

Guidelines for Writing up your Case Histories

For each level of qualification you need to submit case studies for 5 people, each of whom you will see 3 times - 15 treatments in total. Your case studies should reflect a range of the techniques you have been taught.

You should develop your own treatment record sheet so that every treatment session is recorded clearly. For each client you need to keep certain details by law:

Name
Date of birth
Address including postcode
Telephone number
GP's name and practice details
Date of treatment

You may like to design a cover sheet to collect client information so that you do not have to write it out each time. Remember to check that details have not altered. I also take a brief medical history and have a chat about lifestyle on the client's first visit.

It is wise to add a disclaimer to your treatment sheet along the lines of:

I appreciate that crystal healers and therapists do not give medical diagnosis or treatment. I understand that I need to consult my GP if I have any concern regarding my health or that of my dependents.

Signed:

Dated:

Your client has a right to see the notes you make, so ensure they are legible and professional in tone.

Your case studies need to agree to you sharing the details of their treatments with me. I advise you to send copies of your treatment records, not the originals, to me. For your case studies you may head up the sheets you send me with Case Study A, Case Study B to maintain confidentiality- you will need to keep their names with your own copies of their notes.

In addition to the treatment record sheet for each case study you should include:

Approximately 200 words introduction giving the client's history and background to the current situation.

Around 100-200 words of reflection from you about the treatment and how it went from your perspective.

Your student self assessment sheet

On subsequent visits include some feedback from the client on how they have been since the last session.

Your client should be given a client assessment sheet to fill in and return to me after every session- please give them a stamped addressed envelope addressed:

Westmoor, Wellington Road, Llandrindod Wells, Powys LD1 5NB