



## STANDARDS OF PRACTICE

**Purpose:** To provide a set of guidelines for safe, competent care to clients by which natural healing practitioners conduct their day-to-day responsibilities within their scope of practice.

### 1. Professionalism

- a) Adhere to the NHA Code of Ethics, standards, policies, procedures, guidelines and requirements.
- b) Treat all clients with dignity and respect.
- c) Provide a clean, comfortable, safe environment for the client.
- d) Use nationally accepted infection control practices to prevent the spread of infection to the client and practitioner.
- e) Maintain personal hygiene.
- f) Wear clothing that is clean, modest and professional.
- g) Provide services only within your modality's scope of practice.
- h) Refer to other professionals in the best interests of the client, as necessary.

### 2. Legal and Ethical Requirements

- a) Comply with all local, state, and federal statutes, laws and regulations pertaining to your practice.
- b) Do not engage in any behaviors that could result in illegal actions or a violation of local, state, and federal statutes, laws and regulations.
- c) Only use professional titles and abbreviations appropriate for the training, qualifications, certificates and/or certifications of the specific modality(s), or as permitted by local, state and/or federal laws, statutes and regulations.

### 3. Confidentiality

- a) Recognize the confidential nature of the professional relationship with a client and always respect their right to privacy.
- b) Only discuss the services provided and health of a client with an individual(s) expressly designated in writing by the client.
- c) Only disclose information to those with a "need to know" if it is medically necessary or required by local, state and/or federal statutes, laws and regulations.
- d) Maintain the client's privacy by not discussing client health information where others can overhear.
- e) Do not use the client's name or individually identifiable health information in any written or electronic materials, publications, advertisements, or marketing materials, including emails and social media postings, unless written permission is obtained from the client or legal guardian.

### 4. Recordkeeping

- a) Store all client records in a secure location.
- b) Retain client records per statutes, laws and regulations for adults and minors.
- c) All client records containing protected health information (PHI) stored electronically must meet HIPAA security encryption requirements.

- d) Dispose of client records containing PHI in a secure manner per local, state and/or federal statutes, laws and regulations.
- e) Provide the client or properly authorized representative with a copy of the client's records, including billing records, as may be requested. Ensure that the scope of the release is consistent with the request.

## 5. Professional Boundaries and Roles

- a) Do not engage in or solicit sexual contact with a client with whom the practitioner has a practitioner/client relationship, regardless of whether it was consensual or initiated by the client.
- b) Do not engage in discussion of an intimate sexual nature with a client, unless the discussion is directly related to the services provided.
- c) Do not engage in sexual harassment either within or outside of the professional setting.
- d) Do not engage in any other activity that would lead a reasonable person to believe that the activity serves the practitioner's personal interests or which is for the sexual arousal, or sexual gratification, of the practitioner or client or which constitutes an act of sexual abuse.
- e) Do not abuse the trusting relationship between the practitioner and client through actions, words, or taking advantage of the therapeutic relationship.
- f) Understand and respect cultural differences and how they affect the client's perception of their healing and wellbeing, as well as interpretation of the practitioner's words and actions.
- g) Do not practice under the influence of alcohol, prescription drugs that cause cognitive impairment, or any recreational or illegal substances.
- h) Understand that the practitioner has the right to refuse or discontinue any session to a client who is under the influence of alcohol, prescription drugs that cause cognitive impairment, or any recreational or illegal substances, or who is abusive.
- i) Keep the client fully clothed unless in a hospital or healthcare facility setting. If it is necessary to expose a body part, the practitioner should provide draping and privacy conditions to prevent the unnecessary exposure of the unclothed body part.
- j) Respect the right of the client to refuse services, a session, or any part of a session.

## 6. Business Practices

- 1) Provide an environment that is clean, comfortable and safe per applicable local, state, and/or federal statutes, laws, and regulations.
- 2) Maintain adequate professional liability insurance, and any other insurance coverage(s) that may be needed or required by local, state and/or federal statutes, laws, and regulations.
- 3) All written or electronic materials, publications, advertisements or marketing materials to the public about your services and modality(s) must be accurate, honest, and truthful.
- 4) All written or electronic materials, publications, advertisements or marketing materials should not contain any statements that could be misleading or deceptive.
- 5) Discuss and clearly display fees for each session in advance, which can be easily understood by the client.
- 6) File all applicable state and federal taxes.
- 7) Maintain accurate financial records.

