



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 now that our clinic has reopened. It is imperative that you watch PMTI's Covid Safety Protocols video found at www.PMTI.org prior to coming in for your first appointment. The video contains information about the standards utilized by PMTI to keep our clinic environment safe for you and our clients, as well as our practitioners and the staff here at PMTI. It also provides pertinent information and instructions about the current check-in procedures that you need to be aware of and prepared for.

All safety protocols exercised by our therapists for your session are explained in the safety video, and your therapists will be happy to answer any additional questions you might have.

Your Appointment & Safety Protocols

Five minutes prior to your appointment time, and after your phone interview and payment have been completed, you should arrive at PMTI's lobby on the 6th floor alone. Please note that guests are not permitted to wait for you in our space at this time. You are required to wear a double cloth mask, or N95/KN95 mask without a valve, at all times.

Upon arrival, your temperature will be checked immediately; anyone with a temperature in excess of 100.4 will be sent home, and payment for the session will be refunded. After the temperature check, you will immediately be instructed to go to the restroom and wash your hands. Then, your therapist will be waiting to escort you to your assigned treatment room.

Following your massage, you will be escorted from the clinic area, and exiting through the administrative office, in order to maintain one way traffic flow.

Should you wish to make additional appointments, purchase gift certificates, etc., we ask that you do so online or over the phone, instead of conducting business at the front desk.

For new clients, all paperwork (intake form, our current HIPPA policies, and information pertaining to Covid screening) will be emailed to you for completion prior to your arrival. If you do not have a printer or are having trouble filling out the paper work, please call us 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.

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 personnel 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, at the corner of Georgia Ave. and Cameron St. We are above the Walgreens, and across the street from the Sun Trust building.

Parking

There are two nearby parking facilities: the ***Spring-Cameron Garage*** (where Fenton St. ends onto Cameron St.); and the ***Cameron Street Garage*** (located directly across from the Taste Diner). These are paid parking facilities, and are free after 7 pm and on weekends. There is also two-hour metered parking on Georgia Ave. and Cameron St.

Entry

If the front door is locked upon your arrival, please use the call box on the left. Tell the person who answers that you have an appointment with PMTI and give them your name. When asked, tell them the password is "RELAX." (We hope that is exactly what you do!) We are located on the 7th floor, Suite 700.

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