



Willow Tree
Clinical Psychology Service

Dr Simone Raenker
Clinical Psychologist and EMDR Therapist

Therapy Contract

Key points

1. Face-to-face or online appointments are held weekly / fortnightly.
2. Clinical psychology sessions are 50 minutes long and are charge with £100.
3. Trauma-informed sessions / EMDR can last up to 90 minutes and are charged with up to £180 (depending on of pre-agreed session length).
4. Missed or cancelled sessions will be charged unless I can offer another slot during the same week.
5. Pre-agreed sessions will be charged unless there is a pre-agreed break (i.e. holiday), or I am not able to offer the session.
6. Sessions are paid for monthly (invoice provided at the end of the month). Provision of sessions is depending on the timely payment of the invoice for the previous month.
7. Clients, who are using their private insurance, are kindly asked to pay for their sessions directly and ask for reimbursement from their insurance (invoice provided).



Willow Tree
Clinical Psychology Service

Dr Simone Raenker
Clinical Psychologist and EMDR Therapist

Practice location

My practice is located in my garden office at home, which is a confidential and comfortable space. The address is: Brackenside, Ashdown Road, Forest Row, RH18 5BW. There is parking available.

Please be aware that there is no regular waiting room available; hence, I would kindly ask you to arrive at your appointment time. You will find a sign for the practice and a bell to ring at the garden entrance left to the house.

Fees Structure

Please see below for the fee structure of my private practice. It is important to me to make high quality psychological therapy available to anyone independent of their income. Please discuss your financial circumstances with me prior commencing therapy.

Fee Structure	
Clinical Psychology	£100 per 50 min
EMDR Treatment	£100 - £180 per 50 - 90 min
Twice-weekly therapy appointments	£80 per 50 min
Report Writing	£100 per 50 min
Clinical Supervision	£100 per 50 min
Consultation and Training	£150 per 60 min

Monthly invoices are provided. Please make your payment within 3 days of receipt your invoice.

Bank Details:

Bank: Starling | Name: S Ranker | Account No.: 96303641 | Sort Code: 60-83-71



Dr Simone Raenker
Clinical Psychologist and EMDR Therapist

Attendance and Payment

- Regular attendance and commitment to do psychological work during sessions are the most effective means for therapeutic progress.
- Sessions will take place weekly or fortnightly (subject to agreement between psychologist and client). Further spacing out of session towards the end of therapy will be discussed between psychologist and client.

- Clients receiving long-term treatment will be asked to commit to their agreed sessions.
 - If a client misses an appointment, independent of the reason, the session fee will be due.
 - If a client needs to change an appointment, I will do my very best to accommodate this, but should I not be able to change the appointment time / date, the session fee is due.

- There will be pre-agreed breaks in therapy (i.e. holidays).
 - My usual breaks are approx.: 2 weeks at Christmas, 2 weeks in April, half-term school breaks in October, February and May, and 4 weeks in the summer holidays (dates will be shared with the client well in advance; emergency appointments and different arrangements can be agreed during these times.)
 - The client is kindly asked to share holiday dates well in advance if possible.

- Should I not be able to work due to illness or attendance to training workshops / CPD event, I will attempt to reschedule the session to a later date during the same week if possible. Should the client not be able to attend the alternative date, no fee is due.

- If the sessions are covered by insurance the client is personally responsible for the session payment and for seeking reimbursement from their insurance afterwards – receipts will be issued for the purpose.

- 48 hours cancellation policy for assessment session (session 1 – 3).



Willow Tree
Clinical Psychology Service

Dr Simone Raenker
Clinical Psychologist and EMDR Therapist

Contact and Emergency

- The psychologist reserves the right to limit unscheduled telephone advice or email support.
- In an acute or emergency situation, the client will contact the GP or call the out of hours number, or go to the nearest A&E department or indeed the police should that be appropriate.

Confidentiality

- The nature and content of the therapeutic contact and related communications are confidential and will not be disclosed without the client's consent unless mandated by a court of law or in the interest of protecting the client or another person from potential significant harm.
- The factual content of each session is briefly recorded and kept by the psychologist. This can be done jointly and collaboratively at the end of each session at the client's request.
- Psychologists have to comply with the professional registration requirement to attend regular supervision to maintain quality input and professionalism. Whilst some case materials may be discussed with a supervisor for constructive feedback, it is done strictly anonymously.
-

The information I have provided is accurate to the best of my knowledge. Furthermore, I agree to the terms set out on this page.

Therapist's signature:

(Dr Simone Raenker)

Client's signature: