**TrapEAZE Technique® Front Desk Training Details**

***This document serves as an outline for the TrapEAZE Technique® so your front desk knows how to integrate it into your practice. It was created with Microsoft Word so you can adjust it as needed for your own purposes and practice’s processes. The highlighted areas are there for you to customize.***

**This document will cover the basics, payment, scheduling, extra details, and front desk requirements for integrating the TrapEAZE Technique® into our practice!**

**TrapEAZE Technique® Basics:**

1. **WHAT** – The TrapEAZE Technique® is a complete doctor developed 4- step upper back pain diagnosis and treatment system that effectively treats its root causes. It is a manual therapy/body work/massage technique that treats the upper back in layers and eases the trapezius muscle.
2. **WHY** – Due to the prevalence of smart phones and iPads, more stress is being placed now on people’s upper backs more than ever before. This treatment that will zero in on the specific causes of nearly every patient’s upper back issues and fix them. All upper back pain patients are different and the TrapEAZE Technique® accounts for all of the individual differences that patients can experience.
3. **WHEN** – Each treatment takes a maximum of only 4-minutes per side. 48-hours are needed in between treatments for the body to heal. Due to that this practice will offer it once/twice a week maximum.
4. **WHO** - The TrapEAZE Technique® is for all acute and chronic upper back pain patients. It’s particularly beneficial for those patient’s who want to eliminate their upper back pain without wasting any time. Scheduling a patients first treatment will happen after initially examining the patient on the day of their initial examination/ a day following their initial examination.
5. **HOW** - The TrapEAZE Technique® process starts with a careful examination that includes a report of findings together with a care plan. The only way a patient can start TrapEAZE Technique® treatment is to first make a determination that it’s a fit for them and to detail then extent of their upper back pain. A report of finding will help to eliminate a patient’s fear and trepidation based on history taking, proper examination, and review of imaging.

**TrapEAZE Technique® Payment:** Our practice offers 10, 20, and 30 session packages based on the extent of how bad someone’s upper back pain is. Payment will be expected on a per treatment and/or package basis. We will/will not accept all/some insurance as payment for it.

**TrapEAZE Technique® Scheduling:** Dr. Name provides x/unlimited number of manual therapy treatments per day. Please schedule accordingly.

**TrapEAZE Technique® Extra Details:** fill in accordingly or delete

**Front Desk Requirements:** As we integrate the TrapEAZE Technique® into our existing approach please relay the details on payment/patient scheduling to Dr.Name on a daily basis at the end of each day.

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| **PRACTICE GOAL:** Our goal is to treat **X** number of patients per day/week with the TrapEAZE Technique® |