

Patient information - privacy policy

Dear patients,

You have reserved an initial appointment in my psychotherapeutic practice. This information sheet prepares you for your first appointment in my practice and informs you about psychotherapy in general, the treatment process and types as well as the risks involved. You will also receive information about the general conditions of treatment in my practice.

Please read this patient information for statutory, privately insured and self-payers as well as the data protection declaration carefully. They are part of the treatment agreement.

If you have any questions or something is unclear to you

please do not hesitate to call or email me. You can reach me by phone at 0176-74788908 and by email at info@therapie-herbstreit.de

Psychotherapy

Outpatient psychotherapy can be carried out in all psychotherapy procedures as individual therapy, in a group or as a combination of individual and group psychotherapy, in systemic therapy also in a multi-person setting (e.g. by involving the family). The frequency of the sessions can vary depending on the procedure and course of treatment and is agreed individually between the patient and therapist. Group psychotherapy also uses relationship experiences and mutual learning between patients in the group for psychotherapy. Psychotherapy is a non-drug, conversational process for treating current mental illnesses. The costs for such treatment are covered by statutory and private health insurance companies (see section on cost coverage). Psychotherapeutic treatment methods are used where one's own coping strategies are no longer sufficient. Four procedures are recognized as healing methods by the health insurance companies for the treatment of mental illnesses: behavioral therapy, psychotherapy based on depth psychology, systemic therapy (origins from family therapy) and psychoanalysis.

Psychotherapy based on depth psychology (TP)

In this practice you will receive depth psychological therapy treatment. The TP sees symptoms of illness because of current conflicts, e.g. in relationships or from unresolved relationship experiences or conflicts from earlier phases of life. These conflicts and experiences can determine later life and result in mental illness. The aim of the treatment is to recognize the underlying motives and conflicts of the current symptoms and to deal with them. In psychotherapy, patients are supported in achieving changes in their experience or behavior through insights into the connections and causes of the current symptoms.

Please bring with you to the first appointment:

- relevant preliminary findings
- If applicable, list of medication

Probationary sessions and application to the health insurance company

Up to 5 probatory sessions will usually be reimbursed by your insurance without an application. All other meetings require an application. The application procedure varies depending on the insurance company. Therefore, please request the necessary forms for the application for psychotherapy from your insurance company. I will help you with the application.

The psychotherapy begins as soon as the costs are covered by the health insurance company. A corresponding notification of approval is usually sent by the health insurance company, which you must present in our practice.

If you change health insurance during the course of treatment, please let me know immediately. In this case, psychotherapy that is already in progress must be approved again by the new insurance company. This may mean that the treatment must be temporarily suspended until the new insurance company has accepted the costs.

Psychotherapy

In individual psychotherapy, one patient works with a permanent therapist for the entire duration of the treatment. A single therapy session is 50 minutes. Depending on the perceived stress of those affected or the need, the sessions are initially held weekly or every 14 days, later at longer intervals.

Individual therapies are based on a personal patient-therapist relationship, which is why they are not substituted by other therapists during vacation time and in the event of illness.

The success of the treatment largely depends on your willingness to deal with your experience. To do this, it is necessary not just to leave it at talking, but to try out new things in everyday life. If you do not understand something during the course of treatment, please ask immediately and ask for an explanation. I will respond to all of your questions and will also make an effort to identify and address problems. A constructive and trusting patient-therapist relationship is an important factor for successful treatment!

- **side effects**

Like any effective treatment method, psychotherapy also has side effects. Dealing with your emotional suffering can lead to a temporary deterioration in your condition or to a change in your relationships with other people. For example, it is possible that new problems will arise in the partnership or in other interpersonal relationships. Please consider this before making your decision to start psychotherapy.

Although the effectiveness of psychotherapy has been scientifically proven and recognized, the success of the treatment cannot be guaranteed in individual cases.

- **prescription of medication**

Depending on the severity of the mental illness, it may be necessary to take medication. If necessary, I will refer you to your family doctor or specialist, because psychological psychotherapists are not allowed to prescribe medication.

Drug use: Conducting psychotherapy under the influence of drugs and/or alcohol does not make sense. I therefore ask you to refrain from all illegal drugs (e.g. cannabis, amphetamines, etc.) and alcohol for the duration of your treatment. In the case of an existing addiction, abstinence should be striven for. In this case, you must also be willing to have checks carried out by the attending family doctor or addiction doctor.

THERAPY ORGANIZATION

appointment scheduling

I work in my practice according to the ordering system, i.e. the agreed appointment is reserved exclusively for you. This offers you the advantage that you do not have to plan a longer waiting time when you visit my practice. Appointments can be made in person or by telephone.

