NAME: DATE:

CHECK IN CHECKLIST - Keep us on our game.	Client 1		Client 2		Client 3		Client 4		Client 5	
1. Greeted client with their name shortly after arrival.	Y	N	Y	N	Y	N	Y	N	Y	N
2. Allowed enough time to **Listen, Identify** and then **discuss** the reason for appointment	Y	N	Y	N	Y	N	Y	N	Y	N
3. Repeated back to the client what was heard.	Y	N	Y	N	Y	N	Y	N	Y	N
4.Summarize plan for session and Get agreement.	Y	N	Y	N	Y	N	Y	N	Y	N
5. Incorporated some type of **pre-assessment** (ROM, Visual Assessment,Verbal Assessment)	Y	N	Y	N	Y	N	Y	N	Y	N
6. Comfort Check & Communicating and educating about pressure, More, Less, Same?	Y	N	Y	N	Y	N	Y	N	Y	N
6a. ...and check in shortly after adjusting pressure to confirm.	Y	N	Y	N	Y	N	Y	N	Y	N
7. What was your **level of presence**, focus, attention and intention? 1- 5										
8. Educate at timely stages of the massage about what you are doing/why and benefits of regular massage	Y	N	Y	N	Y	N	Y	N	Y	N
9. Deliver on Agreement - (Did I address all the issues you wanted worked on today, is there something we missed or needs more attention?)	Y	N	Y	N	Y	N	Y	N	Y	N
10. Post Assessment - (Recheck ROM, visual assessment, verbal assessments)	Y	N	Y	N	Y	N	Y	N	Y	N
11. Suggest Homework - Show or explained any stretches, exercises or movements to help in between appointments	Y	N	Y	N	Y	N	Y	N	Y	N
12. Share your **professional recommendation** when client should return and ask them to make another appointment	Y	N	Y	N	Y	N	Y	N	Y	N
13. Record **SOAP notes** or other relevant notes	Y	N	Y	N	Y	N	Y	N	Y	N

COMMENTS :