

DR IAN MARTIN

Terms and Conditions

Dr Ian Martin MBBS; MRCPsych
Consultant Psychiatrist

The Priory Hospital Roehampton
Priory Lane
London SW15 5JJ
Tel: 020 3086 7332

104 Oakley Street
London SW3 5NR
Tel: 02073521991

30 Weymouth Street
London W1G 7BS
Tel: 020 3086 7332

Please review the following sections dependant on method of payment:

- **Self Fund**
- **ADHD Self Fund**
- **Insurer Billed**

SELF FUND

Dear

I am pleased to confirm your appointment with: **Dr Ian Martin**

Time: Date: Location: **The Orchard Clinic, 89 St Margaret's Road, Twickenham TW1 2LJ**

The consultation will last for up to one hour.

Terms and Conditions for patients – please read carefully before your first consultation and keep for your records

Dr Martin's fee for an initial consultation is £500. Follow-up appointments are £250 (up to 30 minutes). The fee is the same across practice locations and for face-to-face, telephone, Zoom or Skype consultations. Invoices are emailed on the day of each consultation or shortly thereafter and are payable within 14 days by bank transfer or card payment.

If you cancel (including rescheduling to a later date) your appointment within 24 hours, you will usually be charged the fee for the consultation, as we will be unable to offer that time to another patient at short notice.

In the event of any problems receiving payment from you, if we have to refer you to a debt collection agent you will be liable for any additional costs for that service. Any scheduled follow up appointments will be cancelled in the event of unpaid invoices for previous appointments and the patient will be notified by email. Such appointments can only be rebooked once the late payment has been made. No prescriptions or letters (including to your GP asking them to prescribe for you) will be issued until all payments are up to date.

Your non-clinical details (name, address, date of birth, contact details) will be stored in a secure database for administrative purposes. Your clinical data will only be shared with other clinicians involved in your care. Please inform us if you would prefer that your GP NOT be informed of your treatment with Dr Martin. Please let us know if your name, address, GP or insurer if applicable changes, so we can update your file, and ensure sensitive information does not go to an incorrect address.

All prescriptions issued by Dr Martin outside of a consultation will be charged at £25. If you request a prescription from Dr Martin outside of a consultation, you will need to provide card details which will be charged before the prescription is issued to you. Please ensure that for repeat prescriptions you allow plenty of time before your current supply of medication runs out. We cannot always fulfil repeat prescriptions at short notice.

Patients are obliged to have a consultation with Dr Martin (either in person or by phone or video) at least once every 12 months in order for Dr Martin to continue to prescribe for you. If you would like your NHS GP to prescribe medication started by Dr Martin for you, Dr

Martin will write to your GP to request this but GPs have no obligation to take over the prescribing of your medication, even under a Shared Care agreement.

All non-clinical letters requested by you will be charged at £50. Before letters can be released to you or the recipient as applicable, payment will need to be made either by card or bank transfer. Letters will be emailed only and not sent by post. Non-clinical letters include but are not limited to letters to employers, educational organisations (including examination boards), government organisations (including in relation to social security benefits), solicitors and courts (although longer legal reports will incur a higher fee which will be advised to you at the time of the request and will vary depending on volume of work required), travel companies and general 'to whom it may concern' letters. Letters to GPs, other medical practitioners, therapists, health insurance providers and to yourself will be provided at no extra cost.

If waiting for a letter or referral from Dr Martin following a consultation, please note that this can take around 5 working days to be ready. Letters / referrals cannot be done any earlier than this and we politely request that you do not chase for them within this timescale.

Emails sent to the practice (anna@drianmartin.co.uk) are only read and actioned during office hours, 9.30am – 5pm Monday to Friday (excluding bank holidays). Voicemails are also only monitored during these hours / days. Like most sole practitioner practices, we only have one member of administrative staff. Therefore there are times when the office is closed, closes early or opens late. If you need urgent medical advice and you do not get a timely response from the office then please contact your GP surgery, nearest hospital emergency department or call NHS111.

Sometimes emails from this email address end up in recipients' spam / junk folders so please do regularly check these folders if you are waiting on an email from this address and also add anna@drianmartin.co.uk to your contacts and / or safe senders list.

Occasionally in unavoidable circumstances the clinic may have to re-arrange a consultation at short notice and we reserve the right to do this without incurring liability. Please make sure we have an up to date mobile number and email address at all times, for us to contact you in such cases.

