



Registered Massage Therapists'
Association of Ontario

RECORD KEEPING ESSENTIALS

A Detailed Review of Record Keeping Requirements for RMTs

COURSE OVERVIEW

RECORD KEEPING ESSENTIALS

This workshop provides a comprehensive and detailed review of all components of a Massage Therapist's record keeping requirements. It will include all necessary documentation such as:

- Health history, initial treatment plan and ongoing notes,
- Key information that must be captured at every stage of the process
- Additional information that should and should not be captured
- Legal requirements for maintenance, storage and destruction.

The workshop will also offer an open forum for therapists to discuss what works well and what needs to be improved within their day-to-day record keeping practice. Examples of both good and not so good documentation will be provided, and the pros and cons of both paper and electronic formats for record keeping will be discussed. This workshop will involve instructor led presentations, group discussions and document reviews.

DATE & TIME: Sunday, November 11, 2018, 9:00am – 5:00pm

LOCATION: Holiday Inn Toronto Yorkdale, 3450 Dufferin St, Toronto, Ontario

For more information, visit www.rmtao.com

PRESENTER INFORMATION

AMY BEGGS, CTD, RMT, BSW

Amy has been a Registered Massage Therapist for over sixteen years. A graduate of Sutherland-Chan School and Teaching Clinic, Amy has successfully managed a massage therapy practice in a number of multidisciplinary clinics in the Burlington and Mississauga areas. In addition, Amy has been an educator within the massage therapy profession for the past eleven years, both as an instructor within the Massage Therapy Program at the Canadian Therapeutic College (CTC), as well as the Practice Specialist and Facilitator for the College of Massage Therapists of Ontario (CMTO).

Amy received her Certificate in Adult Training and Development through the OISE Program at the University of Toronto in 2011. She has also obtained her designation as a Certified Training and Development Professional from the Institute for Performance and Learning.

Amy is passionate about helping massage therapists to develop and maintain their careers; to continuously strive to practice with integrity, professionalism, confidence and competence. With this in mind, Amy is now partnering with the Registered Massage Therapists Association of Ontario (RMTAO) to provide continuing education courses in professional practice review, record keeping essentials, and a review of business practices.

REGISTRATION FORM

CONTACT INFORMATION			
First Name		Last Name	
Address			
City		Province	
Postal Code		RMTAO Member #	
Telephone		Facsimile	
Email			
Dietary Notes			
REGISTRATION FEES			
<i>Please select the applicable registration option below (prices include HST)</i>			
Select One	Category		Price
<input type="checkbox"/>	RMTAO Member Registration		\$197.75
<input type="checkbox"/>	Non-Member Registration		\$254.25
PAYMENT INFORMATION			
<input type="checkbox"/>	Cash (Can be dropped off at the RMTAO Office, <u>please do not mail cash</u>)		
<input type="checkbox"/>	Cheque (Please make cheques payable to the RMTAO)		
<input type="checkbox"/>	VISA / MasterCard – Please complete the following:		
Card Number:			
Expiry Date (month/year):			
Cardholder Name:			
Signature:			
<p>Cancellation Policy: All cancellations, amendments and substitutions must be made in writing to the Registered Massage Therapists' Association of Ontario. Cancellations by telephone will not be accepted. A cancellation fee of \$25.00 (plus HST) will apply to any cancelled registration. No refund will be given for any registration cancelled after 5:00pm on November 2, 2018 or for non-attendance. You may substitute a replacement delegate free of charge.</p>			