

## Terms and Conditions (Marcus Gottlieb)

- (a) I accept payment by cash or cheque and expect payment at the end of each session unless otherwise agreed.
- (b) If your appointment is at 14a St Luke's Road, please do not arrive more than 2 or 3 minutes early as I do not have a waiting area as such. If you are seeing me at Spectrum, press button no. 9 and I will buzz you in via the intercom straight into the dining room; please then wait for me to collect you from there.
- (c) If you arrive late, please note that the session will end at the originally agreed ending time, i.e. will be shorter than an hour. The session must be paid for in full whether or not you have the full 60 minutes. If you do not come to a session, or cancel it with less than 48 hours' notice, it must be paid for in full.
- (d) If you re-arrange a session (i.e. alter its time with my agreement) with less than 48 hours' notice, then in principle the original hour will still need to be paid for, though I may use my discretion about this according to the circumstances. I will use my discretion as to whether to deem a session in effect cancelled, for example if you arrive with only a few minutes of the hour left, or if you arrive under the influence of intoxicating liquor or drugs.
- (e) I will use my best endeavours to give you as much warning as I can of my holidays and other absences and I would be grateful if you do likewise in return.
- (f) Sessions are confidential, i.e. whatever you tell me, including your name and the fact that you come to see me, are confidential within the meaning of the various Codes of Ethics and Practice to which I subscribe. Accordingly, if I meet you outside a session, I will let you decide whether you wish to acknowledge me or talk to me, according to the circumstances. If I seem to ignore you, therefore, it is not with the intention of offending you.
- (g) A rare exception to the rule of confidentiality arises in very exceptional circumstances where I have good grounds for believing that you will cause serious physical harm to others or yourself, or have harm caused to you.
- (h) I keep a written record of some of my thoughts, observations and responses, contained in a single computer file protected by a password known only to me. I may share your basic contact information, including name, with a locum charged with taking responsibility for my clients in the event, for example, of my illness.

(i) I would appreciate being informed of any medication you may be receiving and of any other therapeutic relationship which is current.

(j) I attend regular professional supervision at Spectrum, Endymion Road, London N.4, in accordance with my professional obligation, and I may discuss specific client matters in supervision but then the duty of confidentiality is extended to my supervisor and any other colleagues with whom I have my supervision.

(k) If and when you wish to terminate the therapeutic relationship, it is up to you to decide the manner and the timing. However, I have found that a well managed ending can be of great therapeutic value; it is in itself an important part of the healing process. My preference, therefore, is for the ending not to be abrupt, but for it to be processed and discussed over a number of weeks, especially where the therapy has been relatively long-term.

(l) You may contact me by telephone on (020) 7243 6752 or on Spectrum days on 07973 322819.

(m) The Underground stations nearest to St Luke's Road are Westbourne Park, Notting Hill Gate and Ladbroke Grove. Some local bus routes are no.s 7, 23, 27, 28, 31, 70 and 328.

(n) The Underground stations nearest to Spectrum are Manor House and Finsbury Park, and there is also Harringay Green Lanes rail station. The local bus routes are 29, 141 and W5.

(o) Further information is available at [www.marcusgottlieb.com](http://www.marcusgottlieb.com) or [www.nottinghilltherapy.co.uk](http://www.nottinghilltherapy.co.uk).