

Terms and conditions for ADHD Assessments

Confidentiality

All communications between Dr Kara Davey and the client are confidential. Information will only be released to a third party by Kara under the following conditions: a) the client gives written consent; b) the client is threatening serious bodily harm to themselves or to another; c) the clinician learns that a child, an elderly person, or a disabled person has been or is being abused; d) the client discloses a past or future intention to commit a terrorist act; or e) a court order dictates such release.

Missed & Cancelled Appointments

An appointment that is scheduled is reserved, which means that it cannot be used for someone else. It is acknowledged that sometimes appointments may need to be cancelled or missed. If you do need to cancel an appointment, then please ensure that you give more than 24 hours' notice. The telephone number to cancel all appointments is 07751 239551.

There is no fee for an appointment cancelled 48+ hours in advance. However, if less than 48 hours' notice is given, the full fee will be charged for the missed session as I cannot fill the space. If your sessions are paid for by an insurance company, then please be aware that they will not pay late cancellation fees, meaning that you will be personally liable for any sessions cancelled less than 48 hours in advance.

The ADHD Assessment Process Explained

To conduct a full ADHD assessment, we begin with an initial assessment session. In this session, we discuss your personal history, this includes any significant life events and a gives an overview of your medical and emotional wellbeing. Next, we met for 2-3 sessions to complete a semi-structured interview, specifically about potential ADHD symptoms.

After gathering information from you, I then need to speak with a parent or carer to ask them about any potential ADHD symptoms that they have observed in you since childhood. If you do not have a parent or carer who is available to speak with me, then we can discuss alternatives. For example, sometimes school reports can be very helpful, as can speaking with someone who knows you well now, like a partner or colleague.

Once I have enough information to make an evidence-based decision, I will write a report summarising my findings. The report will also provide some brief recommendations and advice regarding helpful next steps for you. You have permission to share this written report, with other people and/or health professionals involved in your care if you wish to.

The amount of time it takes to complete the above process can vary from person to person. Consequently, I believe it is fairest to charge my usual rate for all stages of the process. As an estimate, it is likely to be costed at 6- 8 hours in total for a full assessment and NICE compliant report.

I also offer ADHD Coaching at the same rate if you would like to access this as a treatment option, after the assessment. There is obviously no obligation to continue onto treatment though. Many people just want to better understand why they feel like they do.

Payment

All assessment sessions last 45 minutes. The cost of a session is £150. You may request double sessions, charged at £300, if you would prefer to have the assessment completed faster.

Please pay for the first session when you return a signed and completed copy of this form to confirm your booking. All subsequent sessions can be paid by bank transfer, 48 hours before the session.

Speaking with friends and family and report writing are charged at a £150p/h rate pro rata. Payment for the final report is due when the report has been written. Once the payment has been received, the report will be sent to you.

If your sessions are paid for by an insurance company, then please ensure you let me know if you have an excess on your policy before our first session. The excess will be due upon booking.

My bank details are:

Account Name: Kara Carling

Account Number: 86889501

Sort code: 60-83-71

Information I collect about you and how I use it

All information I gather and store about you is processed in a manner compliant with the General Data Protection Regulation (GDPR, 2016). Upon starting therapy, basic personal information will be collected for contact and identification reasons. During our therapy meetings, an assessment of your psychological health will be completed, and notes will be taken during sessions. These will include personal and sensitive details about your life. The assessment and notes are used solely for the delivery of a therapy service to you, and you are free to view them at any time.

Your rights

You have rights relating to the information I hold, to verify its accuracy or to ask for it to be supplemented, deleted, updated or corrected. You have the right to request a copy of the information that I hold about you. If you would like a copy of some or all of your personal information, please email or write to me via the contact details stated in this agreement. Information will be provided to you within 30 days.

I want to make sure that your information is accurate and up to date. You may ask me to correct or remove information you think is inaccurate. You have a right to request the transfer of your data to another individual or company.

How long I keep your information for - data retention

Your information is kept for the time necessary to provide the therapy service requested, however outside of this I will hold your details and session notes for a period of 7 years following the end of treatment to comply with legal obligations that are placed upon me by my insurers. In the case of a child under 13 then records will be kept 7 years after they reach the age of majority (18). After this date, all data will be securely deleted.

Sharing of data

There may be times where your information needs to be shared with 3rd parties, such as GPs. I will explicitly ask your consent before doing so, and the data will be sent to 3rd parties securely.

Security of your data

Information will be kept securely and confidentially in line with the data retention policy as stated above.

Lawful basis for processing your information

The lawful basis for my holding and using your information is in relation to the delivery of a contract to you as a health care professional. As an accredited member of the HCPC, and BPS I operate under a strict code of confidentiality.

GDPR Privacy Statement

I place the highest regard in your privacy and confidentiality. The manner in which we collect, process, store and safeguard information including client records is in line with the new EU regulations of May 2018.

Professional status and conduct

Registered with Health and Care Professions Council (Practitioner Psychologist)
(www.hcpc-uk.org)
Chartered member of British Psychological Society as a Clinical Psychologist
(www.bps.org.uk)

I abide by the Codes of Ethics of these organisations and have professional insurance for my work.

Emergency and Crisis Telephone numbers

It is requested that all clients refrain from self-harming or acting on any suicidal thoughts (where relevant), for the duration of this assessment process. Some clients can experience difficult emotions and thoughts after discussing difficult memories in the initial session. This will be sensitively managed by Kara and strategies to help manage distress will be discussed, where necessary. If you experience difficult thoughts or feelings between sessions, the client is advised to utilise any strategies discussed and seek help and support. It is suggested that initially the client

rings and discusses these feelings and thoughts with a good friend or family member, failing this, they can try contacting their GP, (the GP out of hours service telephone number is 0300 130 1313).

The following telephone numbers may also be helpful for further support and guidance.

NHS Direct- 24 hour telephone number: 0845 46 47

West Sussex Mental Health line (if you are Sussex based)- open 24 hours, 0845 300 2727

The Samaritans- 24 hour national telephone: 08457 90 90 90 or contact them through their internet website www.samaritan.org/

If you are having suicidal thoughts and you have a desire/urge to act on the thoughts, please call 999 or visit your local A & E for immediate support.

Contact details and Next of Kin

If there were to be a medical incident during our sessions or if I were to become concerned about your ability to refrain from harming yourself or others following our session, then I may suggest that we contact your emergency contact or that I contact your GP/ 999 and ask them to assess whether you need additional support.

It is very unlikely that I will ever need to use these details and please be assured that I would discuss this with you if I was concerned. However, it is important that I have the information in case of an emergency.

Your Full name _____

Your date of Birth _____

Your phone number _____

Your address _____

GP surgery name and contact number _____

Emergency contact name _____ Relationship to you _____

Emergency contact telephone number _____

Informed Consent

I confirm that I understand and agree to these terms and conditions.

Name:

Signature:

Date: