



Jessica Malabanan, LMT #16232  
9725 SW Beaverton-Hillsdale Hwy, #210E  
Beaverton, OR 97005  
(503) 488-0761

Jessica@TaoofTouch.com  
NPI #1093030041  
EIN # 27-2630656  
www.TaoofTouch.com

---

## Office Policies (updated 2/12/12)

### Client's Rights

Your privacy is very important to me. I follow HIPAA regulations in order to maintain your secure and private information. This includes keeping all medical information, credit card information, and personal conversations between the two of us, unless you give me expressed permission to share specific information.

This is your time in the massage room. I want you to be comfortable at all times. This includes the pressure that I am using, the temperature, and even the music. Please feel free to discuss with me anything that may help you relax and enjoy your massage.

### Therapeutic Relationship Agreement

Please inform your massage therapist of any changes in your physical or mental health prior to any bodywork.

Please understand that a massage therapist does not diagnose illness, disease, or any other physical or mental disorders. As such, your massage therapist does not prescribe medical treatment or pharmaceuticals, nor does she perform any spinal manipulations.

Please know that your massage therapist has the right to refuse service or stop the massage at any time for the safety of the client and/or herself.

### Fees

Medical Massage Therapy (97124) - \$20 per 15-minute increment

Myofascial Release (97140) - \$20 per 15-minute increment

Heat Therapy (97010) - \$10 per session

For clients who wish to utilize Massage Benefits, I can bill your insurance. Please allow 24 hours notice for verification of benefits before your initial scheduled appointment. You are responsible for any co-pays and any balance after your insurance has paid.

### Self-Pay or Advance Payment Options (as of 6/1/2011)

I offer a discount for advance payment or payment at the time of service. Cash, Check, VISA/MasterCard, Discover and American Express are accepted. Gift Certificates for all services are available.

## Office Policies (continued)

Therapeutic Massage - \$65 for 60-minutes, \$90 for 90-minutes

CranioSacral Therapy Session - \$65

Reiki Session - \$65

4-Hour Package - \$200

Every so often, I find that our designated time is just a little too short, and I will ask if you have an extra 5 or 10 minutes for me to finish working. In these cases, I will not ask you to pay for the extra time. However, if you ask to upgrade your appointment time during the massage session and I have time to accommodate you, you will be responsible for the additional fee.

### Late Policy

Sometimes people are running behind. Please notify me by phone or text when you realize that you will be late. If I have the time to accommodate an entire session, then I will gladly do so. However, if I cannot give you the full time scheduled, you will still be financially responsible for the entire amount of time you scheduled.

### Cancellation Policy

If you cannot keep your massage appointment for any reason, please communicate with me as soon as possible so that I can make your time-slot available for other interested clients. Furthermore, if you cancel or reschedule within 24 hours of your appointment, a fee of \$35 may be assessed, because oftentimes there is just not enough time for me to offer your slot to someone else. Conversely, you are also welcome to send someone in your place to keep your appointment so you do not incur this fee. I may also utilize your credit card information to hold your appointment.

### No-Show Policy

“No-Showing” is when you do not arrive for your appointment, nor do you communicate with me about canceling or rescheduling. Since this is not a regular issue for clients, the No-Show fee is only \$35 per missed appointment. I may also utilize your credit card information to hold your appointment. If you no-show twice, I reserve the right to stop seeing you as a client.