



Potomac Massage Training Institute
8701 Georgia Ave., Suite 700
Silver Spring, MD 20910
Phone: 202-686-7046
www.pmti.org

Excellence in Massage Therapy Education since 1976

Welcome to PMTI!

Regardless of whether you are a new or returning client, we are pleased that you are joining us at our clinic. Please read the following thoroughly:

Your Appointment & Safety Protocols

Five minutes prior to your appointment time, you should arrive alone at PMTI's lobby on the 7th floor. Please note that guests are not permitted to wait for you in our space at this time. Please bring with you a double cloth mask, or N95/KN95 mask without a valve, as we are still requiring masks to be worn while in treatment rooms. Anyone who has had a fever within the last 24 hours, or who has a temperature in excess of 100.4 will be sent home, and payment for the session will be refunded. You will also be given our COVID Questionnaire to assess whether you may receive treatment. Our therapists will be happy to answer any additional questions you may have.

Following your massage, you may make additional appointments, purchase gift certificates, etc., at the front desk.

New Clients

All New Clients forms can be downloaded from the PMTI website so that they may be completed prior to your arrival. If you do not have a printer or need help filling out the paper work, please give us a call at 202-686-7046.

Note that all sessions begin and end on time. Timeliness is imperative right now, since extra time is required for cleaning and disinfecting between sessions.

MindBody Online, the PMTI Massage Clinic's web portal

You can log in and manage appointments through your MindBody account.

Please note that the credit card you added to your MindBody account only holds your appointments, and does not charge them at that time.

Medical Advisory

Please be advised that there are medical conditions that are contraindicated for massage therapy. Appropriate decisions regarding your treatment in our clinic depend on complete information provided by you on our Client History form. We appreciate your cooperation in giving us full disclosure about your health history, and assure you that your records will be

kept in strict confidentiality, in accordance with our privacy policies as required by HIPAA. Your signature on the Health Intake Form signifies your agreement to this statement.

Payment and Fees / Late and Cancellation Policies

A Graduate Clinic Massage is \$65.00. Therapists have graduated from our 18 month Professional Training Program and are in the process of obtaining licensure. You can expect a client centered session specifically tailored to your needs. Payment for the session will be done over the phone prior to the appointment.

Tipping is allowed, though never required. Tips cannot be put on credit cards, and must be either a cash or check transaction between you and your therapist. Please note that currently our front desk personel cannot make change.

To cancel an appointment, call us at 202-686-7046. Massage appointments missed or cancelled with less than 24 hours notice will be charged the full session amount.

Location

PMTI is located at **8701 Georgia Ave, Suite 700, Silver Spring MD 20910**, near the corner of Georgia Ave. and Cameron St., above the Walgreens drugstore. The entrance is in the center of the block. PMTI is on the 7th floor. Upon exiting the elevator, turn left and then left again; the PMTI clinic is at the end of the hall.

Building Operating Hours and After-Hours Entry

The building's operating hours are 7:30 am to 6:30 pm, Monday through Friday, and Saturday from 8am to 1pm.

If you arrive for your appointment after hours, please use the call box out front, giving the operator the code **“MUSCLE”** to unlock the front doors. Once inside the elevator, enter the code **“60700”** and push **floor 7** to unlock the elevator and allow access to our floor.

Parking

Parking is located in two public garages: the ***Cameron-Second Garage*** (located directly across from the Tastee Diner; and the ***Spring-Cameron Garage*** (where Fenton St. dead-ends onto Cameron St.). These are paid parking facilities from 7am until 10pm, Monday through Saturday. Garage parking is free after 10pm, and on Sundays and holidays. There is also two-hour metered parking on Georgia Ave. and Cameron St.

Thank You!

We consider massage very important work and hope you will enjoy your experience here! We look forward to seeing you soon!

Sincerely,

The PMTI Massage Clinic