

NECP Costs

Pre-reading	
Reading letters, reports and referral forms from other services for example school, other assessment / treatment services (NHS and independent), children's social care	£55 per 15 minutes (or part thereof)
Initial / new psychiatric assessment	
Face to face psychiatric assessment and development of a written report including plan / recommendations. Typical duration of clinic assessment is 2-3 hours. Report writing is additional time, typically takes 1 hour	£55 per 15 minutes (or part thereof) (clinical time) £110 per 30mins (or part thereof) (report writing)
Psychiatric follow up / review appointments	
Face to face (or using telephone / digital technology if required) psychiatric reviews for example, further assessment, medication initiation, medication reviews. Typical duration is 30 minutes – 1 hour Clinic letter writing is additional time (fixed cost)	£55 per 15 minutes (or part thereof) £27.50 for clinic letter writing
School / Home observations	
Observation arranged, carried out and development of a written report. Typical duration 1-2 hours	£275 per observation and report writing plus travel costs
Psychiatric consultation / liaison / report writing	
Includes time spent on any of: <ul style="list-style-type: none"> • Telephone / email / video liaison with other agencies, e.g. school / college, social care services, NHS CAMHS / CYPS, GP, paediatrician, therapist(s) • Reading documentation / past file / case notes • Additional letter and report writing • Completion of medical reports / forms e.g. DLA, PIP, DVLA • Contribution to EHCP (initial and review) 	£55 per 15 minutes (or part thereof)
Attendance at meetings	
In person attendance at meetings to provide psychiatric opinion / advice, e.g. with school / college, local authority, non-emergency social care meetings	£55 per 15 minutes (or part thereof) PLUS travel costs
Online / telephone attendance at meetings	£55 per 15 minutes (or part thereof)

Psychiatric supervision	
Face to face or online psychiatric supervision. Typical duration is 1 hour	£275 per hour NB If supervision has been pre-agreed to last 1 hour but the supervisee feels they have discussed everything in less than 1 hour, the full hour will still be invoiced
Travel costs	
If Dr Gilder needs to drive as part of clinical work e.g. to attend a school meeting	50p per mile petrol PLUS Time spent travelling (NECP to destination and return) is charged at 50% normal clinical rate - £27.50 per 15 minutes (or part thereof) PLUS Any accrued costs from tolls or parking
Prescriptions	
Any prescription issued in-between planned appointments AND / OR following a virtual (telephone / video) review appointment	£17.50
Shared care agreements	
Preparation of new or updated shared care prescribing agreements, including sharing with GPs, chasing non-response and informing parent / carer	£17.50
Administration	
If NECP is asked to re-send letters and reports we have previously sent	£17.50
Holiday cover letter	
If travelling abroad and carrying medication, especially a controlled drug (e.g. ADHD stimulants), it is recommended to have a medical cover letter from the prescriber. To supply a cover letter	£17.50

ADHD assessments
Dr Gilder and NECP are committed to providing a robust and comprehensive ADHD assessment, which is NICE guidance compliant. This involves multiple steps and takes a number of cumulative hours. Costs vary and a detailed cost breakdown is available on request. Costs will be shared before agreement to proceed.
ADHD Post-diagnostic parent education group (in development)
NECP is developing an education group for parents of children / young people recently diagnosed with ADHD. Expected duration 4-6 x 1 hour sessions, face to face. Costs to be confirmed.

NECP Payment Terms and Conditions

North East Child Psychiatry Ltd

Registered company number: 13129649

1. Deposit

1.1 Before any booking for a new psychiatric assessment is confirmed, a deposit will be required.

1.2 The deposit is £50 and is non-refundable.

1.2.1 If the patient / parent / carer cancels the appointment, for whatever reason, the deposit will not be refunded. This includes where a school, social worker or case manager is acting on the patient's behalf.

1.2.2 If NECP have to cancel an appointment, an alternative date will be offered and the deposit retained to cover the rearranged appointment. If a suitable alternative cannot be agreed, the deposit will be refunded.

1.3 When the new assessment is completed and invoiced, the £50 deposit is deducted from the final invoice.

2. Cancellations

2.1 If a review appointment is cancelled by the patient or their representative more than two working days before the agreed appointment date then the appointment will be rearranged, at no cost.

2.2 If a review appointment is cancelled by the patient or their representative within two working days of the agreed appointment date then 30 minutes (£110) will be invoiced.

2.3 If an appointment is cancelled by the patient or their representative on the appointment date, or an appointment is not attended and no notice is received, then 60 minutes (£220) will be invoiced.

