



## Maintaining accurate records of your Thai massage sessions

**A THAI requirement:** The Thai Healing Alliance requires that each member endorsed as a Registered Thai Therapist (RTT) maintain logs of their sessions with all clients.

**WHAT?** A log is any type of written record that tracks the activities and responses of a traditional Thai massage session. You may devise your own form, or write notes on the back of your client intake form. For your convenience, THAI has developed an official intake form (Form I) as well as a Client log (Form L) which may be downloaded from the THAI web site and used by all members of THAI.

**WHY?** Written records of each session provide valuable information about the client. They allow the RTT to visually track changes, to note client preferences, responses to certain techniques, and they allow the Therapist a quick review of past sessions for returning clients. Written records can be extremely helpful in case an insurance claim is brought against you for any reason.

**WHEN?** THAI requests that you keep a written record whenever a client visits your practice location for a Thai session. As soon as the client leaves the premises, take time to write down some notes about that particular session. Before each new session with a returning client, look over your logs to review what was done in your previous session with that client.

**HOW?** If you do not already have your own form, THAI recommends that you download and use THAI *Form L* for this purpose. You may photocopy as many forms as you need for your practice. You may choose to maintain one log for each client (preferred), or you may keep one main log for all of your clients.

As soon as your client leaves the premises, and while the session is still fresh in your mind, write your thoughts. Describe things such as the client's physical and emotional state; which positions were used in the session (supine, prone, side, sitting); how your client responded to specific techniques; specific client preferences, etc. Describe any special conditions that had an effect on the session today, whether positive or negative. The next time you work with this same client, make sure to review the notes from your previous session, so you can be familiar with that person's responses to the work.

**IF YOU HAVEN'T ALREADY DONE SO, PLEASE DOWNLOAD AND USE  
THE THAI-APPROVED LOG AND INTAKE FORM TODAY.**