



# CUCMS Health and Psychology Clinic

POLICIES AND PROCEDURES

JULY 2018

# Agenda

- ▶ Introducing Consultation Rooms
- ▶ The Malaysian Society of Clinical Psychology (MSCP)
- ▶ Patient's Rights
- ▶ Fees for Psychological Services
- ▶ Procedure for Payment
- ▶ File Keeping and Acquisition
- ▶ Role Play 1) Book for Appointment 2) 1<sup>st</sup> Session and Forms
- ▶ Filing and patient's ID/RN

# Consultation Rooms

- ▶ Observation Room
- ▶ Psychology Room 1
- ▶ Psychology Room 2
- ▶ Play Room
- ▶ Psychology Room 3
- ▶ Psychology Room 4

# The Malaysian Society of Clinical Psychology (MSCP)

- ▶ Beneficence & Non-maleficence
- ▶ Respect for Human Rights and Dignity
- ▶ Integrity
- ▶ Responsibility and Justice

# Patient's Rights

Patients are :

- ✓ Treated in a respectful manner
- ✓ Granted full confidentiality
- ✓ Be given information on the clinician working with them  
i.e. My name is Aisyah, I am a clinical psychology trainee under a supervision of a registered clinical psychologist Assoc. Prof. Dr. Zubaidah.
- ✓ Be given information on the treatment available and its alternative
- ✓ Be given a freedom to choose type of treatment
- ✓ Be treated in safe and clean environment
- ✓ Be given a consent form before commencing the therapy session

# Fees for Psychological Services

Services	Price (RM)
Registration Fee	RM 50.00 (For All)
First 2 Sessions for 200 clients (From 1 <sup>st</sup> July 2019)	FREE
Current students of University of Cyberjaya	
Therapy Session (45 minutes – 60 minutes)	RM 80.00 (Trainee) RM 200.00 (Professional)
Psychological Tests	RM 350.00 (Trainee)
(E.g.: Intelligence, Adaptive and Personality Tests)	RM1500.00 (Professional)
Screening Test	RM 50.00–200.00 (Trainee) RM60.00-210.00 (Professional)

# Fees for Psychological Services

<b>Services</b>	<b>Price (RM)</b>
<b>Brief Psychological Report</b>	RM 20.00 (Trainee)
	RM 50.00 (Professional)
<b>Full Psychological Report</b>	RM 150.00 (Trainee)
	RM 300.00 (Professional)

# Procedure for Payment

- ▶ Payment for registration has to be made before commencing the first session
- ▶ Any cash has to be placed in cash box of the CUCMS Health and Psychology Clinic under the keep of MCP 5134 Clinical Practicum I
- ▶ Proof of payment has to be made in form of receipt issue by the CUCMS Health and Psychology Clinic and submitted to the course coordinator of MCP 5134 Clinical Practicum I



# File Keeping and Acquisition

- ▶ Clinical Psychology Trainees are to keep patient's file inside the Observation Room
- ▶ The request for patient's file has to be made latest 30 minutes before the schedule appointment
- ▶ Clinical Psychology Trainees can only request for patient's record that they are attending to
- ▶ All the patients records must be submitted to the Observation Room not later than 5.30 pm
- ▶ No patients records can be taken outside the CUCMS Health and Psychology Clinic
- ▶ Failure to return the file may result in issuance of a warning letter for disciplinary issue

# File Keeping and Acquisition

- ▶ All patients records must be completed, updated and printed clearly using case note provided by the CUCMS Health and Psychology Clinic. All records must be written in Malay/English Language
- ▶ All entries must be made and completed within 24 Hours after the treatment is rendered
- ▶ Call for appointment, follow up, recall, no show or transfer of case must be recorded using Call Log form and Case Note provided by the CUCMS Health and Psychology Clinic



Book for An  
Appointment

# 1<sup>st</sup> Session & Forms

- ▶ Initial Intake Form
- ▶ Referral Form
- ▶ Call Log
- ▶ Informed Consent Form
- ▶ Breach of Confidentiality Form/ Transfer Form
- ▶ Screening for Drug Use/Abuse
- ▶ Screening for Self-harm Behavior
- ▶ Screening for Suicidal Ideation
- ▶ Case Note



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