2.4 If a psychiatric supervision session is cancelled by the supervisee, more than two working days before the agreed appointment date then the appointment will be rearranged, at no cost.

2.5 If a psychiatric supervision session is cancelled by the supervisee within two working days of the agreed session date, then the full session cost (£275) will be invoiced.

2.6 If any appointment or session is cancelled by NECP then there is no charge, and a new date will be agreed, as soon as is practicably possible.

3. Late attendance

3.1 If an appointment is attended late by the patient or their representative, it will be invoiced from the planned start time and the appointment may last for shorter than planned.

3.2 If Dr Gilder is unavoidably detained and the appointment starts late, it will be invoiced from her arrival time.

4. Safeguarding

4.1 NECP recognises that children's safeguarding events and proceedings can occur at very short notice. Therefore, if there are valid safeguarding reasons why an appointment cannot proceed then these may override normal payment terms but NECP will need to be notified as soon as possible and reasons will need to be discussed with NECP practice management staff.

5. Payment terms

5.1 All invoices are sent weekly, on the last working day of the week, typically a Friday (except when there is a Bank Holiday where Thursday is typically the last working day) following an appointment or piece of work being completed. This may, on occasion, mean multiple items appear on one invoice if they fall in the same week.

5.2 All invoices must be settled within 14 days of the invoice date.

5.3 When the 'NECP Consent form' has been completed and signed, you are deemed to have accepted these costs and payment terms and conditions.

6. Payment methods

6.1 NECP asks all parents / carers (or whoever is responsible for settling invoices) to register with us for a Direct Debit via GoCardless. This is a safe, secure and convenient method of payment. The payer will always be notified in advance of any payment to be collected. Once the Direct Debit agreement is set up, you can cancel it at any time. The Direct Debit Guarantee makes this the safest way to pay. Full instructions will be provided.

6.2 Our clinic uses a direct debit payment system called GoCardless; this is our preferred method of payment. If an alternative method is required e.g. for accessibility reasons, NECP will consider direct bank transfer, cheque or cash. Details will be provided within the invoice.

6.3 If GoCardless has been set up, but a payment cannot be collected, a £5 surcharge fee will be applied and invoiced.

6.4 NECP is unable to take card payments at this time.

7. Late payment process and penalties

7.1 If an invoice remains unpaid after 14 days, NECP has a clear process for pursuing overdue payments.

7.2 Once the initial 14 days have passed, a written email reminder will be sent.

7.3 If the invoice remains unpaid after a further 7 days then a further email and telephone reminder call will be made.

7.4 If the invoice remains unpaid after a further 7 days, and we have not agreed a payment schedule:

- NECP reserves the right to charge interest on late unpaid (overdue) invoices at the rate of the Bank of England base rate plus 5%.
- NECP also reserves the right to suspend our services on giving written notice if payment is unduly delayed, i.e. future appointments / sessions will be cancelled or not arranged.
- NECP will refer any outstanding invoice to HM Courts and Tribunals Service to make a 'Civil Money Claim' (start legal proceedings) to receive the amount owed.

7.5 NECP intends to exercise these rights only where it is fair and reasonable to do so.

8. Private Medical Health Insurance companies

8.1 Dr Gilder and NECP are not registered with any of the insurance companies.

8.2 NECP only takes self-funding patients.

8.3 If you wish to seek reimbursement from your insurer this is your responsibility and you should check with your insurer before booking an appointment.

9. Cost changes

9.1 NECP reserves the right to change costs and they are reviewed at least annually.

9.2 Any changes will be notified to existing parents / carers or other clients NECP works with at least one month before changes come into place.

9.3 If an ADHD assessment has already commenced then the assessment costs in place at the start will be honoured. Following completion of the assessment, new costs e.g. for ongoing treatment, would come into effect.

10. GDPR / data handling / confidentiality

10.1 It is very important to everyone at NECP that your personal data is kept safe and only collected, used or shared if absolutely necessary. NECP understands and complies with the legal frameworks of the Data Protection Act (DPA 1998) and the UK General Data Protection Regulation (UK GDPR). North East Child Psychiatry Ltd is registered with the Information Commissioner's Office (ICO).

10.2 NECP keeps basic financial records for whoever is funding the care. This is held within GoCardless, a secure online payment processing system. NECP uses a 2-factor authentication process, only those people who need to access this information are able to, and only for purposes directly related to NECP billing.

10.3 For more information, please refer to the current version of the NECP Privacy Notice, which will have been sent to you at the time of registration and is available on the NECP website.