

Psychoanalytic Psychotherapy Information Sheet

for Kedzie Penfield's Private Practice

I offer this information sheet to facilitate an understanding of this psychoanalytic psychotherapy. It is also a common, UK wide, requirement in many relationship-based endeavours. Our work follows an open-ended framework; usually 2 or 3 times weekly. Our contract is a verbal one and includes the following understandings:

We are meeting to consider the questions, stories, losses, other troubles that you bring. We will have discussed the kind of material and the expectations you have about this process during the first few of our sessions.

Confidentiality surrounding the content of these discussions is closely held: the only times I will discuss anything you have told me is with my supervisor who I am required to consult by my accrediting organisation. In these conversations I will not disclose any information that identifies you so the supervisor will not know who you are. Any notes or information I hold about you are kept in a locked office.

In the unlikely event that something happens to incapacitate me and I cannot work, I have designated a colleague who is a registered psychotherapist as my professional executor. This person only has your contact details so that you can be informed about what has happened. They will also be a resource if you need support at such a time. The only other exception to this non-disclosure that I will make is if I judge that there is a serious risk to you or others (including children) or if I am obliged to do so by law. In the rare event that I break confidentiality, I will contact only those people who absolutely need to know and discuss it with you before I do so.*

I usually charge £75 a session though this can be negotiated if we agree to engage in longer term work twice or more times a week. I accept payment by cash, cheque, or bank transfer. I regret I cannot accept payment by credit card.

All missed or cancelled sessions with less than 24 hours notice are charged at the agreed rate. This enables me to maintain your regular appointment time for the duration of therapy and keep costs down for everyone. I will however attempt to reschedule appointments where possible. In the event of a planned absence, half the fee is payable unless we have negotiated otherwise and during holiday periods. I take usual holidays of one or two weeks (Christmas, Easter, Summer) and if yours are longer and/or at a different time then half your usual fee is due in order to hold your place after the two week break period.

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*As a member of the ICO (Information Commission Office) my Data Protection Registration number is ZA029639. I am a member of UKCP/CPJA and subscribe to the Code of Ethics this organisation and to guidelines set out by GDPR. Please visit their website if you want more information about these Codes or the Complaints Procedures.