

Terms & Conditions

The terms and conditions are set out to confirm both parties understand the occupational therapy services agreed, the costs including the time scales for payments and any issues regarding data protection. All sensitive data related to a client is always treated as strictly confidential, prior consent will always be sought with regards to third party disclosure.

Treatment sessions

Treatment sessions are booked up to 90-minute sessions, with additional time for the therapist to prepare and keep records afterwards, to maintain professional practice. Email summaries to the client / instructing parties can often follow therapy sessions which will be charged at the administration rate for the therapist. Occasional, short phone calls or emails will not be chargeable however if a long discussion is required a review session will be booked at the hourly rate to explore the matter further.

Fees

A fixed hourly rate of £90 per hour applies to all aspects of clinical work, e.g. face to face / virtual contact, liaison, administration, research, report writing. Assessment costs will vary depend on speciality required, although costs will be agreed in writing, in advance of session bookings. Equipment and resources maybe recommended during therapy sessions and this cost will be justified through Occupational Therapy recommendations. These costs will be an additional cost to the client to aid therapy progress.

Training sessions can be arranged, and prices will vary depending on duration and number of participants. Travel costs and venue prices may vary depending on location.

Travel

Costs are required for travel to and from the location of choice for therapy sessions, up to one hours travel from the borders of Buckinghamshire. This will be charged at 65p/mile and £60/hour. Clinical space in Buckinghamshire is available at an additional charge, if requested. Virtual sessions can be arranged if appropriate.

The General Data Protection Regulation (GDPR) Compliancy

Amanda Salter is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with the privacy policy and 3rd party information sharing agreement, which is available on request.

Member of



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<https://www.linkedin.com/in/mandy-salter-1a260249/>

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The only time a medical professional or family member maybe contacted without prior consent would be in an emergency which occurs in that moment, whilst the therapist is present. However if a risk to others/self has been identified, further information may be shared in regards to a safeguarding need, consents may not be explored if the risk is deemed immediate and significant.

Your information is securely stored either as paper copies, locked in a lockable cabinet, or securely encrypted in a folder which is protected by passwords. We keep personal information for the duration of time the client is working with Amanda Salter and will then dispose your information by shredding any stored paper documents or deleting encrypted files 8 years thereafter. If the information is in regard to a client is under 18 years old the 8 years will begin the day after the child has turned 18. If client does not have mental capacity records will be retained for 50 years.

Payment of Fees

Payment terms are 14 days from date of invoice, via bank transfer, no cash is accepted.

Should payment be delayed, further therapy may not be carried out until payment has been received. If payment is overdue, clients will be charged a late payment fee of 10%, which will be added to the next invoice.

Cancellation Policy

Please notify in advance if you are unable to attend the agreed appointment, the client is expected to attend. Half the fee will be charged between 48- 24 hours' notice of cancellation. If an appointment is cancelled with less than 24 hours' notice, the full fee will be charged if the allotted time cannot be filled with alternative work.

Repetitive cancellations will be reviewed on a case-by-case basis, therapy may stop if commitment or engagement has declined.

Should the therapist cancel a session, no fee will be charged, and as much notice will be given as possible. The appointment will be rescheduled at the earliest convenience. However, should this be delayed beyond a 4-week period, a supervising therapist may contact you to discuss alternative provision. If you wish to benefit from this service, please state this at the assessment, so further consent can be secured.

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