

Release of Client Records

*Always obtain the client's written permission before releasing their records to anybody. In order to review your clients' records, Seattle Reflexology & Massage Center and American Reflexology Certification Board will require a copy of their written permission. If a client is resistant to authorizing release of their records, select a different client. You will find most clients cooperative because they want to help you pass your certification test. Please use your best judgment in submitting client files that you feel are sensitive in nature and always respect the wishes of clients who do not want their information to be shared. **Below is suggested wording you may want to use on your own office stationery as a release form.***

AUTHORIZATION FOR RELEASE OF INFORMATION

Records of your reflexology intake and documentation of your sessions may be released to Seattle Reflexology and Massage Center and American Reflexology Certification Board by your practitioner as part of her/his efforts to be certified. Any information received will be held in the strictest confidence and will not be disclosed outside these agencies. Upon completion of the testing process your documentation forms will be destroyed.

Practitioner's name and address: _____

I hereby authorize you to release my documentation records as part of the testing process with Seattle Reflexology and Massage Center and American Reflexology Certification Board.

Client's signature: _____ Date: _____

Printed name: _____