



## **Policies and Procedures**

### ***New Clients***

New clients will be made aware of all policies and procedures during intake process at which time consent will be granted in order to proceed with treatment. .

### ***Appointments***

Services will be available by appointment only. Appointments can be made over the phone.

### ***Late Arrivals/ Cancellations/ Failure to Show Policy***

We appreciate if the client would be prepared 5-10 minutes in advance for their scheduled appointments. Appointments begin promptly at their scheduled time. If the client is late the remaining time will be used to best benefit the client but the missed time will not be made up by the practitioner.

Appointments must be canceled 24 hours in advance to avoid being charged the full price of the massage. In the event of an emergency a one-time-only waiver will be granted after which all cancellations less than 24 hours in advance will be charged the full price for a regular session. Failure to show for an appointment without cancellation or an emergency situation will result in a charge for the full price of a regular session and temporary suspension of appointments until the missed appointment has been paid in full.

### ***Illness***

We understand that everyone catches cold from time to time but in our efforts to best serve all of our clients and our own health we ask that you cancel when you are sick. If you arrive with a fever or other symptoms of illness you will be asked to reschedule and charged for the cancelled session.

Likewise your practitioner will reschedule your appointment free of charge in the event that he/she may be ill.

### ***Payment/ Returned Check/ Refunds/ Insurance Policies***

Payment is to be made, in full, prior to services rendered. The cost of a returned check will be at the expense of the client. Clients should discuss insurance coverage with their practitioner as individual coverage and policies vary.

### ***HIPPA***

Shade of Green Healing is a HIPPA compliant company. All records are kept safe and confidential. At no

time will records or health information be released or shared without the written prior consent of the client.

### ***Scope of Practice***

Massage is defined as the systematic manual or mechanical manipulations of the soft tissue of the body by such movements as rubbing, kneading, pressing, rolling, slapping, and tapping, for therapeutic purposes such as promoting circulation of the blood and lymph, relaxation of muscles, relief from pain, restoration of metabolic balance, and other benefits both physical and mental.

- We do not engage in spinal manipulation of other chiropractic work.
- We do not diagnose.

Because our practitioner(s) are also certified in various other physical sculpting and healing arts such as Reiki, Pranic Healing and personal fitness training the scope of practice we follow is much broader than that of massage therapy. Depending on the services being sought after and practitioner being seen other qualifications and recommendations may be available. If you are unsure of a practitioner's certifications of qualifications for any information or recommendations shared please feel free to ask. Our practitioner(s) will be happy to share this information with you.

### **Boundaries**

#### ***Reasons a Sessions May be Ended Early***

Practitioner may at any time terminate the treatment if the client's behavior is inappropriate or disrespectful. Likewise a client may at any time end their session if they have any concerns or discomforts without having to address their reasons to the therapist.

#### ***Client Hygiene***

Clients are expected to arrive in a clean and presentable manner. If client's hygiene is not acceptable it will be tactfully addressed by the practitioner. If client continues to arrive without being properly groomed the practitioner will end the session and ask client not to reschedule until they can follow rules of hygiene.

#### ***Client/Therapist Relationship***

Because we value your health it is important that the client at all times be completely and thoroughly honest with the practitioner regarding health conditions. Conditions exist which may not be benefited from massage. In order for the practitioner to best treat the client they must have full knowledge of the client's current and past health.

It is important to the practitioner that the client feels comfortable expressing their opinions about the treatment. Even feedback which may seem negative will help the therapist better adjust the course of the work to best suit the needs of the client. Remember we are here to serve your needs.

State law mandates that during all massages all clients, without exception, are to be draped so that only the part of the body being worked is exposed. We take this very seriously and will not bend the rules for anyone.

### ***Children and Young Adults***

All children under that age of 18 are required to have a parent/guardian's permission on file in order to receive treatment. Parents are asked to remain in the room for children 17 years of age and younger. These policies are applicable to change.

As with an adult, the child may at any time end their session if they feel uncomfortable. The practitioner will always respect their boundaries and will not try to force treatment if the child is unwilling.

It is important for parents to note that any information disclosed to the practitioner by the child, no matter the age, is confidential and cannot be shared with the parent directly. However, the practitioner will take all steps necessary if anything requiring serious medical attention is divulged.

### **Services Offered**

All massage services are available in 60+ minute increments. All services take place in client's home with the client on a massage table or chair unless circumstances including but not limited to client mobility determine otherwise.

### ***Therapeutic Massage, Swedish/Relaxation Massage, Prenatal Massage, Sports Massage:***

Massage or massage therapy are systems of structured palpation or movement of the soft tissue of the body. The massage system may include, but is not limited to, such techniques as, stroking, kneading, gliding, percussion, friction, vibration, compression, passive or active stretching within the normal anatomical range of movement; effleurage (either firm or light soothing, stroking movement, without dragging the skin, using either padded parts of fingertips or palms); petrissage (lifting or picking up muscles and rolling the folds of skin); or tapotement (striking with the side of the hand, usually with partly flexed fingers, rhythmic movements with fingers or short rapid movements of sides of the hand). These techniques may be applied with or without the aid of lubricants, hydromassage, thermal massage or a massage device that mimics or enhances the actions possible by human hands. The purpose of the practice of massage is to enhance the general health and well-being of the recipient. Massage does not include the diagnosis of a specific pathology, the prescription of drugs or controlled substances, spinal manipulation or those acts of physical therapy that are outside the scope of massage therapy.

