



West Monroe: 107 Summer Lane West Monroe, LA 71291 PH: 318.396.1969 F: 318.396.1970

Ruston: 2309 S. Service Rd. W. Ruston, LA 71270 PH: 318.232.1969 F: 318.232.1970

Monroe: 4401 Sterlington Rd. Monroe, LA 71203 PH: 318.388.1989 F: 318.388.1992

Shreveport: 1800 Buckner Square -Ste C249 Shreveport, LA 71101 PH: 318.934.1969 F: 318.934.1960

Our mission: To joyfully use our gifts to brighten the lives of others.

Melanie Massey Physical Therapy Student Policies

Thank you for choosing MMPT for your clinical rotation. The following are instructions to help your transition into our clinic.

DRESS CODE

Your appearance, attire, and grooming are important as your appearance and manners are a direct reflection of Melanie Massey Physical Therapy.

- There are MMPT T-shirts that can be purchased from the business office = \$10-15/each
- The following are permitted:
 - School t-shirts or polos
 - Jean (no holes or tears)
 - Slacks (any color)
 - Shorts – at an acceptable length
 - Sweatshirt or light jacket without large logos
- Closed-toed shoes
- The following is not acceptable to wear in the clinic:
 - Yoga pants
 - Hats (unless on theme days)

APPEARANCE

- Visible tattoos must be covered by pants or shirts
- No visible facial piercings or ear gauges
- No long fingernails – they need to be at a professional length for patient care
- Hair should be a natural color and neat in appearance.

CLINIC HOURS: 8-5:30 (please discuss with your CI their personal schedule)

PARKING: Contact your assigned location for info.

LUNCH: We have a refrigerator and microwave that you are welcome to use. No food in the gym while patients are in this area. There is also fast food and restaurants close by.

CELL PHONES: Please place phones on silent and only use for a timer if needed

NON-DISCLOSURE FOR STUDENT

The protection of confidential and proprietary business information and patient information is vital to the interests and success of our Clinic. I at this moment certify that any knowledge that I gain as a student of Melanie Massey Physical Therapy, Inc., its affiliates, its patients is confidential and including but not limited to:

- Patient information (i.e., written reports should not state the patient's name)
- Compensation data
- Benefit programs
- Financial data and projections
- Credit information
- Referral sources
- Price list
- Third party contracts
- Policy and procedure manuals
- Training materials and procedures
- Business plans and methods
- Marketing strategies
- Manuals
- Bulletins
- Memos

If a student improperly uses, reveals or discloses any of the Clinic's confidential information to an unauthorized person(s) he or she may be allowed to remedy, up to and including, dismissal of any observation hours left and a report made to the school of attendance regarding the inappropriate behavior and requested action to be taken.

I, the student, understand the above conditions fully and agree to abide by them.

Student Name

Date

Therapist Name

Date