Appointment cancellations and cancellations

If you have to cancel despite the most careful planning, I ask you to do so as early as possible - but at least 48 hours in advance. This can be done in person, by phone, on the answering

machine or in writing. Saturdays, Sundays and public holidays are not included in the calculation of the 48-hour period. That means: If you have an appointment on Monday at 10 a.m., it would have to be canceled by 9:59 a.m. on Thursday of the previous week at the latest. Otherwise I would have to charge you a provision fee of 80.00 euros, since I cannot give the appointment to someone else at such short notice. Unfortunately, you have to pay the provision fee privately, as the health insurance company does not reimburse it. This also applies if you were not able to cancel the appointment in time through no fault of your own. The legal basis for this is § 615 BGB. In the event of a sudden serious illness, no provision fee will be charged upon presentation of a corresponding medical certificate. Two unexcused absences will lead to the termination of treatment.

Cancellation fee for individual sessions 80 euros

Transfer

A referral from your general practitioner or specialist is not necessary.

Assumption of costs

The treatment costs incurred are billed at the end of each month with a payment term of 30 days based on the applicable scale of fees for psychotherapists (GOP) and are transmitted by the private billing office (PVS). Meetings with above-average effort and services on weekdays after 8 p.m. or on Saturdays are billed at 3.5 times the rate. In addition to therapy sessions, there may be additional costs for diagnostics, telephone calls, certificates, reports of findings and other additional expenses, which are billed on the basis of the GOP.

Depending on your individual insurance conditions, private health insurers/aid agencies reimburse the costs of psychotherapy in full or in part (e.g. for insured persons in the basic tariff). Individual insurance tariffs even completely exclude psychotherapeutic services. You are responsible to cover a possible gap in coverage by your insurance concerning the cost of treatment. I would therefore like to point out that, in your own interest, you should check before the initial consultation whether and to what extent your private health insurance and/or aid agency will reimburse the costs of the treatment. Payment arrears can lead to the treatment being temporarily paused or terminated prematurely by my practice.

self-payers

For **self-payers**, psychotherapy can be started immediately without any formalities. Psychotherapy is not recorded by the health insurance company. This is important, for example, when changing health insurance, becoming a civil servant or taking out disability insurance. We offer self-payers individually agreed rates within the framework of the scale of fees for psychotherapists (GOP). The costs for psychotherapy can be claimed as an extraordinary expense under "other health expenses" within the scope of the reasonable burden for tax purposes.

Legal assistance

If you have a legal guardian, please inform us immediately so that I can initiate the further steps to start the treatment.

hospitalization

If you are currently in a hospital or day clinic, I cannot treat you on an outpatient basis in my practice at the same time. Please let me know before starting treatment. Otherwise, I will have to invoice you privately for the costs of the treatment.

Confidentiality

From the first contact, all information I receive from you is subject to medical confidentiality. If it is necessary to exchange information (e.g. with general practitioners or specialists, social services, relatives, etc.), I need a written release from confidentiality from you before the conversation can take place. Your (written) consent is also required for written inquiries from authorities or pension offices.

Data protection

The data processing in my practice is based on legal requirements in order to fulfill the treatment contract between you and me and the associated obligations. In addition to personal contact information (such as surname, first name, address, telephone number and, if applicable, e-mail address), I record your insurance relationship (health insurance company and insurance number). In addition, I process your health data in the course of treatment. This includes anamnesis, diagnoses, therapy applications, findings and session documentation that I or other doctors collect. The collection of health data is a prerequisite for your treatment. If the necessary information is not provided, careful treatment cannot take place.

Your consent regarding the forwarding of your data relates exclusively to those cases where the recipient is the private medical billing office (PVS holding GmbH, Remscheider Str. 16, 45481 Mülheim an der Ruhr).

I only keep your personal data for as long as is necessary to carry out the treatment, as long as there are no legal requirements to the contrary. Due to legal requirements, I am obliged to keep this data for at least ten years after completion of the treatment. In individual cases, there may also be longer retention periods.

Data processing

For billing purposes, the diagnosis and the services used are sent to the private medical billing office (PVS). Further health data or details of the treatment will not be transmitted.

The course of treatment may require the transfer of data to your health insurance company, medical officer or the medical service of the health insurance companies (MDK) to clarify questions arising from the insurance relationship.

In individual cases, data is transmitted to other authorized recipients within the scope of the statutory disclosure obligation.

Termination

The treatment agreement can be terminated by either party at any time without the need for a reason. It makes sense to discuss this decision together, though.