Article 4

HINTS FOR DOCUMENTING HEALING TOUCH SESSIONS
By Cynthia Hutchison, DNSc, RN, MSN, HTCP/I, HT Program Director

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 not "just one way" to document, but rather there are a variety of acceptable ways to put in writing 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. 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."; "The pain is driving me crazy.", and "I am delighted and thrilled."

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. Be sure to include any significant evaluative findings within each intervention such as in the Chakra Connection: My hand held the third chakra for approximately 3 minutes and felt very hot. Or, Client started tearing up when I placed my hand over her heart.

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 decoding 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. Digital forms are available on the HTP website for those who prefer or need them.

6. Students preparing documentation of 100 HT sessions for Level 5 are required to include the **rationale for each technique** administered. If you felt intuitively guided to administer certain methods or sequences (especially if not within the usual HT protocols), say so.

7. H.T. Apprentices are required to **use the standardized documentation forms** published in this book and available on the HTP website.

8. Use the documentation forms in a way that best suits you. As you become more skilled in documenting, you will find ways to become increasingly clear and efficient in your writing. There are many ways of conveying the information of the steps involved in a session; **be creative, be yourself, enjoy the process!**

9. **Scales are very helpful in assessing 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. If you choose not to use them, you can ignore them on the documentation sheet or cross them out. **If you choose to use them**, there are several ways to do so, as follows:

a. **You may 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 comfort or a well-being level you might indicate an increase from 0-10. Your reader needs to clearly know which direction is positive and negative. Generally, zero is a low reading and 10 is a high reading. Please note that scales that go in opposite directions may be confusing to your homework reader. **Please remember that scales are optional, though a statement here is required!**

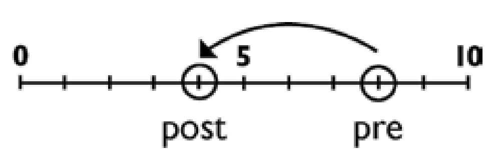
b. You may choose to ask the client for a measure of today's well being at four levels: **physical, emotional, mental, and spiritual (PEMS)** and mark the scales accordingly. Or, create another way to use the documented scale. When using the scale this way, a 10 rating would likely indicate excellent health. You may use words instead of numbers as a way to determine treatment effect as well.

c. If you have three physically oriented issues and no emotional, mental or spiritual issues, you may use the scales for the three physical issues. **Measure what feels appropriate** to you at this session. Another example would be if the presenting issues are physical and emotional, you can use the scale for P and E only. There is no need to fill out all aspects of PEMS each time you document.

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. <u>If you use a scale pre-treatment, be sure to also use it post-treatment.</u> **Some practitioners use the same scale both before and after the session** using an arrow or double circle to discern the difference. Example: 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 if anything do you attribute to our work together?". Give the client time to describe in her/his own words how the treatment was experienced.



If the client has difficulty describing her/his response, you can offer specific questions, such as "Did the symptoms reoccur? When? How intense are they? Do you notice a pattern?" If information is reported by the client between sessions, such as in a phone update, these should be noted on the previous session documentation sheet with a *POST NOTE and be dated.

10. One of the pre-intervention steps of the HT sequence is Identification of Health Care Issues. Be careful not to diagnose health care conditions beyond your legal and professional **scope of practice**. Refer clients to the appropriate health care professional for diagnosis and treatment as needed.

11. **Protect the identity of your clients** as 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. Cover the names of your clients with tape before attending Level 5 to protect identities. You can easily remove it afterward.

12. **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 documenters. Take advantage of their willingness to teach and support you.

How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving and tolerant of the weak and strong. Because someday in life you will have been all of these.

- George Washington Carver, scientist (1864-1943)

