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drsuzannebrown@gmail.com
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Agreement & Informed Consent for Psychological Services

This document contains important information about my professional services and business policies. Please read it carefully and make note of any questions you might have so that you can discuss these at your appointment. When you sign this document, it will represent an agreement between you and your psychologist.

CONTACT INFORMATION

Email: drsuzannebrown@gmail.com Telephone: 07468419434

Your psychologist will get back to you during the working week as quickly as they can, and generally within 48 hours. See below for information about emergencies, changing appointment times and emailing.

CONFIDENTIALITY

All information disclosed within sessions and the records pertaining to those sessions are confidential and may not be revealed to anyone without your written permission except where disclosure is required by professional ethics and law.

WHEN DISCLOSURE IS REQUIRED OR MAY BE REQUIRED BY LAW

Your psychologist will not release records to any outside party unless they are authorised to do so by you. There are however, some exceptions. These apply when certain circumstances require disclosure, which includes circumstances required by law. These are:

- Where there is a reasonable suspicion of child, dependent, or elder abuse or neglect
- Where a client presents a danger to themselves, to others, to property, or is gravely disabled
- Legal proceeding by or against you. If you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by your psychologist.



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EMERGENCY

If there is an emergency during therapy, or in the future after termination, where your psychologist becomes concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, they will do whatever they can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care.

If you need to contact your psychologist between sessions, you can do so by email. Messages are checked regularly, and a few times during the daytime only, unless they are out of the office. If an emergency situation arises, indicate it clearly in your message and if you need to talk to someone right away call your GP, NHS direct (111) or you can go to your local A&E. We do not operate a crisis response service.

LITIGATION LIMITATION

Due to the nature of the therapeutic process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that, should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you nor your lawyer(s), nor anyone else acting on your behalf will call on your psychologist to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested unless otherwise agreed upon.

CONSULTATION AND SUPERVISION

As appropriate within professional practice guidelines (Division of Clinical Psychology, British Psychological Society) your psychologist gains supervision from and consults regularly with other professionals regarding their clients; however, each client's identity remains anonymous and confidentiality is fully maintained.

RECORDS AND YOUR RIGHT TO REVIEW THEM

If you have concerns regarding the treatment records, please discuss them with your psychologist. As a client, you have the right to review or receive a summary of your records at any time, except in limited legal or emergency circumstances or when your psychologist assesses that releasing such information might be harmful in any way. In such a case, your psychologist will provide the records to an appropriate and legitimate mental health



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professional of your choice. Considering all of the above exclusions, if it is still appropriate, and upon your request, your psychologist will release information to any agency/person you specify unless your psychologist assesses that releasing such information might be harmful in any way. An administration fee of £50 applies to the release of records.

VIDEO RECORDING OF SESSIONS

Therapy sessions are routinely video recorded to improve the quality of the treatment. Video-recordings of treatment sessions are helpful for further analysis and supervision of the therapeutic work. A separate consent form is used to authorise the video recording of sessions, and will be discussed with you at your appointment. Video recordings are securely stored on an encrypted external hard-drive.

PAYMENT

The standard fee is £110 per 50 minutes. The trial fee is £250 for a two-hour assessment. If you would like to discuss block therapy if you are travelling a long distance please get in touch. Whilst working online, payment for sessions should be made 24 hours prior to your appointment. Telephone conversations, site visits, writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same rate, unless indicated and agreed upon otherwise. Please notify your psychologist if any problems arise during therapy regarding your ability to make full or timely payments. If your account is overdue (unpaid) and there is no written agreement on a payment plan, your psychologist can use legal or other means (courts, collection agencies, etc.) to obtain payment.

Payment can be made via bank transfer, card or with cash. Payments can be made to:

Name: Dr Suzanne Brown

Sort code: 77-07-09 Account 13808660

THE PROCESS OF THERAPY/EVALUATION AND SCOPE OF PRACTICE

Participation in therapy can result in a number of benefits to you, including improving interpersonal relationships and resolution of the specific concerns that led you to seek



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therapy. Working toward these benefits, however, requires effort on your part.

