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## **NTCB Notes**

### **FREE TELESEMINAR!**

*"How To Improve Your Informed Consent Form"* Sunday, March 29, by Dr. John Gilbert

This teleseminar will help you work within recent licensing board decisions. Dr. Gilbert is widely recognized as an expert in constructing informed consent forms that protect biofeedback and natural healthcare professionals from both licensing boards and governmental agencies. Participants will have complete access to new materials designed to help them become more professional. Access to new materials to help you market your services more effectively and increase your business will be offered as a free bonus to all participants. Please join Dr. Gilbert for an informative, useful seminar! Each session will be thirty minutes plus a question and answer period.

BANA/TNTANA members may reserve their spot by contacting [info.BANA@gmail.com](mailto:info.BANA@gmail.com). Space is very limited.

## **PRODUCTIVITY TIPS**

### ***Your Internship***

What you will need to do is keep a record of 500 hours of sessions by recording the date, times, a client number (don't use your client names), the name of your supervisor and a very short description of the session purpose. For example, "stress caused by (name of something)" or "pain caused by (name of something)" or even "relaxation required for (name of something)." Be certain to contact your supervisor to discuss anything you need to discuss and advise them of the number of hours of internship sessions you've accumulated since your last discussion. Keep a copy for your records and notify the NTCB via email or letter that you confirm that you have completed your internship and documents can be produced if required.

Your supervisors and instructors are responsible for what you do while you're a Technician. So it's very important for you to keep them informed and to ask for their assistance with each client you train. You don't need to talk for hours, but your supervisors do need to know what you're doing. You also need to make very certain you know what you're doing. If you have any doubts about anything or any questions whatsoever, ask your supervisor.

### ***New Look at Client Intake Forms***

Historically client intake forms have been used to obtain the client's name, address and contact information. Nobody objects to anybody collecting this information from their clients. To read more about a New Look at Client Intake Forms, please visit: <http://healercoach.com/practices/intake.html>

### ***Drowning in Email?***

Some days it seems like half your e-mail time is spent sending short replies to people to let them know you got their e-mail. "Thanks!" "Got it!" "Working on it!"

Of course, there are times when an important e-mail requires confirmation. But for the most part, it's just a courtesy. So let's all agree to stop. It cuts down on productivity. And the time would be better spent writing and following up on e-mails that do require a response.

So here's what you do. Before hitting "Send," type "No Response Necessary" in the message or even on the subject line. Ask your colleagues and friends to do the same. Before you know it, that flurry of unnecessary replies will stop and you will have added hours to your workweek.

### ***National Health Interview Survey***

In December 2008, the National Center for Complementary and Alternative Medicine (NCCAM) and the National Center for Health Statistics (part of the Centers for Disease Control and Prevention) released new findings on Americans' use of complementary and alternative medicine (CAM) approximately 38 percent of U.S. adults aged 18 years and over and approximately 12 percent of children use some form of alternative therapy which includes nonvitamin, nonmineral, natural products; deep breathing exercises; meditation; biofeedback; chiropractic care; yoga; massage; and diet-based therapies. You may read more at: [http://nccam.nih.gov/news/newsletter/2009\\_january/nhis.htm](http://nccam.nih.gov/news/newsletter/2009_january/nhis.htm)

### **Have you moved lately?**

*Let us know how we can find you by sending us your new contact information - [ntcb.info@gmail.com](mailto:ntcb.info@gmail.com). Thank you!*



**Thanks for your continued support.**

**Jackie Olsen, Executive Director  
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*The views expressed in this newsletter are my personal opinions and are not to be attributed to the Natural Therapies Certification Board.  
Upon receipt of information that proves that my expressed views are false or incorrect I will issue the appropriate retractions and apologies.*