



Happy Life Psychological Services

Addiction & Psychological Disorder Treatment Center

Prepared By:

NAVEED SULTAN

Clinical Psychologist
(CEO at HLPS)



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Introduction

A state-of-the-art clinic, well planned, well equipped and to provide quality mental health care facilities in all disciplines of Psychology by a well-trained, experienced team of experts, to all at an affordable price with compassion and competence.

HLPS is a premier residential mental health treatment center. Our treatment team consists of highly experienced clinical, medical, and support staff members who will provide the highest quality of care. We strive to be the leader in the mental health field. With the mindset that traditional therapy needs to be deconstructed, our team is paving a path for better outcomes through a full continuum-integrated model of care.

Happy Life Psychological Services(HLPS) is a project of NaveedSultan Awan, which is a public limited company (unquoted owned 100% shares by Naveed Sultan)registered with SECP. HLPS encompasses the full array of Mental Health Services under one roof. Its registered under section of the Companies Act, 2017 (XIX of 2017) Corporate Universal Identification no 0152246. HLPS is registered with Islamabad Health Care Regularity Authority (IHRA) and registered no. is (IHRA-00924). Happy Life Psychological Services is a combination of teaching, treatment and research. HLPS provides help to patients and their families impacted by mental illness with compassion and innovative treatment. It is managed and operated by professionals who guarantee the stability and continuity of the mental health care delivery system. It is equipped with state-of-the art psychological equipment and medical /Psychiatric services where needed.

Il types of Mental health issues/disorders including Neurodevelopmental Disorders, Schizophrenia Spectrum and Other Psychotic Disorders, Bipolar and Related Disorders, Depressive Disorders, Anxiety Disorders, Obsessive-Compulsive and Related Disorders, Trauma-and Stressor-Related Disorders, Dissociative Disorders,



Somatic Symptom and Related Disorders, Feeding and Eating Disorders, Elimination Disorders, Sleep-Wake Disorders, Sexual Dysfunctions, Gender Dysphoria, Disruptive, Impulse-Control, and Conduct Disorders, Substance-Related and Addictive Disorders, Neurocognitive Disorders, Personality Disorders & Paraphilic Disorders Also providing Mental Health trainings, workshops and offered internships programs for students and also available for our students for all technical support they need in their practical life.

HLPS following WHO and IASC guidelines for dealing their client at all levelsof including mild, moderate to severe symptoms of Mental health disorders. HLPS expert in dealing of all disorders enlisted in DSM-5 also providing residential care and providing CBT, REBT, 12 Steps facilitation, detoxification, contingency management.

Specialized treatment for those who are struggling with co-occurring addiction and mental health conditions. Our treatment team focused on the entire person, including any outstanding mental health conditions, trauma, or emotional issues. Assessment, diagnosis, therapy, and medication management are offered by therapists and psychiatrists who regularly collaborate to ensure the optimal mix of services, providing you with a seamless patient experience for the fastest recovery.



Registration Letter from IHRA

VISION

Our vision is to improve the lives of those living with mental illness and provide emotional wellness for individuals and families as we strive to deliver services and support necessary to improve the quality of life for children, youth, and adults with mental illness and addictive disorders.

MISSION

The mission of HLPS is to enhance mental health awareness, promote individual empowerment, and increase access to treatment and services for persons living with mental illness.

We work to help people by serving mental health, special education, and community support needs through direct service, policy advocacy, and outreach.



Naveed Sultan

CEO & Mental Health Activity Manager

Naveed Sultan is a skilled and experienced Consultant Psychologist with a track record of delivering high-quality services for individuals with all common emotional difficulties and those with a diagnosis of personality disorder. He is experienced in service design and delivery, the management of multi-disciplinary teams, organisational consultancy, and development and delivery of both national and bespoke training to providers in the statutory and non-statutory sector.

Naveed Sultan is highly experienced in the assessment and treatment of depression, anxiety, substance misuse, personality disorder, eating disorders, obsessive compulsive disorder, adjustment disorder and relationship difficulties. He works with both individuals and couples and can offer therapy in Urdu, Punjabi, Pahari & Hindko. Naveed Sultan has held a variety of clinical and managerial positions including his current one as Mental Health Activities Manager at HLPS. Last his position were Mental Health Supervisor at MSF Belgium Pakistan Mission. He is trained in several specialist therapeutic approaches such as cognitive behavioural therapy (CBT), mindfulness-based approaches, Truma Buster Technique (TBT) and Cognitive Analytic Therapy (CAT). Naveed Sultan is the founder of Happy Life Psychological Services Pakistan that has been a provider of psychological therapy for all common emotional difficulties including personality disorder since 2011.

Professional Experience:

- Supervise and manage over all activities at HLPS
- Collaborate with other stake holders, develop links for referrals.
- Conduct meetings with directors for policies
- Manage contracts and develop SOPs for running hospital
- Get NOCs from relevant departments
- Conduct Psychotherapy sessions with patients and family interventions.
- Identify psychological, emotional or behavioral issues
- Identify Sexual and gender based violence cases and supports them.
- Diagnose psychological, emotional or behavioral disorders
- Develop and implement treatment plans and therapeutic processes
- Help clients define goals and plan action to achieve personal, social, educational and vocational development and adjustment
- Monitor client progress through regular meetings or sessions

