

OBMT Best Practices for LMTs

Adopted 10/10/2011

This document is intended to serve as a reminder and reference source for common issues that massage therapists deal with in the course of their practice. Please refer to the OBMT web site at www.oregon.gov/obmt or to your professional association for more complete information. Requirements are set by Oregon statute and OBMT administrative rule or policy. Suggested practices are *not* required, but are strongly suggested as best business practices to protect yourself, your clients, and your practice and to prevent problems. Seek your own legal and business advice as this is not intended to replace qualified expertise.

OBMT

Requirements

Notify the OBMT within 30 days when your contact information (home, work, and mailing address, phone number, and email) changes.

Report unprofessional conduct of a licensed health professional directly to their regulatory board. This includes LMTs. If you have any felony arrests, or any felony or misdemeanor convictions, you must self-report within 10 days.

Suggested Practices

Review statute and rule pertaining to massage therapy annually and/or after legislative sessions conclude and following rules changes.

Financial/Workplace

Requirements

Those LMTs who bill insurance need to understand current state and federal law to ensure compliance. Always work with a treatment plan, outline cost and payment for clients, and have the client sign a document indicating their understanding.

Suggested Practices

Carry liability insurance. If you work for another company or within the building of another company, have them named on your policy as an "Additional Insured." Understand what types of work is covered by your policy to ensure that the types of treatment you offer are covered by your insurance (for example, many do not cover hot stone treatments).

Understand the difference between an Independent Contractor and an Employee. Ensure that you are categorized properly in your place of work.

If working as an independent contractor, HAVE A WRITTEN CONTRACT (this can also apply for employees). Read any/all contracts thoroughly and if you have questions, ask a lawyer. If you cannot afford a lawyer, contact a professional association for guidance and referrals.

If your liability insurance does not come with involvement in a professional association, find one to join. Often you will get discounts on continuing education and have many networking and other opportunities you might not otherwise be exposed to.

Post a complete fee scale for clients.

Provide Practice Policies to clients and post a copy of your Ethics statement in your office.

Treatment

Requirements

Techniques involving breast or internal cavity treatment require written consent per OBMT policy.

Suggested Practices

Keep client contact information and basic health history for each client. Update annually. (This may be required by your liability insurance; understand your policy to know what information is needed.)

Keep SOAP chart notes for all treatments. (This may be required by your liability insurance; understand your policy to know what information is needed.)

Any advanced techniques should have an additional separate waiver/release and consent statement (stating the client understands the nature of the treatment, has had everything explained, and is requesting the treatment). Examples of advanced techniques may include but are not limited to:

- Techniques that can cause skin discoloration (bruising, appearance of sha)

- Techniques involving heat/cold

Wash linens after each use and separate from personal laundry. Use hot water, unscented soap. Include bleach and/or oil remover if needed. Store linens in a contained cupboard, drawer, or bin protected from odors.

Continuing Education and Certification

Requirements

Keep records of your CE classes for a minimum of 7 years. Keep all originals of CE certificates. When physical documentation is required, only send *copies* to the OBMT office for renewals.

Suggested Practices

If you maintain certifications in addition to Oregon licensure, you may want to be more selective in your CE courses. Oregon is extremely flexible with what types of things can be submitted for Continuing Education. Other states and private certification companies may have specific categories, providers, or types of continuing education required. If your funds and/or time are limited, choose CE courses that can meet ALL of your renewal needs.

Additional certification (NCBTMB or specific treatment type/s) is NOT required by the state of Oregon, although it may be required if you wish to use a trademarked name. Maintaining this type of certification is *optional* for your Oregon massage license. Understand the benefits and differences between certification and licensure to determine if certifications are something you need or want to do.

Research the credentials of individuals teaching CE courses. Know that if an instructor provides misinformation, you will still be accountable for following legal and appropriate practices. This also applies to insurance billing courses.