

Select Healthy Mind Psychotherapy
WINDSOR & ETON PRACTICE
CLIENT/THERAPIST AGREEMENT – BARBARA PACZKOWSKA



Select Healthy Mind
 Psychotherapy & Counselling
 for Adults, Children & Adolescents

website. selecthealthymind.co.uk
 Office email (admin) selecthealthymind@gmail.com
 telephone 07514071824 (Barbara Paczkowska)
 Barbara Paczkowska (Clinical Director – Select Healthy Mind Ltd)
 EMDR UK & Europe Consultant/Supervisor & BABCP accredited CBT Psychotherapist

Select Healthy Mind Ltd
 Sun Close,
 Eton (Windsor),
 Berkshire,
 SL4 6AR

**If you have any queries, please contact Select Healthy Mind using the contact details above.*

***IMPORTANT - Please complete all sections below and return this form to us BEFORE your initial assessment/first session: (you can request a pdf copy of your completed document via email at no charge)**

Client Name:		Date of Birth:	
Home Address:			
Contact Number:			
Email address:			
Current G.P. (Name & Address)	Please list any medication/prescription drugs currently taking and/or medical conditions that may affect your treatment:		
G.P./Surgery telephone number (if known)			

PLEASE TICK YOUR CHOSEN METHOD OF PAYMENT – HEALTH COVER or PRIVATE FEE (SELF-FUNDING)

	Insurer name:
1. Health Insurance Cover & authorisation number for treatment if provided ¹	Membership/Policy no:
	Claim authorisation no:
	No of session preliminarily authorised:
	£120.00 per 50 mins session
2. Private Fee agreed per 50 min session.	

PLEASE BE AWARE

PLEASE BE AWARE PRIVATELY 'SELF'-FUNDED SESSIONS ARE PAYABLE BEFORE EACH SESSION VIA BANK TRANSFER USING THE BELOW PAYMENT DETAILS. SESSIONS CANNOT GO AHEAD IF PAYMENT IS NOT MADE.

account name: SELECT HEALTHY MIND LTD
 account no. : 00686360
 sort code : 20-45-45
 your payment reference: YOUR SURNAME

***IMPORTANT* PLEASE READ PAGE 2 OF THIS FORM WHICH OUTLINES THE CLINICS 48 HR CANCELLATION POLICY AND IT IS THE CLIENT'S RESPONSIBILITY TO ADHERE TO THIS TO ENSURE ONGOING THERAPY**

(Please note below dotted line is for office use only)

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Terms and Conditions of Therapy (Please read carefully)

Select Healthy Mind's therapists are bound by the Code of Ethics, Practice & Standards of industry recognised disciplinary bodies: Barbara Paczkowska is our Clinical Director, is an EMDR Consultant Psychotherapist and Supervisor registered with EMDR UK & Europe (<https://emdrassociation.org.uk/wp-content/uploads/2023/01/EMDR-Association-UK-Code-of-Conduct-.pdf> / <https://emdr-europe.org/wp-content/uploads/2022/08/EMDR-Europe-Code-of-Ethics.pdf>) as well as a fully accredited member of the British Association of Behavioural and Cognitive Psychotherapists (BABCP) (<https://babcp.com/Standards>).



The British
Psychological Society



Confidentiality will be maintained within strict accordance with these codes and subject to current GDPR requirements and the Data Protection Act (2018).

Circumstances where this may be breached include when it is considered that there is a risk you may harm yourself or others; or in a situation where the clinic may be placed in a position of breaking the law or where withholding such information means we breach the aforementioned codes of ethics and practice. Disclosure of information purporting to potential acts of terrorism, indicative of any vulnerable adult or child protection issues or drug trafficking would mean information being passed onto the relevant authority without delay. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as we are obligated by law to contact the relevant authorities.

Subject to us being satisfied that your problem is one that can be alleviated by Counselling/Psychotherapy/CBT/EMDR, we agree to offer you personal therapy.

This is our commitment to you. You (as my client) accept to abide by the following Therapy Contract Terms:

- To attend on time for any pre-booked appointment.
- Payment must be made before each session. Using the bank details and reference outlined on page 1 of this document.
- In the event that a Private Health Care plan is used to fund treatment, therapy can commence when approval in writing has been received from the **company nominated or you are able to provide the relevant authorisation code and/or proof of cover.**
- Frequency and times of sessions will be discussed and agreed upon and will typically be weekly or fortnightly. The standard duration of each session is 50 mins, although we reserve the right to amend that time for therapeutic reasons.
- If for any reason you are late for a session, I will try my best to see you for the duration of the remainder but will be unable to work beyond the allotted time as this will disrupt the clinic for other patients who may be kept waiting.
- *****IMPORTANT*** Please give at least 48 hours* prior notice to cancel any appointments that you are unable to attend in order not to avoid a charge.**
- **Cancellations within 48 hours must be paid in full as it leaves your therapist unable to offer the allotted time slot to another client.**
- It is understood that sometimes sudden events, such as emergencies, happen, that may make it necessary for patients to cancel their appointment last minute or fail to attend and are unable to provide notification. On these rare occasions it is at the therapist's discretion if a fee will be charged. In general, however, if you fail to give less than 48 hours' notice of your intention to cancel or postpone an agreed therapy session or if there is a repeat pattern of cancellations/DNA's your therapist reserves the right to charge in full for that session.
- As a client you present yourself fit to engage in a psychological therapy by not being intoxicated or affected by drugs/medication.
- Select Healthy Mind operate zero tolerance of all forms of abuse to members of staff and therapists or to clients or other members of the public and reserve the right to end treatment in the event of any abusive behaviour or other exceptional circumstances.

Notes may be taken during and after each session, which will be kept in strict accordance with GDPR and the Data Protection Act (2018). These notes will be securely stored and Select Healthy Mind Ltd which is ICO certificated.

Please note that any correspondence, documents, letters or emails requested and agreed to be written for use outside of regular therapy sessions need to be charged for - with an administration fee starting at £50 but agreed mutually between the client and your therapist dependant on nature and content required.

A PDF COPY OF THIS CONTRACT CAN BE PROVIDED BY REQUEST VIA EMAIL AT NO CHARGE