Psychotherapy requires your very active involvement, honesty, and openness in order to change your thoughts, feelings, and/or behaviour. Your psychologist will ask for your feedback and views on your therapy, its progress, and other aspects of the therapy and will expect you to respond openly and honestly. During evaluation or therapy, remembering or talking about unpleasant events, feelings, or thoughts can result in you experiencing considerable discomfort or strong feelings of anger, sadness, worry, fear, etc.

Your psychologist may challenge some of your assumptions or perceptions or propose different ways of looking at, thinking about, or handling situations, which can cause you to feel strong emotions. Attempting to resolve issues that brought you to therapy in the first place, such as personal or interpersonal relationships, may result in changes that were not originally intended. Psychotherapy may result in decisions about changing behaviours, employment, substance use, schooling, housing, or relationships. Sometimes a decision that is positive for one family member is viewed quite negatively by another family member.

Your psychologist does not provide medication, prescription recommendations or legal advice, as these activities do not fall within their scope of practice.

TREATMENT PLAN

Within a reasonable period of time after the initiation of treatment, your psychologist will discuss with you their working understanding of the problem, treatment plan, therapeutic objectives, and their view of the possible outcomes of treatment. If you have any unanswered questions about any of the procedures used in the course of your therapy, their possible risks, your psychologist' expertise in employing them, or about the treatment plan, please ask and you will be answered fully. You also have the right to ask about other treatments for your condition and their risks and benefits.



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A brief letter regarding treatment plan and / or progress in therapy can be sent to your GP and mental health care team if you request this. In addition, a brief letter describing appointment times can be written for your employer if you request this. Unless detailed reports are needed, there will be no additional cost incurred.

ENDING

During the course of therapy, ending will be discussed. You can consider how to work towards an ending with your psychologist in a way that feels appropriate for you. This may mean having more time between appointments or a follow up session some time later. There is no set way to end therapy nor is there specific length of time that therapy should last for. However, being thoughtful, collaborative and discussing the process can ensure the ending fits for your needs.

Whilst you have the right to terminate therapy at any time, it is generally advisable to have at least one session prior to ending to help process the work done and to have a face-to-face goodbye.

Your psychologist will continually assess if they can be of benefit to you. Your psychologist does not accept clients who, in their opinion, they cannot help. If at any point during psychotherapy, your psychologist assesses that they are not effective in helping you reach the therapeutic goals or that you are not working together effectively, they are obligated to discuss it with you and, if appropriate, to terminate treatment. In such a case, they will try to give you a number of referrals that may be of help to you. If you request it and authorise it in writing, your psychologist will talk to the psychotherapist of your choice in order to help with the transition. If, at any time, you want another professional's opinion or wish to consult with another therapist, your psychologist may be able to assist you with referrals, and, if they have your written consent, they will provide them with the essential information needed.

CHANGING APPOINTMENT TIME AND CANCELLATION

You will be offered an appointment time which will remain constant – i.e. the same time each week. You will be given as much notice as possible when your psychologist will be unavailable, i.e. for holidays, training or attending conferences etc.



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It is helpful if any cancellation or change to appointment times can be discussed during sessions. Since the scheduling of an appointment involves the reservation of time specifically for you, a minimum of 48 hours (2 days) notice is required for cancelling an appointment. Unless we reach a different agreement, the fee will be charged for appointments cancelled at short notice, i.e. within 48 hours of the appointment time. If an appointment is missed without notification, the full fee will also be charged.

Please raise any concerns about any of these issues during the initial session or anytime thereafter. It is important that you feel able to ask questions about these issues, as some are flexible and it may help you if we come to an alternative agreement.

I, _____ (your name) have read the above Agreement for Psychotherapy Services and Informed Consent for Psychotherapy carefully (a total of 6 pages); I understand them and agree to comply with them:

Client/ Company name _____

Signature _____ Date _____

Psychologist Name _____

Signature _____ Date _____