

Hints for Documenting Healing Touch Sessions

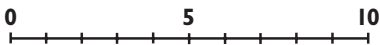
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Later in 2007, the Healing Touch Program will publish a detailed booklet about how to document the Healing Touch Sequence for client sessions. Until then, this abbreviated list will provide some basic direction for HT charting.

- 1.** Your documentation as a student or practitioner is both a reflection of the HT sequence and methods that you administered, as well as, a reflection of **you as a unique and individual provider** of Healing Touch. There is no “just one way” to chart, but rather there are a variety of acceptable ways to document what transpired during the session. Aim to include important aspects of all ten steps of the sequence, especially if it is considered a professional session or in preparation for Level 5 course completion or certification.
- 2.** Consider **what is important** to document and what is unnecessary. Do include client quotes as they are often indicative of the energetic health state. For example... “I’m feeling torn apart”; “I’m feeling stretched in too many directions.”; “I’m drained.”
- 3.** Write in a way that will enable you to read your documentation a year or so from now and to be able to understand the intake interview and all ten steps of the HT sequence.
- 4.** Use **abbreviations, codes and acronyms** to be efficient. However, if you are showing your documentation to a mentor or Level 5 instructor, be sure that your “key” to these abbreviations is shown in some obvious place for reference.
- 5.** **Write neatly** so that your mentor or instructor can easily read your writing. Reading sloppy handwriting is not reader-friendly and is frustrating and time-consuming to the reader.
- 6.** Students preparing documentation of 100 HT sessions for Level 5 are required to include the **rationale for each technique** administered, if the logic is not

apparent based on the teachings in the curriculum. If you felt intuitively guided to administer certain methods (especially if not within the recommended HT protocols), say so.

7. You may use whichever documentation form best suits you. Several choices are offered in the student support section of our website and in the HT notebooks. You may also create your own documentation sheet for sessions, being mindful to include all ten (required) steps of the HT sequence. We are open to revisions and improvements, so if you would like to give your feedback, or an idea for a different form, please let us know.
8. Use the documentation forms in a way that best suits you. As you become more skilled in charting, you will find ways to become increasingly clear and efficient in your writing. There are many ways of conveying the critical information of the steps involved in a session; **be creative, be yourself, enjoy the process!**
9. **Use scales to assess various symptoms before and after a treatment.** Scales are *not* required but are a tool that many practitioners use to help provide a subjective/objective “reading” of the client’s response to Healing Touch. Scales are shown on several of the HTP documentation forms. If you choose not to use them, you can ignore them or cross them out. If you choose to use them, there are several ways to do so, as follows:



- a. Write a symptom or issue next to one of the scales and decide how the 0-10 scale best fits what you want to measure. Clearly note whether the direction of your 0-10 scale is that the symptom or issue decreased or increased. For example the goal for pain would be to decrease from 10-0 but for a comfort or well-being level you would want to indicate an increase from 0-10.
- b. Ask the client for a measure of today’s well-being at four levels: **physical, emotional, mental, and spiritual (PEMS)** and mark the scales accordingly. Or, create another way to use this scale. When using the scale this way, a 10 rating would indicate excellent health.
- c. If you have three physically-oriented issues and no emotional, mental or spiritual issues, use the scales for the three physical issues. Measure what feels appropriate to you at this session.

The new Healing Touch Intake Interview and Session Documentation Forms for practitioner and student use are now available in pads of 50 through the Healing Touch Store at:

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<http://www.healingtouchprogram.com/catalog>

The forms allow for consistent, sequential documentation with several available formats to suit individual documentation styles and need. They are priced to save you copying or printing time and costs.

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d. Scales can be used during an intake interview and at subsequent follow-up sessions. Using scales can help the client and practitioner visually and numerically note the progress toward mutual goals and intentions for healing.

e. If you use a scale pre-treatment, be sure to also use it post-treatment.

Some practitioners use the same scale both before and after the session using an arrow or double circle to discern the difference.

Ex: back pain **



f. Keep in mind that the response of a treatment is not always evident immediately after the session. Full responses may not be noted for another day or longer; therefore, it is important to ask at the subsequent session, “How have you been since the last treatment?”, and “What benefits do you feel you have experienced that you would attribute to HT?”. Then ask about the specific items that you monitored using the scale to provide an indication of response to the treatment.

The fourth step of the HT sequence is Identification of Health Care Issues or Problem Statements. Be careful not to diagnose health care problems beyond the legal and professional **scope of your practice**. Refer clients to the appropriate health care professional for diagnosis and treatment as needed.

Protect the identity of your clients when you are learning the documentation process. Your mentor and Level 5 instructor are considered professional supervisors of your learning. Therefore, they are professionally bound to protect the identity of your clients should they become aware of who they are during the course of mentorship. But others in your HT practice group or group of HT friends should not be privy to the names of your clients unless you have client permission to share this information.

Be patient with yourself. Practice makes perfect! After a period of time documenting sessions, it becomes easier, flows more naturally and becomes a part of your practice that gives you a base of reference for your clinical work. Mentors and experienced practitioners are usually very willing to offer feedback and support to beginning documentors. Take advantage of their willingness to teach and support you.