



Walkthrough setting of a Healing Day

HEALING DAY ON-SITE ASSISTANT

Thank you very much for volunteering to be David's on-site assistant

- **A typical Patient day** has 8 appointment slots. The slots begin at 9:00 am and continue in 45 minutes intervals until the last appointment ends at about 3:00 pm.
- An **extended appointment day** has 10 appointments and a 60 min lunch break immediately after the 5th appointment.
- **Partial Healing Days** have only 4 or 5 appointments.
- The cost per appointment is \$200.00 USD
- Any payment arrangements other than a full payment in check or cash at the close of the appointment must be approved prior to the appointment.
- Patient day setting to be in place and prepared **prior to the *first appointment***

Some adjustments may be required depending on the space:

- Start **fire** & get it going well (typically by 8:45 am)
- 4 Chairs placed in the **waiting area** (separate from the treatment area - out of "ear-shot")
- Ground pad or **blanket & pillow**, in case a patient needs to lie down
- **Fire wood** for the day
- **Offerings** for fire (Copal, Cocoa beans & Tabaco)
- **Kleenex**
- 2 to 3 **Chairs** in the treatment area (3 are placed for family appts.)
- **Ahuehete Water** with cups (Holy water)
- **Note pad & pen**
- A bottle of **drinking water** for David
- A **clock** for monitoring appointment length, placed to be easily viewed
- Small plastic **garbage bag/bin**

You should ask either David or the **Patient Day Flag holder** if any **Nahua Healing** will be performed, in which case you will **need to ask for the Nahua Healing Support Doc.** and other things, such as:

- Eggs
- Transparent mid-size clear drinking glasses with no decorations (made of glass, not plastic, no patterns, ridges nor designs)
- Ramos

*** Every Item on the above lists should be considered essential.**

The first appointment is at 9:00 AM, unless specified otherwise specified in the patient day schedule provided by David's Office. We suggest that the patient day assistant and or attending Mara'ákate arrive



on site an hour before that to have enough time to set up the space, and begin, by getting the fire started. It may also be nice to have a small table with water and some glasses in the waiting area.

Patient Cards

Patient cards are inside David's leather travel case, including blank cards, and an example of how a card should be filled out in case there is a *new patient* who did not have a previous card prepared for the day. David will often need to have patient cards filled out prior to the patient day or prior to each appointment. When you meet with David before the first patient arrives, ask him for the pouch to make sure all the cards are in order and that they have all the data intake, as well as to be informed if you will be in charge of helping him out with the Patient Cards or will a sitting in Mara'ákate be assisting David with that.

The information that should be included in every Px Card is:

Full name:

Address:

Email:

Date of Birth:

Telephone:

Who referred them:

The assistant or attending Mara'ákate should see to it that each patient has a corresponding patient card filled out with his or her up to date contact information and ready for David at the beginning of each appointment. This can be done as the client is waiting for their appointment and so may require the assistant or attending Mara'ákate to approach the waiting client in case there is any missing information - from time to time, people do not provide us with personal info via email.

Patient Contact Information

The Healing Day schedule contains the names of the people that will be seeing David that day, their telephone number and email, in case you may need to contact them.

Helping David Keep Track of Time

The on-site Healing Day assistant or a sitting-in Mara'ákame needs to alert David that there are only 10 minutes left for each appointment, and subsequently let him know when there are only 5 minutes to finish. Finally, they should let him know when the appointment is over. In order to maintain a healthy flow of things, unless instructed otherwise by David, they should stand quietly at eyesight so that both David and the patient can see them and be aware that the appointment will finish shortly. This is crucial; please speak with David about it before the first appointment starts and DO NOT FORGET to be consistent throughout the Healing Day. In case David decides he needs to extend the appointment and does not finish within the 45-minute timespan, the assistant should linger around out of "ear-shot", as a reminder that they are going over the appropriate time for 1 appointment.



