

Bolton Naturopathic Clinic  
64 King St. West.  
Bolton, ON L7E 1C7

## Office Policy for Massage Therapy

As Registered Massage Therapists, we are obligated by the College of Massage Therapists of Ontario to abide by a Scope of Practice: "The practice of massage therapist is the assessment of the soft tissue and joints of the body and the treatment and prevention of physical dysfunction and pain of the soft tissues and joints by manipulation to develop, maintain, rehabilitate or augment physical function, or relieve pain."

It is required by law to have you complete a health history form to be kept in our records. We are also required to update all health history forms annually so please inform us of any changes to health status or medications immediately. Please be aware that you have access to your file at any time, and your information will be kept confidential, except as required or allowed by law. If you are also a patient of the Naturopathic doctors Dr. Philip Rouchotas or Dr. Heidi Fritz, your information may be exchanged between doctors in order to benefit your treatment goals.

In this office Massage Therapists: **Melanie Maas RMT, Kelsey Deugo RMT, & Amanda Patton RMT** act as the Privacy Information Officers for the massage therapy patients.

If any information is required by a third party (insurance company, lawyer, and other health care providers) a written authorization of release of information will be obtained from you the client to release specific information.

Bolton Naturopathic Clinic reserves the right to request reasonable payment for any photocopies of information from the file the patient may request.

## Cancellation/No Show Policy

**We require at least 12 hours notice** if you need to cancel or reschedule your scheduled appointment. If **NO notification or less than 12 hours** is provided, you will be charged a **\$30.00 missed appointment fee**. No exceptions. Please note insurance benefits **DO NOT** cover missed appointment fees.

### Late Arrivals:

Appointment times have been arranged specifically for you. Unfortunately we cannot provide late arrivals with an extension of scheduled appointments. In special cases 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 arrival. Depending upon how late you arrive, your therapist will determine if there is enough time remaining to start a treatment. The **original reservation fee will be charged for any late arrivals**.

## Patient Consent

I have reviewed the information above that explains how this office will use my personal information and the steps your office takes to protect my information.

I have read and understand the Office Policy and Cancellation Policy and I agree that the **Massage Therapists** at Bolton Naturopathic can collect, use and disclose personal information for \_\_\_\_\_ as set out above.

(Patient's name)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Witness Signature: \_\_\_\_\_