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Let clients know if you provide billing services, and if so, for what types of claims, or if you will simply provide receipts and/or copies of records for them to submit for reimbursement. Let clients know a physician referral demonstrating medical necessity is required for insurance reimbursement/health savings account reimbursement regardless of who submits bills.

Best times for massage: _____

Practitioner/Clinic Name:

Contact Information:

Screening Questionnaire

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Communication Checklist

Fees/forms of payment
Late arrival policy
Parking/directions
Clothing/shiatsu
Food/drugs/alcohol
Cancellation/No-show policy
Confidentiality
Confidentiality
Work setting
Modesty/Nonsexual/draping
Oils/lotions/allergies

COVID-19 Related Questions

- 1. Have you had a fever in the last 24 hours of 100°F or above? Yes \Box No \Box
- 2. Do you now, or have you recently had, any respiratory or flu symptoms, sore throat, or shortness of breath? Yes □ No □
- 3. Do you now, or have you recently had, any chills, muscle aches, new loss of taste or smell, or new rashes or lesions? Yes □ No □
- 4. Have you been in contact with anyone in the last 14 days who has been diagnosed with COVID-19 or has coronavirus-type symptoms? Yes □ No □

Inform clients of any new protocols you've implemented as a result of COVID-19, including directions about arrival, wearing a mask during the session, and getting set up for contactless payment beforehand.

Do you have special needs I should prepare for:

Do you have any questions or concerns:

If out-call, ask for directions, parking, or special instructions:

Packet Checklist

- Health Information
- Health Status Report
- Billing Information
- □ Directions/map

Date sent _____

Additional Notes

