## **Terms and Conditions**

The following represent the terms of engagement for the client requesting the services of the Clinical Psychology Practice London. These terms of engagement apply from when the client first opt in with the psychologist until the termination of the psychologist services by either party.

**1. Fees**

1.1 All fees are due 48 hours prior to each appointment or at the start of each appointment. Payment should be made by electronic bank transfer using the invoice number as the reference.

If it is not possible to pay by electronic bank transfer, we can offer a card payment option using PayPal but this incurs an extra £4.30 payment fee. Please email us if you would like to use this payment option.

1.2 The rates are as follows: £130 for an assessment appointment lasting 50 minutes; £130 for clinic therapy appointments lasting 50 minutes; £130 plus travel time for home and out of clinic appointments lasting 50 minutes; and £130 for Skype, Teams, Zoom or telephone sessions lasting 50 minutes. Longer or shorter appointments are charged on a pro-rata basis at £2.60 per minute.

1.3 The above rates will include a brief GP summary letter at the client’s request, copied to the client and any other parties the client wish to receive a copy, such as other involved professionals.

1.4 A block of seven weekly therapy sessions is encouraged by Clinical Psychology Practice in the first instance to sufficiently explore and explain a client’s presentation.

1.5 A neuropsychological or learning assessment will cost £950 on the understanding that each assessment is 12 hours of work. Payment is due 48 hours before the day of the assessment session. Each assessment will include: school consultation, neuropsychological assessment, neuropsychological report and feedback session. Reports and feedback will be completed within a month of the assessment occurring.

 1.6 An ADHD assessment will cost £1300. With additional neuropsychological assessment the total cost will be £1900. The fee is payable 48 hours before the first assessment visit.  Assessment will include 2 assessment visits (one for your child and one for parents), school consultation, screening and scoring of questionnaires and reports, neuropsychological assessment (if needed or requested), report, recommendations and feedback session.

1.7 Payment for ADHD assessment is for the clinician’s time and expertise and does not guarantee a diagnosis of ADHD will be made. We work to criteria and standards set by NICE guidelines for the assessment and treatment of ADHD. It is not possible for us to know if your child has ADHD until we have completed our assessment.

**2. Confidentiality**

2.1 All recorded client information will be held securely, and Clinical Psychology Practice will ensure that utmost confidentiality in the treatment of any such information. Clinical Psychology Practice abide by the boundaries of confidentiality as outlined within the practice guidelines by the Health Care Professionals Council, the regulatory body for clinical psychologists and the Data Protection Act 1998. Please see privacy policy for further details.

2.2 All discussions with the psychologist and any written material produced by the client or psychologist is treated as confidential.

2.3 Any written reports or discussions with others will be discussed and agreed with the client.

2.4 An exception to this is where the psychologist is concerned that the client is at risk of harm to themselves or others or is at risk of being harmed by another individual. The psychologist will have to break confidentiality in these incidents and where possible will discuss this first with the client, but there are situations where this may not be possible.

2.5 As part of ensuring the Clinical Psychology Practice provide the best possible evidence-based service, the psychologists receive regular supervision. During supervision the psychologist may discuss the client but will ensure anonymity by not naming the client or others involved in the case, except if 2.4 above applies. In addition, the clinical psychologist who provides supervision also upholds current practice guidelines regarding confidentiality and will not disclose any information out with the supervision session.

**3. Hours and Availability**

3.1 During the period of agreement the Psychologist shall, unless prevented by ill health, devote to the provision of the professional services such part of the Psychologist’s working time attention and abilities as are reasonably necessary for proper fulfilment of such services.

3.2 The psychologist will aim to return calls/emails within two working days, except when on annual leave or during ill health.

 3.3 The psychologist is unable to provide a crisis service to clients. If you require urgent help, please contact your GP or emergency services

**4. Cancellation**

4.1 The psychologist will aim to give a minimum of 24 hours’ notice prior to cancelling an appointment.

4.2 The psychologist will cancel an appointment via telephone and/or email where appropriate.

4.3 Sessions cancelled by the psychologist do not require payment.

4.4 The psychologist requires a minimum of 48 hour’s notice prior to the client cancelling an appointment.

4.5 The client can cancel an appointment via email or telephone.

4.6 Sessions cancelled, by the client, without 48 hour’s notice will result in the full fee having to be paid prior to the next appointment.

4.7 If you intend to use private healthcare insurance and your insurance policy does not cover the full cost of each session, you will be responsible for the payment of any fees not covered by your policy. For example, all policies have an excess and insurance companies require the excess to be paid to the clinician to cover part of the fee. Please check this with your insurance company.  Clinical Psychology Practice will also inform you of any unsettled fees.

 **5. Intellectual Property**

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5.1 Any and all intellectual property rights that may arise by virtue of provision of psychological services during the period of this agreement shall belong exclusively to the Clinical Psychology Practice.