It is **VERY IMPORTANT** that once a patient has arrived that they **stay in the site**. The on-site assistant should not allow them to leave, even when David is running late. You never know when an appointment will just take a few minutes to end and then David will need to see the next patient immediately.

SEGURO Dips

SEGURO Dips take place at the end of Healing Days if David has with him the SEGURO fluid. There is no charge for SEGURO Dips, but people often give him around 20 USD in exchange for that. The assistant or sitting in Mara'ákate will have to remind the interested parties in SEGURO Dip's that they cannot ask David any questions and will only have their SEGURO Dipped, since people tend to forget he has been Healing people since 9 am and is probably hungry and tired by the time he starts with SEGURO Dips.

David`s Dietary Regimen

David would like to have some snacks available but not where clients may see them. He does not like to eat in front of clients, because he feels this is disrespectful. Good options to consider having as snacks available on a normal 8 slot Healing Day are: salted or roasted almonds, nuts, little baby carrots & sliced apples.

If the day is an extended day, lunch needs to be prepared for David to eat during his 30-minute LUNCH BREAK. Rather than asking David - what would you like to eat? - its more effective to say, I can make you a *'Turkey sandwich with soup or Salad with Salmon or Tuna'* - which do you prefer or is there something else you'd like to eat? If it's a sandwich you can ask if he would like "Mayo and mustard or just mayo?", *'a homemade hamburger with a salad on the side'* is also a good idea.

Please remember to have lunch ready when he finishes the 5th appointment. If there are any Mara'ákate sitting in, they should also be offered lunch.

Make sure David has something to drink at all times; he drinks coffee (in the morning), ice tea and water (during the day).

About an On-Site Assistants Demeanor

Please behave professionally on patient days and keep in mind at all time that people are there because they need help, some of David's patients might be feeling quite ill. Others may not want to be exposed to disruptive group energy before receiving treatment.

Be prepared to contribute to the good flow of the day by reviewing the agenda in advance and arriving on time. **Identify anything you might need clarification on and address it before the actual Healing Day; you can either contact David's Office, or talk directly with the Healing Day Host.**

Be respectful of the work and energy that's being done at all times. Ethical treatment of the people who come to David seeking healing, means being respectful of their need for **efficient and accurate communication.**



Follow the instructions on what you are supposed to do to ensure that David is aware of the time he invests in every appointment and only engage the patients if they have any doubts or questions. **People waiting to see David should be received in a quiet and calm place to prepare themselves to get the best out of their time with him, try to avoid superficial and unrelated conversation.**

We really appreciate your time and effort invested in serving as David's Healing Day On-site Assistant. We will welcome any feedback you may offer us in order to improve our own communication and organization. Please contact us, we will be happy to receive your feedback.

Once again, we really appreciate you have volunteered to assist David, and we are glad to help you out with anything you may need.

If you have any questions or comments, please feel free to call or e-mail the **Consultorio**:

011-52-739-395-1501 **Line in Mexico** / 678-528-8315 **US line**

consultorio@keepsthefire.org or tepozoffice@keepsthefire.org

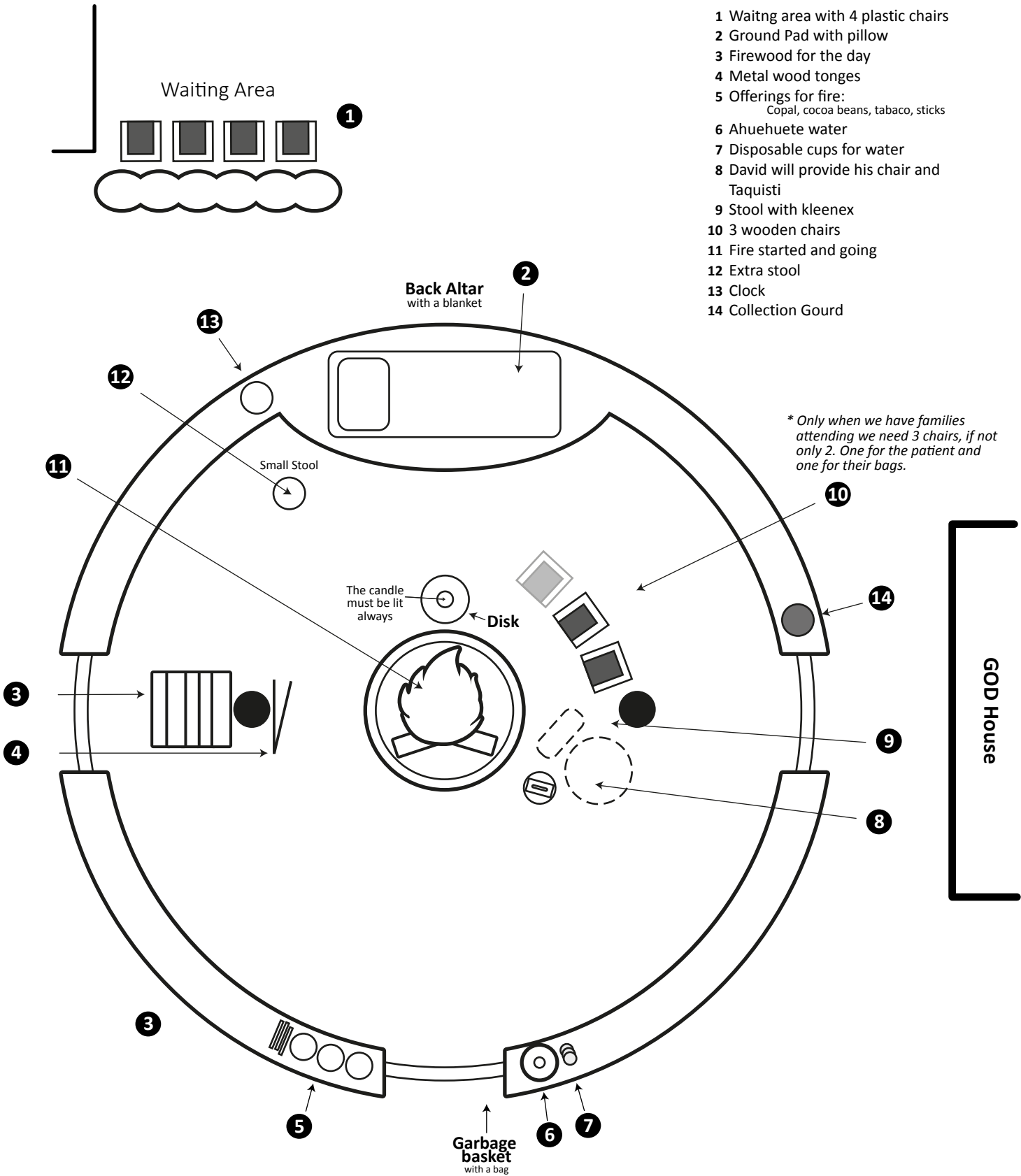
Monday through Friday, 10AM – 4 PM CST

Leticia's Office US Cell Phone # 865.898.7135

The following layout is an example of how the Tuki is setup for Patient Days at Casa Xiuhtecuhtli.

Patient Day in the Tuki

- 1 Waiting area with 4 plastic chairs
- 2 Ground Pad with pillow
- 3 Firewood for the day
- 4 Metal wood tongues
- 5 Offerings for fire:
Copal, cocoa beans, tabaco, sticks
- 6 Ahuehuete water
- 7 Disposable cups for water
- 8 David will provide his chair and Taquisti
- 9 Stool with kleenex
- 10 3 wooden chairs
- 11 Fire started and going
- 12 Extra stool
- 13 Clock
- 14 Collection Gourd



In general the Tuki needs to be clean and uncluttered