

ARTS THERAPISTS IN PRIVATE PRACTICE JULY 2017

Compiled by Ilse Tiran (Music Therapist) and Athina Copteros (Dance Movement Therapist) in private practice

On behalf of SANATO

1. Introduction

Arts therapy practice in South Africa is growing and taking shape as practitioners gain more experience, wider exposure and acceptance. There is a growing number of arts therapists starting or joining a private practice. This can be a very daunting undertaking at first and requires careful preparation and care in how the practice is set up and operates. We are bound by the ethics of the HPCSA as well as our Scope of Practice and because ours is a growing profession, it is important that its establishment in private practice is done with the utmost care. We are potentially paving the way for future arts therapy private practitioners.

As part of SANATO supporting the needs of its members this information and the attached documents are the experiences of two arts therapists in private practice and are meant as a general guideline to practitioners. Additional input into this document is welcome as part of supporting those wishing to join or start a private practice.

2. Scope of Practice

The Arts Therapies Scope of Practice includes the following about private practice:

1.5.7 Private Practice

The Arts Therapists who have fulfilled the requirements for registration with the HPCSA, and who have received at least three years' cumulative supervision from a registered Arts Therapist or from a registered mental health professional, one year of which is during post qualification working experience in a professional context may practice in their private capacity.

3. Steps to follow on opening and running a private practice

STEP ONE

Register with the HPCSA



The HPCSA is the Health Professions Council of South Africa. The HPCSA, in conjunction with its 12 Professional Boards, is committed to promoting the health of the population, determining standards of professional education and training, and setting and maintaining excellent standards of ethical and professional practice. All health professionals have to be registered with the HPCSA, to be able to practice professionally and ethically.

Registration:

- As an Allied Health Practitioner/Professional working with the public, you have to register with the HPCSA.
- You will be registered as an 'Arts Therapist: Music/Drama/Dance Movement or Art Therapy' and receive an HPCSA number which will start with AT (e.g. AT0000654).
- You cannot bill clients for services rendered as an Arts Therapist if you are not registered with the HPCSA.
- Visit <http://www.hpcsa.co.za/PBOccupational/Registration>, download *Form 23*, and follow the instructions to complete registration.

Annual Payment:

Once registered with the HPCSA, you have to renew your membership annually. This can be done online, and is payable before 1 April every year, and will be valid until 31 March of the following year. You will be issued with a membership card/form and receipt online.

STEP TWO

Register with the Board of Healthcare Funders (BHF) (PCNS division allocates practice numbers)



**BOARD of
HEALTHCARE
FUNDERS**
of SOUTHERN AFRICA
(Association Incorporated
under Section 21
Registration number
2001/003387/08)

The BHF is a representative organization for the majority of medical schemes throughout South Africa, Namibia, Zimbabwe, Botswana as well as Lesotho. The BHF's PCNS division is the entity tasked with the administration of practice code numbers. In order to practice, whether privately or as an employee and wanting to claim from medical aid, you need to have a BHF number. Apply and register online or, better yet, visit their offices in Johannesburg.

A practice number is allocated based on the authority granted to the BHF by the Council for Medical Schemes to allocate practice numbers to suppliers of relevant healthcare services.

ICD-10 Codes & Claiming from medical aids:

As a recognised health profession, able to register as a practitioner with the HPCSA and BHF, arts therapies are claimable from medical aids depending on the particular scheme and individual plans (see **Addendum A** for which medical aid schemes cover arts therapies). It is best to bill and have clients pay upfront, especially when running a smaller practice initially, and they then claim from the medical aid.

You will receive the document with complete ICD-10 codes upon registration, or may download the updated ICD10 Master Industry Table (MIT) from the BHF website at https://pcns.co.za/bhf_global/pcns . Updated codes are emailed directly to you as they are reviewed.

Annual payment:

Once registered with the BHF, you have to renew your membership annually.

NB: You are not authorised or qualified to diagnose a client. When starting a process with a new client, make sure what the diagnosis is (if any) and confirm this with other therapists/health professionals the client has seen previously or is still seeing.

STEP THREE

Register with your representative body/bodies. The South African Network of Arts Therapists Organisation (SANATO) is the professional body recognised by our HPCSA Professional Board for Occupational Therapy, Medical Orthotics, Prosthetics & Arts Therapy. It plays an essential role in voicing the concerns and needs which pertain to the Board's mandate and the professions. SANATO holds a position for the Arts Therapies at stakeholder meetings with the Board.

For music therapists there is also the South African Music Therapy Association (SAMTA) (<http://www.samta.co.za/>) and for drama therapists the South African Association of Dramatherapists (SAAD) (<http://dramatherapysa.co.za/>)

Registration with these bodies requires a once-off registration and annual membership fee. There are benefits to being a member of your representative body/bodies such as:

- Network, connect, and share experiences with other arts therapists;
- Be alerted about and gain access to forums which provide professional guidance, continued education, support and information (i.e. Peer supervision, Improvisation groups, Ethics, and other CPD events);
- Be alerted about job opportunities and vacancies;
- Remain informed about professional requirements of practice;
- Benefit from being a member of a growing association advocating and marketing arts therapists in South Africa, including increased visibility amongst interested clients/other individuals and business looking for your services.

STEP FOUR

Register with the different medical aids that your future clients may belong to. This makes claiming from those medical aids easier.

If a medical aid does not cover arts therapies, approach your representative body/bodies for support.

STEP FIVE

There are several forms required as part of your administrative system. Create your own version of these forms:

- **Addendum B** includes examples of a contractual agreement, intake forms/Personal Information Slips and Informed Consent Forms.

Keep these up to date especially including aspects such as billing regulations for professional advice and feedback provided over email/telephone, social media policy, etc.

- **Addendum C** offers the tariffs and procedure codes (standard codes and tariffs used and recognised by all medical aid schemes for Arts Therapists)

Guideline tariffs are set which are effectively those presented in the National Health Reference Price List + 46.66%. The NHRPL was determined by the Council for Medical Schemes in conjunction with the DoH. It was adopted by the HPCSA in 2006 as the Ethical Tariff. These baseline/guideline tariffs as well as rates, at which some of the largest medical aid schemes pay out, are included in a document you will be able to access on the website once registered.

- **Addendum D** includes examples of Invoices/fees – use current tariffs only as guideline. Negotiate and consider what you deem to be feasible.

Claims will only be considered if your Practice Number, the relevant ICD-10 code, and Procedure Codes appear on the invoice/receipt, the particular Medical Aid you are registered with, and your client's medical aid plan.

STEP SIX

Marketing

There are several avenues you can explore to get your private practice up and running and/or making your professional services known. In the process of seeing different institutions and clients, alongside your presentation you need to have other marketing materials that do the work for you. These include pamphlets and business cards. You can also advertise on Facebook, via email, in the local newspaper, school magazines and newspapers, other websites, etc. Our experience is that most of your clientele will come in via word of mouth. Try to do contract work, and in areas/institutions where over time you would be able to get private/individual referrals from.

- Ethical 'Guidelines for making professional services known' (Document download from HPCSA website) *Please consult all relevant HPCSA Ethics Booklets on Private Practice.*

STEP SEVEN

Ethics and CPD (CEU points and Individual Activity Record):

Ethical practice of the health professions requires consistent and ongoing commitment from all concerned to lifelong learning to update and develop the knowledge, skills and ethical attitudes that underpin competent practice. The Health Professions Act, 1974 endorses Continuing Professional Development (CPD – personal and professional development) as the means for maintaining and updating professional competence, to ensure that the public interest will always be promoted and protected, as well as ensuring the best possible service to the community. The purpose of CPD is to assist health professionals to maintain and acquire new and updated levels of knowledge, skills and ethical attitudes that will be of measurable benefit in professional practice and to enhance and promote professional integrity.

There are a variety of CPD events throughout the year in each health profession. SAMTA will inform you about CPD events pertaining to related field of practice including any of the Arts Therapies modalities and sometimes philosophy, psychology, occupational therapy, speech therapy, and so forth. CPD activities are grouped into three levels, that is: those with non-measurable outcomes (Level 1); those with measurable outcomes (Level 2); and, those associated with formally structured learning programmes (Level 3). Healthcare professionals may obtain all of the CEUs in one level, and /or a number of CEUs across the different levels, depending on personal circumstances and individual learning needs. The CPD system is set in place and maintained by the HPCSA and is based on trust.

- It is your responsibility to commit yourself to meeting the requirement for CPD;
- Each registered health professional is required to engage in CPD and accumulate 30 CEUs (continuing education units) per 12 month period of which at least 5 CEUs should be for ethics, human rights and medical law. CEUs accrued for CPD activities will be valid for a period of 24 months from the date that the activity took place/ended. Thus health professionals should aim to accumulate a balance of 60 CEUs by the end of their second year of registration and thereafter “top up”. The requirement for compliance is to reach and MAINTAIN a level of 60 CEUs (of which at least 10 CEUs should be for ethics, human rights and medical law) at all times;
- You have to maintain an activity of your activities and document these on an official HPCSA Individual CPD Activity Record (template on website). All health professionals are randomly audited by the HPCSA, and should you be audited, you are expected to respond honestly and submit this record.

STEP EIGHT

Supervision:

As part of upholding a standard of excellence within the Arts Therapy profession in South Africa, arts therapists are strongly urged to attend supervision of some kind (there are different options including group/peer supervision and individual supervision). Contact your professional body for further information.

ADDENDUM A

Here is the list of Medical Aids from whom you or your patients/clients can claim, i.e. they cover the Arts Therapies. We are currently in the process of swinging things around, so that all schemes under MEDSCHEME administration will either add or put back AT as a scheme benefit.



Medical Aid Schemes and Arts Therapies Who pays and who does not?

PAY	DO NOT PAY
Anglo/AMS	AECI
Bankmed	BMW
Bestmed	Bomaid (Botswana)
BP	BUPA International
Bonitas	Commed
CAMAF (only on referral)	Fedhealth
CareCross	GEMS
Compcare	Glencore
De Beers	Keyhealth
Discovery	Liberty
Enabledmed	Malcor
Engen	NASPERS
Foschini	Opmed
Genesis	Old Mutual
Hosmed	Parmed
Imperial	Polmed
LA Health	Profmed
Lonmin	RUMed (Providence)
Massmart	SABC
MBMED	Sasolmed
Medihelp	Sedmed
Medipos	Sizwe
Medshield	
Metropolitan	
Midmed	
Momentum	
Motohealth,	

Netcare PnP Quantum Remedi Retailmed TsogoSun SAB SAMWUmed SAU (Universal Health) Transmed Wooltru	
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ADDENDUM B

LOGO/PRACTICE NAME

Name

Qualifications

Arts Therapist

Practice Number:

CONTRACTUAL AGREEMENT

CLIENT DETAILS	
Title and Surname	First names
First Language	ID Number
Postal address	Residential address
Home Tel.	Work Tel.
Cell no.	E-mail
Contact person in case of emergency	Contact number in case of emergency
Houseperson name (if a school boarder)	Houseperson Tel.
General Practitioner	Person who referred you
MEDICAL AID	
Scheme name	Plan
Main Member	Main member DOB
Member No.	Dependent code
PERSON RESPONSIBLE FOR ACCOUNT (if not the client)	
Surname	Name
ID Number	Address
Home Tel.	
Work Tel.	
Cell no.	E-mail

SPECIAL TERMS (if applicable, please refer to next page)

TERMS OF THE CONTRACTUAL AGREEMENT

1. I hereby declare that the personal particulars provided are correct, and I undertake to notify the Psychological Care Centre of any changes to my particulars.
2. This practice is **not** contracted into medical aid schemes. Fees are to be paid directly to the practice. Members of medical aid schemes may then claim back from their schemes.
3. Accounts paid cash are to be settled on presentation of the account (which would normally be at the last session of the month) or by special arrangement within seven days. Accounts paid by means of electronic transfer are to be settled within five days of presentation of the account (unless another arrangement is agreed upon and noted on the previous page under SPECIAL TERMS). Any accounts not settled timeously will be handed over for collection, and the client will be liable for any associated legal costs.
4. Any appointment not cancelled at least a full twenty-four hours in advance will be charged at full rate in recognition that professional time had been set aside for the appointment. Please note that medical aids do not reimburse missed sessions.
5. Medical aid schemes require that the service provider indicate a diagnostic code (an ICD-10 code) on the account. Consent to indicate a diagnostic code on your account will be assumed, unless you specify the contrary under SPECIAL TERMS on the previous page.
6. Private information will be regarded as highly confidential. In certain exceptional circumstances, however, if for example there is risk of serious harm to the client or to another person, the therapist may be legally and ethically obliged to disclose private information.
7. Material from the therapy work might be used for research or publication purposes. If this is the case, identifying data will be changed or omitted. You are welcome to indicate under SPECIAL TERMS if you do not want to give consent in this regard.
8. Fees are adjusted at the beginning of each calendar year.

Please Note: By signing this document, you acknowledge that you have read the Terms of the Contractual Agreement, clarified any uncertainties and that you agree with the contents thereof.

Signature _____
Person Seen for Therapy

Date

Signature _____
Person Responsible for Account

Date

LOGO / PRACTICE NAME

Client name & surname:	Intake date:
Client(s) referred by:	Client Sex: F / M
Relationship to client:	Client birth date:
Parent/Guardian/Designated person name & surname:	
Physical Address:	
Postal Address:	
Tel H/W:	Cell:
Medical Aid:	Email:
Main member:	Medical Aid Number:

LOGO / PRACTICE NAME

MUSIC THERAPY INFORMED CONSENT FORM

Welcome. This document contains important information about my professional services and business policies. Please read it carefully and note any questions you might have. When you sign this document, it will represent a legal and binding agreement between us.

Therapy is a relationship between people that works in part because of clearly defined rights and responsibilities held by each person. As a client in music therapy, you have certain rights and responsibilities that are important for you to understand. There are also legal limitations to those rights that you should be aware of. I, as your therapist, have corresponding responsibilities to you. These rights and responsibilities are described below.

Music Therapist: Responsibilities towards the client

1) PROFESSIONAL RESPONSIBILITY

Music Therapists are responsible for providing professional services respectful of the legal and civil rights of others, adhere to professional and ethical guidelines, and safeguard the dignity and rights of clients.

2) COMPETENCE AND TERMINATION OF THERAPY

Music Therapists limit their practice and services to those they are professionally competent to serve by virtue of their training and experience, and in compliance with requirements for therapeutic practice credentials. We refer clients to other professionals when their therapeutic needs exceed our levels of competence. If at any time during the course of therapy it is determined that the client cannot continue, the therapy process will be terminated and an explanation provided why this is necessary. Ideally, therapy ends when the client/parent/guardian (as applicable) and therapist agree that therapy goals have been achieved.

3.) CONFIDENTIALITY

With the exception of certain specific conditions described below, you have the absolute right to the confidentiality of your therapy. Personal information can only be released to a third party:

- a) with your, or where applicable, your legal guardian's written consent;
- b) when there is reason to believe that you are in danger of harming yourself or someone else;
- c) when there is reason to believe that a child has been or is likely to be harmed;
- d) in compliance with a court order, subpoena, or requirement of an act or regulation of South Africa;
- e) when providing information to an employee or co-worker if the information is necessary for the performance of duties, or for the health, protection or safety of the employee or co-worker;
- f) when exceptional or emergency situations require consultation with another professional.

Client: Responsibilities

You are responsible for coming to sessions on time and at the times scheduled. If you do not keep your appointment, or arrive late, the full session tariff will be charged, and the session will continue and end as scheduled. Cancelling or rescheduling appointments requires a 24 hour notice, otherwise you will be personally held responsible for full payment of the session. Please note that medical aid schemes do not provide reimbursement for cancelled sessions, making the client liable for the full fee. You have the right to ask questions about anything that happens in therapy. You are free to terminate therapy at any time, in which case a referral will be made to another professional if necessary.

Professional records and special recording provisions

I am required to keep professional records of the services that I provide. Your records are maintained in a secure location. Except in unusual circumstances that involve danger to yourself, you have the right to a copy of your file. You also have the right to request that a copy of your file be made available to any other health care provider at your written request.

At times it would be useful to make audio and/or video recordings of sessions. If you consent to this, please tick the appropriate boxes below:

- For client assessment
- For client progress monitoring
- For sharing information with a multi-disciplinary team
- For academic presentation
- For Music Therapy training purposes
- For Research purposes

Payment terms and banking details

*Music Therapy is a registered profession as part of the Arts Therapies with the Health Professions Council of South Africa (HPCSA). Therapy sessions can be claimed from medical aid funds ('Auxiliary' or 'Supplementary' health treatment), depending on individual plans. This practice is not contracted in to medical aid schemes. Once payment has been made and receipted, you should claim this from your medical aid. **Please note that not all medical aid schemes cover music therapy services. Please consult your medical aid accordingly.***

Payment terms: *Invoices will be sent at the end of each month. Accounts are to be settled before the therapy session following.*

Your signature below indicates that you have read and understand the information and policies described in the form, and agree to its terms.

Client name & surname:

Referred by:

Relationship to client:

*Parent/Guardian/Designated person **name & surname:**

*Parent/Guardian/Designated person **signature:**

Therapist signature:

Date:

*Person legally authorised to consent

ADDENDUM C



SANATO
South African Network for Arts Therapies Organisation

Codes and Tariffs Arts Therapies (South Africa) - 2017

IMPORTANT NOTE: Please use the first column fees as a guideline, and not the last column. SANATO is in the process of suggesting these rates to the various medical aid schemes.

Procedure Code	Procedure Code Description	BHF - National Health Reference Price List (NHRPL) - ZAR	2017 Arts Therapies Discovery Fee - ZAR	Suggested 2013 AT Fee (t.b.c.) - ZAR
67008	1. Provision of assistive devices			
67010	Materials used in treatment	Awaiting online publication by BHF	Not provided for	NHRPL Tariff
67011	Treatment performed away from treatment rooms	Awaiting online publication by BHF	Not provided for	NHRPL Tariff
67012	Monthly account with particulars	Awaiting online publication by BHF	Not provided for	Not provided for
670008	2. Modifiers			
670010	Materials used in treatment	Awaiting online publication by BHF	Not provided for	NHRPL Tariff
670011	Travelling costs	Awaiting online publication by BHF	Not provided for	NHRPL Tariff
670021	Services rendered to hospital inpatients	Awaiting online publication by BHF	Not provided for	Not provided for

	3. Procedures of interviewing, guidance and consultancy			
67107	Appointment not kept (schemes will not necessarily grant benefits in respect of this item, it will fall into the "By arrangement with the scheme" or "Patient own account" category).	0.00 (medical aid schemes do not pay for this procedure code)	0.00 (medical aid schemes do not pay for this procedure code)	0.00 (medical aid schemes do not pay for this procedure code)
67108	Interview, guidance or consultation: 30 minutes.	Awaiting online publication by BHF	135.60	218
67109	Interview, guidance or consultation. Each additional 15 mins. A maximum of four instances of this code may be charged per session.	Awaiting online publication by BHF	67.90	109
67110	Reports. To be used to motivate for therapy and/or give a progress report and/or a pre-authorisation report, where such a report is specifically required by the medical scheme.	Awaiting online publication by BHF	117.70	189.2
67501	Treatment in nursing home or other health care facilities. Relevant fee PLUS (once per day)	Awaiting online publication by BHF	53.20	85.4
67503	Domicillary Treatments. Relevant fee plus.	Awaiting online publication by BHF	106.30	171
	4. Procedures of initial evaluation to determine the treatment			
67211	Comprehensive in depth evaluation of the total person (Specify aspects assessed)	Awaiting online publication by BHF	672.30	600
	5. Procedures of therapy: Individuals (undivided attention during treatment)			
67309	On level one (15 minutes).	Awaiting online publication by BHF	85.70	137.6

67311	On level two (30 minutes).	Awaiting online publication by BHF	171.10	275
67313	On level three (45 minutes).	Awaiting online publication by BHF	256.80	412.6
67315	On level four (60 minutes).	Awaiting online publication by BHF	342.10	549.8
67317	On level five (90 minutes).	Awaiting online publication by BHF	427.80	687.4
67319	On level six (120 minutes).	Awaiting online publication by BHF	513.50	825
	6. Procedures of therapy - Groups			
67301	Group treatment in a task-centered activity, per patient (Treatment time 60 minutes or more).	Awaiting online publication by BHF	75.50	121.4 (preferably replace with group codes set below)
67305	Groups directed to achieve common aims, per patient) (Treatment time 60 minutes or more).	Awaiting online publication by BHF	141.20	226.8 (preferably replace with group codes set below)
	CODES TO REPLACE CURRENT GROUP CODES (DRAWN FROM PSYCHOLOGY CODES)			
	Group therapy, per patient (30 minutes)	Not provided for	Not provided for	48
	Group therapy, per patient (45 minutes)	Not provided for	Not provided for	85.86
	Group therapy, per patient (60 minutes)	Not provided for	Not provided for	105.6
	Group therapy, per patient (90 minutes)	Not provided for	Not provided for	163.2
	Group therapy, per patient (120 minutes)	Not provided for	Not provided for	220.8

ADDENDUM D

STATEMENT

LOGO / PRACTICE NAME

No: 001
Date:
Reference: MT-

Name

Address:
Cell phone:
E-mail:

Bill To:

Person responsible for paying account NAME
E-mail:
Tel/Cell:
Medical Aid:
Medical Aid No:

For:

Client NAME
D.O.B:
Diagnosis:
ICD-10 Code:

DATE	ICD-10 CODE	PROC CODE	DESCRIPTION	DURATION	AMOUNT
04/11/2016	F83	67313	Individual Music Therapy Session – On level three	45 minutes	R 00.00
11/11/2016	F83	67313	Individual Music Therapy session – One level three	45 minutes	R 00.00
02/12/2016	F83	67313	Individual Music Therapy session – One level three	45 minutes	R 00.00

TOTAL **R 00.00**

Account to be settled in cash or per Electronic Transfer.

Payment due before next therapy session.

This Practice is not contracted in to medical aid schemes. Once payment has been made and receipted, you should claim this from your medical aid, provided that Music Therapy is covered by your medical aid.

Banking details:

LOGO/PRACTICE NAME

Name

Qualifications

Arts Therapist

Practice Number:

Client's name:

Date of Birth:

Referred by:

With a diagnosis of:

Medical Aid:

Membership Number:

CLIENT:

Option:

Invoice No.

Invoice Date:

Date	Tariff Code	IDC 10 Code	Patient	Debit	Credit	Date	Amount
19/07/2017	67315	F32.9	Individual	R		19/07/2017	R
120 days	90 days	60 days	30 days	Current R		Amount Due: R	
Banking Details:				Total Due: R		Amount Paid:	