

How to make a referral

Steps	Action	Timescale
STEP 1:	Fill out a <u>referral form</u> .	Receive acknowledgement email immediately.
	If we are the right service a therapist will be allocated to you and you will receive a working agreement and consent form to complete via email.	Within 28 days from the receipt of the referral.
	If we are not the right service you will be contacted with the reasons and signposted to alternative support when appropriate.	Within 14 days from the receipt of the referral.
STEP 2:	Your therapist will be in touch via email and a start date and time will be agreed.	Within 72 working hours of receiving the signed Working Agreement
	Payment will be made in advance of each session by clicking <u>here</u> or via the link in your invoice.	Usually within 7 days of the introduction email (unless otherwise agreed)
	The first session is usually online with the therapist and parent/carer and/or the young person.	
STEP 3:	Final therapy session as agreed.	As agreed with therapist
	End of therapy feedback.	Within 14 days of final session

Any issues or concerns, please raise with your therapist or contact the NESSie team:
info@nessieined.com