(<http://www.massagetherapy.com/glossary>)

### ***Pranic Healing and Pranic Psychotherapy:***

Pranic Healing<sup>®</sup> is a highly evolved and tested system of energy medicine developed by GrandMaster Choa Kok Sui that utilizes *prana* to balance, harmonize and transform the body's energy processes.

*Prana* is a Sanskrit word that means *life-force*. This invisible bio-energy or vital energy keeps the body alive and maintains a state of good health.

Pranic Healing® is a simple yet powerful & effective system of no-touch energy healing. It is based on the fundamental principles that the body is a *self-repairing* living entity that possesses the ability to heal itself and that the healing process is accelerated by increasing this life force that is readily available from the sun, air and ground to address physical & emotional imbalances.

Pranic Healing® requires no drugs, gadgets, not even physical contact with the subject. Physical contact is not required because the practitioner is working on the bioplasmic or energy body and not directly on the physical body. This energy body, or aura, is the mold or blueprint that surrounds and interpenetrates the physical body. It is the energy body that absorbs life energy and distributes it throughout the physical body, to the muscles, organs, glands, etc. The reason Pranic Healing® works on the energy body is that physical ailments first appear as energetic disruptions in the aura before manifesting as problems in the physical body.

This pervasive energy that surrounds, interpenetrates, and sustains the physical body, also affects our emotions, our ability to handle stress, relationships and even finances. (<http://pranichealing.com/>)

### ***Personal Fitness Training:***

A personal trainer is a fitness professional involved in exercise prescription and instruction. They motivate clients by setting goals and providing feedback and accountability to clients. Trainers also measure their client's strengths and weaknesses with fitness assessments. These fitness assessments may also be performed before and after an exercise program to measure their client's improvements in physical fitness. They may also educate their clients in many other aspects of wellness besides exercise, including general health and nutrition guidelines. ([http://en.wikipedia.org/wiki/Personal\\_trainer](http://en.wikipedia.org/wiki/Personal_trainer))

### ***Reiki:***

Reiki healing is a hands-on energy healing art. It was originated in Japan in the early 20th century by Mikao Usui, who had a life-changing experience of light and energy that he recognized as reiki--sacred life force--and that awakened his innate healing abilities. He developed a system of practices that enabled others to become effective healers. In a reiki healing session, the practitioner, trained to access and serve as a channel for the life force (ki or chi), places her hands on or just above the client's body in order to activate healing energy within receptive points on the body. The practitioner's hands move progressively with a passive touch through twelve positions on the body, remaining in each position for three to five minutes. As a harmonic flow of energy is strengthened, within the client and practitioner, healing occurs through the return of physical, mental, and spiritual balance. (<http://www.massagetherapy.com/glossary>)

### ***Reflexology:***

Based on an ancient Chinese therapy, reflexology involves manipulation of specific reflex areas in the foot, hands, and ears that correspond to other parts of the body. Sometimes referred to as zone

therapy, this bodywork involves application of pressure to these reflex zones to stimulate body organs and relieve areas of congestion. Similar to acupuncture principles, reflexology works with the body's energy flow to stimulate self-healing and maintain balance in physical function. This technique is used to reduce pain, increase relaxation, and stimulate circulation of blood and lymphatic fluids. It is especially useful in stress-related illness and emotional disorders. Reflexology is also convenient in cases where an area of the body is traumatized or diseased to the extent that direct manipulation is not appropriate. (<http://www.massagetherapy.com/glossary>)

***Oneness Blessings or Deeksha:***

Oneness Deeksha (aka) Deeksha is an energy transfer that brings about growth in consciousness. The level of consciousness of a person determines his/her quality of life experience.

Deeksha is given by the laying hands on the recipient's head or sometimes through intent. In this case, the giver holds the receiver in his or her awareness for a few minutes and allows the Deeksha to flow. In this way, the Deeksha can be given at a distance of thousands of miles or to a large group of people all at the same time. Deeksha unfolds differently in every individual as it depends on what the receiver may need it most. (<http://www.onenessuniversity.org/index.php/what-we-offer>)

***Aromatherapy:***

The use of essential oils (extracted from herbs, flowers, resin, woods, and roots) in body and skin care treatments is known as aromatherapy. (<http://www.massagetherapy.com/glossary>)

***Ionic Foot Bath:***

An ionic foot detox machine is a modern energy therapy device which balances the body's natural energy system. By introducing a high level of negative ions into the water of a foot bath, the feet, utilizing principles of reflexology and the science of ionization and osmosis, create a positive cellular environment and enable the body's natural detoxification processes to function at their peak. (<http://www.ionicfootdetox.com/>)