## 7. Informed Consent

- a) Obtain voluntary informed consent from the client, legal guardian, or properly authorized representative prior to providing services.
- b) Make no guarantees, warranties or promises that the services provided will help cure any condition or disease. Practitioners may provide general information about how other clients have benefited from the modality(s) offered.
- c) Disclose to the client the practitioner's state licensure status for the modality(s) being practiced, that

- d) the session is complementary to healing arts and services licensed by the state, the nature of the services provided, the theory in which the modality(s) is based, and the practitioner's education, training, experience and other qualifications.
- e) Obtain a written acknowledgement from the client that s/he has been provided the disclosure information in terminology the client understands.
- f) Obtain informed consent from the parent or legal guardian for a minor child per local, state and/or federal statutes, laws, and regulations. In the case of an incompetent adult, obtain informed consent from a designated health care representative/proxy or legal guardian as per local, state and/or federal statutes, laws and regulations.

## 8. Professional Training and Education

- a) The practitioner maintains competency through initial certification, recertification, and/or continuing education, as required by the modality(s).
- b) A course of study in the natural healing modality(s) shall consist of a minimum of 100 hours of education, including in-class instruction, clinical practice, faculty supervision, human anatomy and physiology as it relates to the energy fields, and ethics and law. These hours are cumulative for all natural healing modalities that you practice.
- c) The practitioner maintains current certification in CPR, First Aid, and use of an automated external defibrillator (AED) from courses offered by the American Heart Association, American Red Cross, the National Safety Council, Coyne First Aid, Inc., the American Safety and Health Institute or EMP International Inc.
- d) Continuing education should include at least 2 hours of Ethics/Law biennially.

## 9. Infection Control

- a) Wash hands before and after each session. (See NHA Infection Control Policy and Procedure)
- b) If hand-washing facilities are not available, a practitioner shall disinfect their hands with a bacterial agent. (See NHA Infection Control Policy and Procedure)
- c) Change linens, drapes or disposable coverings between each client. (See NHA Infection Control Policy and Procedure)
- d) Clean all work surfaces (See NHA Infection Control Policy and Procedure)

## GLOSSARY OF TERMS

**Scope of Practice** – The minimum standards necessary for safe and effective practice and the parameters of practice determined by the practitioner's professional training and education, and, when applicable, regulatory bodies.

**Individually Identifiable Health Information** – A subset of health information that identifies the individual or can reasonably be used to identify the individual. This includes identifiable demographic and other information relating to the past, present, or future physical or mental health or condition of an individual, or the provision or payment of health care to an individual that is created or received by a health care provider, health plan, employer, or health care clearinghouse. For purposes of the HIPAA Privacy Rule, genetic information is considered to be health information.

**Protected Health Information** – Individually identifiable health information transmitted or maintained in any form or medium (electronic, oral, or paper).

**HIPAA (Health Insurance Portability and Accountability Act)** – HIPAA regulations cover both security and privacy of protected health information. Security and privacy are distinct, but go hand-in-hand. The Privacy

rule focuses on the right of an individual to control the use of his or her personal information. Protected health information (PHI) should not be divulged or used by others against their wishes. The Privacy rule covers the confidentiality of PHI in all formats including electronic, paper and oral. Confidentiality is an assurance that the information will be safeguarded from unauthorized disclosure. The physical security of PHI in all formats is an element of the Privacy rule. The Security rule focuses on administrative, technical and physical safeguards specifically as they relate to electronic PHI (ePHI). Protection of ePHI data from unauthorized access, whether external or internal, stored or in transit, is all part of the security rule. Typically ePHI is stored in: computer hard drives; laptops; magnetic tapes, disks, memory cards; any kind of removable/transportable digital memory media; all transmission media used to exchange information such as the Internet, intranets, social media, private networks, etc.

**Sexual Contact** – The knowing touching of a person’s body directly or through clothing, where the circumstances surrounding the touching would be construed by a reasonable person to be motivated by the practitioner’s own interest or for sexual arousal or gratification. Sexual contact includes, but is not limited to, the imposition of a part of the practitioner’s body upon a part of the client’s body, sexual penetration, or the insertion or imposition of any object or any part of the practitioner’s or client’s body into or near the genital, anal or other opening of the other person’s body. Sexual contact does not include the touching of the client’s body, which is necessary during the performance of a generally accepted and recognized procedure by a modality.

**Sexual Harassment** – Solicitation of any sexual act, physical advances, or verbal or non verbal conduct that is sexual in nature, which occurs in connection with a practitioner’s activities or role as a natural healing services that is unwelcome or offensive to a reasonable person, or creates a hostile workplace environment, and the practitioner knows, should know, or is told this; or is sufficiently severe or intense to be abusive to a reasonable person in that context. Sexual harassment may consist of a single extreme or severe act or of multiple acts and may include, but is not limited to, conduct of a practitioner with a client, co-worker, employee, student or supervisee whether or not such individual is in a subordinate position to the practitioner.

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