

Sarah Bisset Psychotherapy client agreement notes

- Fees: Fees are agreed at the initial session which is charged at £45
- Concessions fees are now £45 and non concessions up to £60 as agreed.
- Method of payment: Payment is due before or on the day of the session by bank transfer. You can also pay by card if preferred, or by payment link. Monthly invoicing can be arranged.
- Cancellation: Cancellation of sessions due to Ill health or emergencies can be made the same day. Sessions can not be cancelled or changed for any other reasons. For holidays please give a weeks notice. Last minute cancellations or missed sessions will be chargeable.
- Termination. You do not have to commit to the suggested length of time for the work, and can discontinue therapy overall, at any time. Cancelling therapy can be discussed, please feel free to do so. If the therapy is not working, you can discontinue without charge. If you are having trouble affording therapy please discuss.
- Contact between sessions. In some cases I might e mail more information or tools to support you as discussed in sessions. Support and safety plans can be agreed in session. You can contact me to clarify arrangements if needed. I may not always be able to respond between sessions, therefore emergency mental health support will need to be arranged with NHS or your GP. You can contact me to advise of non attendance but may still be charged. See cancellations.
- Where will appointments be held? I have a home based consulting room at 7 Belmore Lane N7OHT. This is relaxed and discreet. Sessions can also be held over the phone or by Skype etc.
- Client state: Sessions can not be conducted if clients are under the influence of drink or drugs.
- Notes: Any client notes are kept securely and are confidential. You can ask for the notes at any time. This will usually take three days or so to make available, and may not be detailed. They may just include start date and number of sessions. Some clients might have more detailed notes taken.

- Ethics: I adhere to the BACP ethical guidelines at all times.

Please read and discuss any questions that arise.