

Dr Haneyeh Belyani

Client Terms & Conditions

Confidentiality

Dr Belyani will treat all your information as confidential and will only disclose confidential information in the following scenarios:

1. With your permission
2. The law allows it
3. Dr Belyani has been instructed by a third party (e.g. Insurance Provider/Local Authority/ Court)
4. It is in your best interests, such as preventing you from seriously harming yourself.
5. It is in the public interest, such as if it is necessary to protect public safety or prevent harm to other people.

This means that your information will not be shared unless there is a specific and valid reason for doing so and if a situation should arise where Dr Belyani needs to share your information, she will endeavour to notify you and discuss this with you first.

Please note that if you are using a health insurance provider to pay for your sessions, they do request clinical information about you to justify continued payment. In such cases a summary letter will be provided which may contain information about diagnosis and symptoms, how many sessions you have attended, missed sessions, recommendations, therapeutic goals and the rationale for the number of sessions required.

Notes may be taken during or after your session. These notes are not designed to be a verbatim account of the session and can be brief or detailed depending on the session. All notes are stored confidentially.

As a Counselling Psychologist, Dr Belyani participates in supervision (in line with the requirements of my professional body) which involves discussing clinical cases with another suitably qualified and experienced practitioner. This is to ensure that she is continuing to practice within her skillset and competencies and in accordance with professional guidelines. This means that there is another professional who has an awareness of her practice and can highlight any concerns either directly to Dr Belyani or to her regulating organisation (HCPC) and other accrediting bodies (BPS).

Dr Belyani's supervisor will not hold any clinical notes relating to you and will not be provided with access to any clinical records that she holds about you. However, the clinical supervisor may retain their own supervision notes, which may contain some information about your difficulties but with a focus on Dr Belyani's therapeutic practice, skills and efficacy. All

supervisors are also bound by the same rules of confidentiality, professional guidelines and information sharing.

Assessment & Therapy

Assessment usually occurs at the beginning of therapy and involves questions being asked about the difficulties or problems you are bringing to therapy. This may include questionnaires, psychometric or screening tests. At the end of the assessment, the desired outcomes you hope to gain from therapy, the most suitable type of therapy and the goals you hope to achieve will be discussed. If you have been referred by an insurance company, rehabilitation company or other referring agencies, they may require an assessment report detailing your presentation, some history and outlining the outcome and interpretation of the assessment along with recommendations.

Dr Belyani is an integrative practitioner trained in a number of therapeutic approaches and modalities. In her work, depending on your needs, she may draw from Psychodynamic Psychotherapy, Person-Centred Therapy, Cognitive Behavioural Therapy (CBT), Eye Movement Desensitisation & Reprocessing (EMDR), Emotion Focused Therapy (EFT), Somatic Approaches and Polyvagal Informed Approaches.

There may be occasions where after the initial assessment, Dr Belyani may feel that she is not the best practitioner to help you and, in these cases, she will let you know and try to help you to find a suitable therapist with the required skills.

The length of therapy sessions usually lasts for 50 minutes but with prior negotiation can last for 90 minutes. Regular sessions on a weekly basis tend to be more effective.

Payment Policy

If you are self-funding you will be expected to make payment either before your session or within 24 hours of your session, unless an alternative payment plan is agreed in advance with Dr Belyani. This can be done by either by cash payment in your session or BACS transfer. Whilst your next session may be provisionally booked it cannot be confirmed until payment has been received for the previous session.

If your assessment and/or therapy is being funded by a third party (e.g. private health insurance company or rehabilitation company) you will need to provide evidence that funding is in place, confirm the number of sessions that have been authorised and what proportion of the sessional cost is being funded. Dr Belyani will then invoice the third party at regular intervals during the course of your therapy. You must let Dr Belyani know of any communication or factors that may impact funding or the authorisation of sessions.

It is your responsibility to keep track of how many sessions have been authorised and how many sessions you have attended. You are responsible for paying for any sessions that you attend beyond what has been authorised. Please note that some third parties do not cover missed appointments or late notification that you cannot attend an appointment, therefore in such cases you would be liable for the cost of the missed session.

Cancellation Policy & Termination of Therapy

Appointments are reserved specifically for you and cannot be allocated to someone else if you fail to attend or cancel at late notice.

Therefore, you are respectfully asked to provide a minimum of 48 hours notice if you are unable to attend your appointment. Sessions cancelled with less than 48 hours notice will be charged at 50% of the session rate. Sessions that are not attended with no notice or communication will be charged at the full session rate.

You can choose to withdraw from therapy at any time and are under no commitment to complete the agreed course of therapy. Similarly, if after discussions it is believed that the psychological treatment being provided is no longer beneficial, Dr Belyani may recommend other approaches or options and sign post you to those options.

Ideally, the ending of therapy should be planned and worked towards. Where possible, you may be given the option of spreading out your final sessions to help with the ending transition and to ensure you feel confident using the skills you have learned independently.

Threatening, abusive or violent behaviour will not be tolerated and will result in the immediate termination of therapy.

You are welcome to take breaks in therapy, however, if you choose to take a break longer than 3 weeks, Dr Belyani may not be able to offer your existing slot when you return.

Consent to Treatment

1	I understand that the information that I communicate is confidential.
2	I understand that my data will only be used to support my psychological assessment and/or treatment and will never be shared with a third party unless I have given permission to do so.
3	I understand that there are limits to this confidentiality. If there are concerns about my safety or the safety of someone else, then this confidentiality may be breached.
4	I understand that any reports will be written and stored on a password-protected device.
5	For online sessions, I understand that I am responsible for making sure that the physical place where I connect for the therapy session is confidential and that any electronic devices I use are working and confidential.
6	I understand that my personal details and session notes will be stored electronically on a password protected device.
7	I understand that I can request a copy of my reports and session notes.

8	I understand that my notes will be kept for 7 years and then confidentially destroyed.
9	I understand that if I do not attend an appointment or cancel less than 48 hours before my appointment time, I will be charged for the appointment.
10	Unless otherwise agreed with Dr Belyani or funded through a third-party organisation, I understand that payment for each session should be made within 24 hours of the attended session. I understand that my next appointment (even if arranged) cannot be confirmed until payment for the previous session has been made.

Declaration

If you have questions about any of the content in this document, please contact Dr Haneyeh Belyani so that clarification can be provided.

Please sign here or type your full name to confirm that you have read, understood and agree to the Terms and Conditions. Alternatively, please send an email with this document attached to it confirming you have read it and agree with the terms and conditions.

Signature:

Print name:

Date: