

Psychologie Praxis Maylifs

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Patient Registration Form

What costs are covered by health insurance?

As of July 1, 2022, psychological psychotherapies are covered by the basic health insurance companies. Cost of service is based on expenditure in the presence and absence of the patient. The statutory rate is currently CHF 2.58 per minute.

Billing via the Swiss Medical Insurance Fund Ärztekasse – Privacy Policy

I give permission to forward the necessary patient data to the invoicing medical insurance company, and if necessary to the institutions commissioned with any debt collection or to the responsible state authorities. Debt collection agencies, debt collection office, justice of the peace office and competent courts only receive my address data and the total amount of the invoice, but no data that allows conclusions to be drawn about the psychotherapeutic treatment. My service provider is authorized to request medical and psychological files about me for inspection and to forward them in my interest. In addition, I agree that the treating physician may also keep my medical record in electronic form. By signing this form, I accept any invoicing on paper or electronically in Tiers Payant (invoicing directly to the health insurance company).

Late payments

If I do not comply with my payment obligation within the payment deadline or if I waive a justified objection, I will be in default at the end of this period without further reminder. The service provider may use third parties for debt collection at any time. I am responsible for the costs of late payment. Fee details: www.aerztekasse.ch/de/patienteninfo/faq/faq.html.

What to do if I am unable to attend an agreed session?

Appointments that cannot be kept must be postponed or cancelled at least 24 hours in advance. If this is not the case, the appointments will be charged at the agreed rate.

Professional confidentiality

Psychotherapists are generally bound by a duty of confidentiality about the information they acquire about their patients. A release of confidentiality can be obtained in writing in consultation with the patient and his/her parents/guardians.

While services are billed through basic insurance, the Federal Health Insurance Act (KVG) stipulates that patients receive a copy of their medical bill. I agree that the access information for the secure portal of the medical insurance company (Ärztekasse) will be sent to my e-mail address. On this portal, I can see the copy of my invoice that was sent to my insurance company.

I am aware of the possible risks of exchanging particularly sensitive personal data (possible access by unauthorized third parties in the case of insecure communication channels) as well as of my rights, and herewith give my consent to the mutual contact between my psychologist and me as a patient through the contact information provided above. Patient information is passed on by the psychology practice exclusively via secure communication channels. I agree that administrative tasks such as postponements of appointments can be made with unencrypted e-mail communication (@hin address to recipient address such as @bluewin.ch, @gmail.com etc.) or via WhatsApp or SMS.

Ort / Datum**Unterschrift**

Patient Registration Form

Surname, Name Patient		
Date of birth		Marital Status
Street, No.		
ZIP, City		
Phone		
E-Mail		
Employer or school (name/grade)		
Hausarzt (Name, Adresse)		
Health insurance number (807560...)		

Please proceed to fill out rest of form for minors

Mother/guardian Surname, Name	
Date of birth	
Occupation	
Address	
Phone	
E-Mail	

Father/guardian Surname, Name	
Date of birth	
Occupation	
Address	
Phone	
E-Mail	

Siblings Surname, name	Date of birth	Occupation or school and grade

Your information will be kept strictly confidential

Patient information on the handling of personal data

In the following, we inform you about the purpose for which the above-mentioned psychology practice (hereinafter referred to as psychology practice) collects, stores or forwards your personal data. In addition, we inform you about your rights, which you can exercise within the framework of data protection (Datenschutzgesetz as of September 1st, 2023).

Responsibilities The responsible institution for the processing of your personal information is the Psychology Practice. If you have any questions about data protection or if you would like to exercise your rights in the context of data protection, please contact your psychologist or the practice staff.

Collection and purpose of data processing The processing (collection, storage, use and storage) of your data is carried out on the basis of the treatment contract and legal requirements for the purpose of the psychotherapeutic treatment as well as any associated obligations. Data is also collected by the treating psychologist as part of your treatment. We also receive data from other healthcare professionals with whom you have been or are receiving treatment, if you have given your consent to this. Your patient record will only hold data related to your treatment. The medical history includes the personal information provided on the patient form, such as personal details, contact details and insurance details, as well as health data collected such as anamnesis, diagnoses, therapy procedures and findings.

Storage of medical history Your medical history will be kept for 10 or 20 years after your last treatment, depending on the cantonal regulations. After that, it will be stored with your explicit consent or securely deleted/destroyed.

Disclosure of data We only transmit your personal data to external third parties if this is permitted or required by law or if you have consented to the disclosure of the data as part of your treatment. Depending on your treatment and your consent, data will be transmitted to other authorized recipients (e.g. doctor).

- The data is transmitted to your health insurance company or to accident or disability insurance (IV) for the purpose of billing for the services provided to you. The type of data transmitted is based on the legal requirements.
- The necessary patient and billing data is passed on to the debt collection agency for the purpose of debt collection (collection of due monetary claims).

Revoking consent If you have given your explicit consent for data processing, you can revoke any consent you have already given at any time, in whole or in part. The revocation or the request to change a consent must be made in writing. As soon as we have received your written revocation and the processing will cease. The lawfulness of the data processing carried out before the revocation remains unaffected by the revocation.

Information, inspection and disclosure You have the right to obtain information about your personal data at any time. You can view your medical history or request a copy. The release of the copy may be subject to a fee within the framework of the Data Protection Act. Any fees involved in creating the copy will be communicated to you in advance.

Right to data portability You have the right to have data that we process automatically or digitally handed over to you or to a third party in a common, machine-readable format. This applies in particular to the disclosure of patient data to a healthcare professional of your choice. If you request the direct transfer of the data to another party, this will only be done to the extent that it is technically feasible.

Correction of your information If you notice or believe that your data is incorrect or incomplete, you have the right to request correction. If neither the correctness nor the incompleteness of your data can be determined, you have the option of affixing a statement of dispute.