



Colorado Institute of Massage Therapy
Client Information

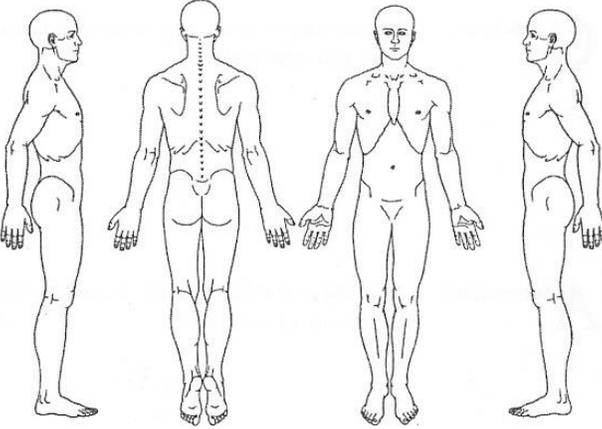
Name _____ DOB ____/____/____

Occupation _____ Activities _____

Physician/Phone _____ (____) _____ Emergency Contact/Phone _____ (____) _____

Have you ever received massage therapy? ___Yes ___No

If yes, when was your last massage? _____ How often do you receive massage? _____



What are your goals for massage? ___Relaxation ___Tension Relief ___Injury ___Maintenance

What type of touch do you prefer?

___Mild ___Moderate ___Deep

Circle and describe the areas of your body you would like the therapist to focus on?

Two horizontal lines for writing answers to the focus area question.

Are there any medical conditions/injuries the therapist should be aware of? ___Yes ___No

If yes, please explain: _____

Do you have any allergies? ___ Yes ___ No If yes, please explain: _____

Are you pregnant ___ Yes ___ No If yes, how many weeks _____

Are you taking any medications at this time? If so what type: _____

- Four checkboxes with text: I have read and understand all policies of CIMT clinic, I certify that the above information is complete and correct and will keep therapist informed of any changes, I understand I will be financially responsible for any scheduled appointment which is not cancelled 24 hours in advance, I understand that neither CIMT nor any student will be liable for any injuries or loss sustained to myself or property while on the Institute's, student's, or client's premises

Client: _____ Date: _____



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Massage Clinic Policies:

Cancellations/No Shows/Appointment Changes: CIMT strongly enforces a **24 hour cancellation policy**. Any cancellations or changes to appointments must be made **at least 24 hours prior** to the appointment time for any refund or credit to be given. Our wish is not to inconvenience you; only to ensure a firm commitment for each appointment. There is a strong demand for student clinic (we are booked an average of three weeks out), and we would like to accommodate as many of our clients as possible. Should CIMT have to cancel your appointment within 24 hours for any reason, we will issue a coupon for a complementary session.

Non-Members: Appointment cancellations within less than 24 hours **will not** receive a refund
Members: Appointment cancellations within less than 24 hours are required to pay for the missed appointment. If the appointment is not paid for, the member will not be allowed to rebook until paid in full.

Reservations:

Non-Members: Each appointment **MUST** be prepaid before an appointment will be booked.
Members: Membership card holders may book appointments on an honor system and will be held to the cancellation guidelines

Late Arrivals: If you arrive late, your massage will last for the remaining time. However, you will still be responsible for full payment of the full one-hour session price.

Confirmation of Appointments: The CIMT receptionists will do their best to provide you with a confirmation call the day before your appointment; however, this is considered a **courtesy** call and is NOT a guarantee. So, whether or not you receive a confirmation call, you are still responsible for keeping your appointment time. Client consents that CIMT may leave a message regarding appointments with whomever answers the number given or on voicemail.

Weather Policy: In the event of poor weather conditions, please contact the school prior to your scheduled appointment. If you are unable to reach the receptionist, our answering system will relay current school closing information. If we are closed, we will contact you the next day we are open and will reschedule you for the earliest convenient opening.

Clinic Behavior: We emphasize proper, moral, and professional behavior in our Student Massage Therapy Clinic. Any improper remarks or behavior will not be tolerated and can result in permanent dismissal from student clinic and revocation of membership.

Children: We strongly encourage our clients to not bring their children with them to their massage session as we cannot be responsible for their care and we must ensure a relaxing environment for all of our clientele. If it is absolutely necessary for you to bring your children, then we will request that they remain in the massage room with their parent/guardian while the massage is being given.

Therapist Request (student clinic): We will do our best to honor special requests for particular student therapists; however, we cannot guarantee special requests due to the schedule changes, etc. If your requested therapist is absent, we reserve the right to schedule you with another therapist. If you specifically request a male/female student therapist, we will do our best to accommodate your needs, but again can make no guarantees. **If you refuse your massage session, please be aware that you will STILL be charged for the session in full.**

Essential Oils: If clients are interested in bringing personal essential oils to their massage session, they should inform CIMT when booking their appointment. While we will do our best to accommodate the request, we allow the therapist to decline to use essential oils because a therapist may not be trained in aromatherapy or may have sensitivity to certain oils/scents.

Supervision (student clinic): Please be advised that because we are a student clinic, at any time, for the safety and learning environment of the therapists, it is appropriate for the Student Clinic Supervisor to knock on the massage room door, enter the room, and observe the massage treatment being given.

Consent to Policies: I have read and understand the policies of CIMT's Massage Clinic and by signing below, I agree to their terms.

Signature

Date

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Approved and Regulated by the Department of Higher Education, Private Occupational School Board
Institution Accredited with the Commission on Massage Therapy Accreditation