

TERMS AND CONDITIONS

These Terms and Conditions form a contract between you and Dr Mark Wylie. Please read both pages of this document carefully and sign at the bottom of both pages to indicate you are in agreement with the terms outlined for the provision of clinical psychology services.

FEES AND PAYMENT

Self-Funding

Fees for appointments for people who are self-funding are £130. Appointments are 50 minutes.

Fees are payable before the appointment by bank transfer to the following:

Account holder name:	Mark Wylie
Bank:	Starling Bank
Account number:	00546697
Sort code:	60-83-71

Please use your initials, or the initials of the person attending the session, and date of session as a reference.

Initial assessment appointments are charged at the usual sessional rate. These usually take between one and two appointments and there is no obligation for either party to commit to further sessions. Letters and reports are charged at the sessional rate and calculated according to time spent completing the report.

Fees for cancellations

If you are unable to attend your appointment please let Dr Mark Wylie know as soon as possible. Appointments can be re-arranged or cancelled 48 hours before the appointment time without charge.

Where there is less than 48 hours notice of cancellation or re-arrangement, Dr Mark Wylie reserves the right to charge the fee for the original session. This fee is in addition to any fees for re-scheduled sessions.

If you are late attending your session, the session will still finish at the original end time and the full session fee will be payable. If you need to change your regular session time Dr Mark Wylie will try to accommodate this, but this may not always be possible.

Private health insurance

If you would like to use private health insurance, please provide Dr Mark Wylie with the following details before your first appointment:

- Insurance provider
- Date of Birth
- Membership number and policy number
- Authorisation code
- Any excess payable.
- Number of sessions covered

Please ensure that you have appropriate insurance cover in place and that you have agreement with your insurer that they will fund sessions. Please be aware that you will be responsible for any outstanding fees or excesses not paid by the insurance company. It can often be that insurance companies do not cover the cost of cancelled appointments and so if there is a late cancellation you may be required to pay for this yourself. Please note that fees chargeable to insurance companies may differ from those for self-funding clients. Please discuss this with Dr Mark Wylie when arranging your appointment.

CONFIDENTIALITY

Dr Mark Wylie takes your privacy seriously and details of your appointments will remain confidential within certain boundaries. It is important to be aware that there are some situations where information that you have provided may be shared. Clinical psychologists are professionally obliged to undertake clinical supervision as a commitment to good practice. Information you provide may be shared to meet professional requirements and also for administrative purposes. Information you have provided would also need to be

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shared with relevant individuals or organisations if there was a risk to yourself or someone else, or for legal purposes.

Please note, that visual or audio recording of sessions is not permitted. If recording of your session took place without consent from Dr Mark Wylie then this would be considered a breach of terms and conditions. Dr Mark Wylie would reserve the right to end sessions and seek legal and professional advice.

URGENT SUPPORT AND EMERGENCIES

Dr Mark Wylie is unfortunately not able to offer emergency support between sessions. If you require urgent support between sessions please contact your GP or NHS 111. If you feel you are at risk, in crisis, or in the event of another emergency, please contact emergency services by telephoning 999 or attending the relevant emergency department.

ENDING SESSIONS

Plans about how long to engage in psychology sessions will be agreed between you and Dr Mark Wylie. Please give Dr Mark Wylie as much notice as possible if you would like to extend the number of sessions or end earlier than anticipated. Sessions tend to take place on a regular and planned basis. If you were to miss sessions, then Dr Mark Wylie would aim to discuss this with you, if possible. It may be that if sessions continued to be missed and attending sessions regularly were not possible, then these would end.

Attending sessions requires a trusting relationship. If the Terms and Conditions here are not kept to Dr Mark Wylie would firstly aim to explore this with you. If the situation were not resolved, Dr Mark Wylie would reserve the right to terminate sessions and if necessary seek any professional or legal advice.

CLIENT CARE AND SUPPORT

Psychology sessions can be beneficial and can lead to new insights and to positive life changes. However, as with any type of psychology sessions, outcomes cannot be guaranteed. People can become more in touch with difficult emotions as a part of working through difficulties. Dr Mark Wylie is keen to offer support so please do discuss any queries with Dr Mark Wylie so he can think with you about what might be helpful. Dr Mark Wylie aims to offer a high quality service. If you have any queries or concerns, please raise these with Dr Mark Wylie so he can help resolve these.

CONTACT INFORMATION FOR DR MARK WYLIE

Telephone: 07944 300630

Email: wylie_mark@protonmail.com

I confirm that I have read, understood, and accept (1) these Terms and Conditions, (2) the Privacy Policy

Signature

Name

Date