



Service Agreement

Professionals Qualifications and memberships

- Registered with the Health Care Professional Council (HCPC) Number: OT48993
- Membership of the Royal College of Occupational Therapy (RCOT)
- Additional membership to Royal College of Occupational Therapy specialist sections:
 - Independent Practice, Mental health and Children, young people and their families
- Member of the National Handwriting Association.
- Member of the Sensory Integration Network and the Sensory Project

Insurance:

I am insurance with Balens for occupational therapy assessment and treatment session including using chair yoga, exercises and health tai chi. More information can be found on their website <http://www.balens.co.uk>
I also have additional insurance with RCOT.

Fees:

This will be agreed via email or on the telephone.

- Standardised assessments and report writing will be charge according to the length of time it takes to complete. The hourly cost will be broken down.
- Training and supervision is also agreed by an hourly rate.

Travel costs:

Travel time is charged at £40 a hour and will be broken down into 15 minutes slots.
Milage is charged at 0.50p a mile.

Cancelling appointments

Although it is best to keep regular appointments, there may be times when you need to cancel. It is requested that you call, text or email me at least 24 hours in advance to cancel the appointment. **If you do not cancel more than 24 hours in advance, you may be charged the full normal fee for that session (not including travel).**

I will always do my best to attend to the appointment however they maybe times I am unable to attend. I will try and give 24 hours notice if I am unable to make the session.

Stopping occupational therapy:

You have the right to stop therapy at any time. I suggest we discuss when you are ready to stop and plan for it accordingly.

Payment:

I accept cash, cheque and bank transfers. I will send an invoice, either monthly or after each session and request this is paid within 10 working days.

Privacy Policy:

There is a privacy policy on the website. We will also send you a consent form prior to starting any assessment or the intervention

www.hertsbedsot.co.uk