and can be worked through the draping if requested.
- Sexual interaction or discussion of any kind between the client and the massage therapist is NEVER appropriate. On rare occasions an involuntary sensual response to massage is natural and will subside on its own in a few moments.
- We do not massage anyone under the age of 18 without a parent present during the entire massage session and written consent.

Confidentiality and Conversation

- The discussion between the massage therapist and the client is confidential. The client may or may not choose to talk during the massage.
- We are happy to listen to your conversation and share our professional expertise. We prefer to not discuss topics of a political, private or sexual nature.

Existing and New Medical Conditions

- **Please be sure** to tell your practitioner about any major surgeries or injuries you have recently had. It is also vital to mention any previous injuries, past or

- upcoming surgeries as well. This information is very important so that your practitioner can choose the best course of treatment for you.
- It is the responsibility of the client to keep the massage therapist informed of any medical treatment currently being taken, and to provide written permission from the physician, chiropractor, physical therapist, etc., that the massage may be continued.
 - The client must also keep the massage therapist informed of any changes in health conditions.
 - If you are undergoing chemo and radiation therapies – please let your therapist know. Please note that we require a doctor's note that states the doctor is aware of and agrees to the desired massage treatment.

Late Arrival Policy

- If you are a new client, please arrive 15 minutes early to fill out paperwork and discuss your needs with the therapist.
- In respect to my time and yours, please arrive on time for your appointment. If you are late, your session will still end at the scheduled time, and you will pay for the full time allotted.
- In the rare event that I am running late, you will still receive your full amount of time if convenient for you. If not, I will adjust the price of your massage accordingly.
- We regret that late arrivals will not receive extension of scheduled appointments. In special cases, and when our schedule will allow, we may be able to accommodate a partial or full appointment. This will be at our discretion and only with proper, advanced notification of your late arrival. The original reservation fee will be charged.

Intoxication Policy

- Please **do not** come in for your massage session if you have ingested alcohol or narcotics of any kind, (unless prescribed by your doctor), in the past 24 hours. It is not safe for you to receive a massage and unethical and can be dangerous to massage someone under the influence of alcohol or narcotics. It is best to avoid alcohol entirely for 24 hours before your massage.

Sick Policy

- Please **do not** come in for your scheduled massage session if you are sick, contagious or have a fever, skin irritations (such as poison ivy or sunburn). We do not want to risk infecting other clients, and massage can greatly worsen your symptoms of a cold or virus. Please call your practitioner to reschedule and explain to them that you are ill and need to reschedule.

Cancellation

- I require 24-hour notice for all canceled appointments. You will be billed full rate for cancellation with less than 24hrs notice. Since that time frame was reserved for you, it is almost impossible to fill that spot on short or no notice. I realize that emergencies can happen, so call and we can discuss your situation.

No Show Policy

- No show clients will receive a bill for the full rate of appointment scheduled for services. Clients who fail to show for appointments may be asked to pre-pay for future services. It is important that our massage therapists are compensated for reserved time slots.

Payment options

- I accept cash, checks, PayPal, debit and credit cards. Cash or checks are preferred. Payment in full is due at time of service.

Gift Certificates

- Please use gift certificates within one year of receiving. The 24 hour notice of cancellation applies to gift certificates as well, although rather than being billed for the session, the gift certificate will be considered as having been used. Not redeemable for cash

Right of Refusal

- The therapist reserves the right to refuse service to any client at his discretion.

If you have any questions on the above information, please direct them to Spring Perez at 303-907-4206.

I accept, understand and agree to abide by the contents and terms of this agreement and further, consent to participate in evaluation and/or treatment. I understand that I may withdraw from treatment at any time.

Name of patient (print)_____

Signature:_____ Date:_____

Therapist/Witness:_____