The practice does not tolerate physically or verbally abusive behaviour towards staff, colleagues or fellow patients and Dr Martin reserves the right to discharge you from his care in such circumstances.

Dr Martin looks forward to meeting you at your consultation.

ADHD SELF FUND

Dear

I am pleased to confirm your appointment with: **Dr Ian Martin**

Time: Date: Location: **The Orchard Clinic, 89 St Margaret's Road, Twickenham TW1 2LJ**

The consultation will last for up to one hour.

Please find attached an ADHD rating scale for you to complete electronically and return by email prior to your assessment.

Terms and Conditions for patients – please read carefully before your first consultation and keep for your records

Dr Martin's fee for an ADHD assessment is £900. Follow-up appointments are £250 (up to 30 minutes). The fee is the same across practice locations and for face-to-face, telephone, Zoom or Skype consultations. Invoices are emailed on the day of each consultation or shortly thereafter and are payable within 14 days by bank transfer or card payment.

If you cancel (including rescheduling to a later date) your appointment within 24 hours, you will usually be charged the fee for the consultation, as we will be unable to offer that time to another patient at short notice.

In the event of any problems receiving payment from you, if we have to refer you to a debt collection agent you will be liable for any additional costs for that service. Any scheduled follow up appointments will be cancelled in the event of unpaid invoices for previous appointments and the patient will be notified by email. Such appointments can only be rebooked once the late payment has been made. No prescriptions or letters (including to your GP asking them to prescribe for you) will be issued until all payments are up to date.

Your non-clinical details (name, address, date of birth, contact details) will be stored in a secure database for administrative purposes. Your clinical data will only be shared with other clinicians involved in your care. Please inform us if you would prefer that your GP NOT be informed of your treatment with Dr Martin. Please let us know if your name, address, GP or insurer if applicable changes, so we can update your file, and ensure sensitive information does not go to an incorrect address.

All prescriptions issued by Dr Martin outside of a consultation will be charged at £25. If you request a prescription from Dr Martin outside of a consultation, you will need to provide card details which will be charged before the prescription is issued to you. Please ensure that for repeat prescriptions you allow plenty of time before your current supply of medication runs out. We cannot always fulfil repeat prescriptions at short notice.

Patients are obliged to have a consultation with Dr Martin (either in person or by phone or video) at least once every 12 months in order for Dr Martin to continue to prescribe for you. If you would like your NHS GP to prescribe medication started by Dr Martin for you, Dr Martin will write to your GP to request this but GPs have no obligation to take over the prescribing of your medication, even under a Shared Care agreement. GPs will not consider prescribing ADHD medication until a patient has been stable on a dose of the medication for a minimum of 3 months (often longer). Until then, you will have to request private prescriptions from Dr Martin.

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INSURER BILLED

I am pleased to confirm your appointment with: **Dr Ian Martin**

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Terms and Conditions for patients – please read carefully before your first consultation and keep for your records

If you cancel your appointment within 24 hours (including rescheduling to a later date) you will usually be charged the fee for the consultation, as we will be unable to offer that time to another patient at short notice. Your insurer will not usually pay for missed appointments.

If your insurer fails to pay the full or any of the consultation fee, for example because you have an excess on your policy, or have not had your treatment authorised by your insurer ahead of your consultation, you will be liable for any shortfall and will be invoiced for this. It is up to you (the patient) to ensure that each consultation you have has been authorised by your insurer in advance. Your insurer will tell you in advance how many consultations they have authorised. Please keep track of how many you have had as this the responsibility of the patient and contact your insurer at the end of the number of authorised consultations if you are seeking further consultations with Dr Martin. Any declined consultations fees for unauthorised consultations will be invoiced to you, even if your insurer subsequently authorises future consultations.

Any scheduled follow up appointments will be cancelled in the event of unpaid invoices for previous appointments and the patient will be notified by email. Such appointments can only be rebooked once the late payment has been made. No prescriptions or letters (including to your GP asking them to prescribe for you) will be issued until all payments are up to date.

We only accept the following health insurance: Allianz, Aviva, AXA, AXA Global, Bupa, Bupa Global, Cigna UK (only UK policies not international), Vitality and WPA. If you change to another insurance provider other than those listed above you will need to self fund your treatment.

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