UNIVERSITY OF MARYLAND SPORTS MEDICINE DEPARTMENT

Massage Therapy Procedures

1) All massage therapists utilized by University of Maryland Intercollegiate Athletic teams must be approved by and registered with the University of Maryland Department of Intercollegiate Athletics. No University of Maryland Intercollegiate Athletic Team shall utilize the services of a massage therapist who has not been approved by and registered with the University of Maryland Department of Intercollegiate Athletics.

2) In order to be considered for approval and registration by the University of Maryland Department of Intercollegiate Athletics, prospective massage therapists must:
    a. Show proof of certification as a massage therapist by the American Massage Therapy Association (AMTA) and/or the National Certification in Therapeutic Massage and Bodywork (NCTMB);
    b. Show proof of license within the State of Maryland to provide massage therapy services;
    c. Show proof of professional liability insurance and name the University of Maryland Department of Intercollegiate Athletics as Additionally Insured on the liability insurance policy;
    d. Submit a current resume / curriculum vitae with the names, addresses, and phone numbers of three (3) references to the Assistant Athletic Director- Sports Medicine;
    e. Schedule of fees
    f. Submit a current tax ID number to the University of Maryland Department of Intercollegiate Athletics Business Office; and
    g. Agree to abide by all NCAA rules and regulations, and National, State of Maryland, and University of Maryland privacy regulations.

3) Additionally, prospective massage therapists may be required to undergo the following before being approved by the University of Maryland Department of Intercollegiate Athletics to provide massage therapy services.:
    a. An interview with University of Maryland Team Physicians and/or members of the University of Maryland Sports Medicine Department; and/or
    b. A reference check.

4) The following procedures will be in place for student-athletes and/or teams utilizing the services of a registered massage therapist.
    a. All requests for the use of a massage therapist must be formally made in writing by the head coach to a member of the University of Maryland Sports Medicine Department.
    b. If appropriate, University of Maryland Sports Medicine Department personnel will formally authorize and refer the student-athlete to the appropriate individual and assist with coordination of the appointment.
    c. If a student-athlete decides to see a massage therapist without prior authorization / referral from a member of the University of Maryland Sports Medicine Department, the student-athlete and/or the student-athlete's parent(s) / guardian(s) will be financially responsible for any and all charges incurred.
    d. All services performed must be documented by the massage therapist at the time of the service and given to the referring member of the University of Maryland Sports Medicine Department for their review and subsequent filing in the student-athlete's permanent medical record.
    e. Billing should be itemized specific to the team on which the services were performed and should include the following:
        - Date of services
        - Student-athlete's name
        - Services rendered (e.g. problem, techniques, etc.)
        - Time
        - Charge
        - Total

f. All invoices for massage therapy should be forwarded to **Andrea Roth, Assistant Athletic Trainer** / **Insurance Coordinator**, at the following address for processing and submission:

Andrea Roth, Assistant Athletic Trainer / Insurance Coordinator
University of Maryland Sports Medicine Department
Varsity Team House Athletic Training Room
PO Box 295
College Park, MD 20742-0295
Office- (301) 314-7113
Fax- (301) 314-8323
Email- ar188@umd.edu

g. All fees incurred will be paid from the respective team's budget.

The University of Maryland Department of Intercollegiate Athletics reserves the right to deny and/or withdraw approval and/or registration of a massage therapist at any time.