



ON-SITE MASSAGE Practitioner Guidelines

Thank you for participating in *National Massage Therapy Awareness Week*! Please read the following guidelines and familiarize yourself with them as you will be expected to follow them. It is important to remember that an individual **MAY NOT** receive a massage unless s/he has completed the intake form.

Thank you again for donating your time; it is Practitioners such as you that help make these events a success.

1. Collect the individual's intake form.
2. PRINT your name in the box at the bottom of the page
3. Scan the intake form to be sure the individual has provided his or her name (age and occupation are NOT REQUIRED if the individual refuses to provide them).
4. Continue to scan form to be sure they have completed the section stating, "Are you currently suffering..."
5. If the individual has answered "NO", place a check mark (or an "X") on the PC line in the box at the bottom of the page. PC represents pre-existing conditions.
6. If the individual has answered "YES," confirm that the other two questions have been answered. If both have been answered, place a check mark (or an "X") on the PC line in the box.
7. If the individual has left the answer blank, ask him or her questions regarding his or her conditions, and note the corresponding answer. When you have done that, place an "X" on the PC line in the box.
8. If an individual refuses to answer any questions (with the exception of age and occupation) or initial the disclaimer statement, politely refuse to provide the massage.
9. If an individual has a pre-existing condition, do not attempt to treat the problem if s/he is under a doctor's supervision or undergoing treatment. If the individual is not under a doctor's supervision or undergoing treatment, any attempt to treat the problem will be done at your own risk and liability.
10. Once the form is complete, you may proceed with the massage.

Please don't assume anything. Use your best judgment, and if you have questions, please ask a coordinator! Thank you.