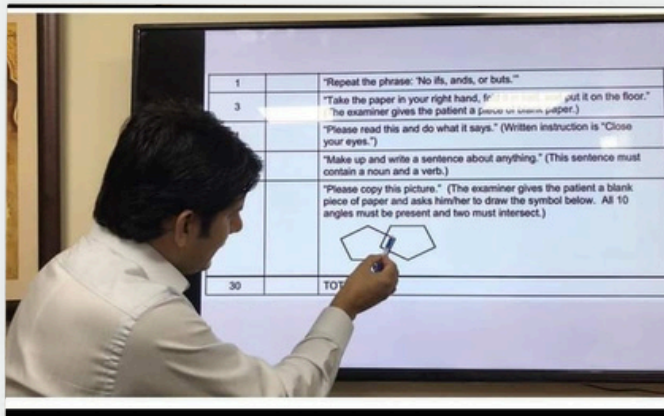


Summary of Qualification

- Masters of Philosophy in Applied Psychology with focused Clinical Psychology. Reserach conducted on
- Parenting styles, gratitude, resilience and suicidal ideation in adolescents.
- Responsible for all Mental Health activities on response of Covid19 in MSF Covid19 ward.
- Five+years' experience clinical supervising mental health, medical, and psychosocial support clinicians
- and counselors in medicalbased settings
- 9+ years providing direct clinical service for children, adolescents and families in clinical and community
- based settings using evidenced based treatment approaches
- Experience in strategic planning for Mental Health programs, proposal and budget development and
- writing of multi-sector grants for funders/stakeholders
- 12+years'experience implementing & managing global mental health and psychosocial support programs,

Our Services

- Effective and feasible strategies exist to promote, protect and restore mental health.
- The need for action on mental health is indisputable and urgent.
- Mental health is determined by a complex interplay of individual, social and structural stresses and vulnerabilities.



Mental illness treatment can take place in a variety of settings and typically involves a multidisciplinary team of providers such as counselors, psychologists, psychiatrists, nurses, mental health aides, and peer support professionals.

HLPS treatment services including:

- Psychiatric hospitalization.
- Inpatient or residential mental health treatment.
- Outpatient mental health treatment.
- Dual diagnosis treatment.
- Psychotherapy.
- Medication.
- 12-step programs and support groups.
- Complementary and alternative treatments.
- How to find a recovery program.

We provide a full range of psychological assessment services for children, adolescents and adults including:

- Psychological and psychoeducational evaluations
- Learning disabilities
- Attention deficit/hyperactivity disorders
- Depression and anxiety
- Bipolar disorder
- Schizophrenia/thought disorders
- personality disorders
- Dementia/memory problems
- Relationship problems
- Evaluations to clarify diagnoses and aid in treatment planning (Diagnostic Evaluation)
- Psychological evaluation for bariatric surgery
- Psychological evaluation for pain interventions
- Substance abuse and addiction assessments



We provide a full range of treatment options for children, adolescents and adults including individual, group, couples, and family therapy, addressing these and other areas:

- Depression/Bipolar disorder
- Thought disorders/psychosis
- Stress and anxiety management
- Trauma recovery/Post traumatic stress disorder
- Drug and alcohol problems/addiction recovery
- Compulsive spending/gambling
- Medical and health concerns, Eating disorders
- Chronic emotional difficulties
- Relationship/interpersonal problems
- Grief and loss
- Communication problems
- Parenting and family issues
- Adjustment issues, Divorce
- Sexual problems, Gender identity/sexual orientation issues
- Smoking cessation, weight loss, healthy lifestyle changes
- Job dissatisfaction/problems with motivation, efficiency, job "fit"
- Veterans readjustment

HLPS Departments

HLPS is a multidiscipline setup that includes mental health treatment, researches, internships & trainings. Multiple departments are running under one roof. These are



- **Department of Addiction Treatment**
- **Department of Schizophrenia Management**
- **Department of Children with special Needs**
- **Department of Safe Old age Home**
- **Department of Internship & Trainings**
- **Department of Research & Publications**
- **Department of Assessment & Evaluation**

DEPARTMENT OF SUBSTANCE USE DISORDER (SUD)



Introduction:

Substance use disorders (SUD) are challenging conditions affecting societies all over the world. Despite increased awareness about substance use disorders, their incidence is still high.

What is Substance Use Disorder Treatment Plan?

A substance use disorder treatment plan is a comprehensive, strategic plan. It is specifically crafted by healthcare professionals to guide a person's recovery journey. This includes recovery from addiction and misuse of substances such as alcohol, opioids, or other drugs. In essence, a substance use disorder treatment plan is a roadmap. It is carefully designed to help people successfully navigate their way toward recovery.

Goals of a SUD Treatment Plan:

A substance use disorder treatment plan has a fundamental objective. It is to provide a structured approach that addresses the unique needs of someone suffering from substance use disorder. A substance use disorder treatment plan recognizes the individuality of each patient's journey. As such, it is tailored to consider their specific circumstances.



The Fluidity of an SUD Treatment Plan:

A substance use disorder treatment plan is not a static document. It's a dynamic tool that evolves as the person progresses in their recovery.

A substance use disorder treatment plan is a structured approach to recovery. It incorporates various elements designed to address the specific needs of an affected person. Some key features of a comprehensive substance use disorder treatment plan include:

- Assessment and Evaluation
- Individualized Treatment Goals
- Medical Detoxification
- Therapeutic Intervention
- Pharmacological Treatment
- Support Group
- Relapse Prevention
- Aftercare and Ongoing Monitoring

Evidence-Based Interventions and Therapies Included in a Substance Use Disorder Treatment Plan:

Evidence-based therapies are a crucial part of a substance use disorder treatment plan. They are therapies that have been scientifically proven to be effective.

Below are some types of evidence-based interventions and therapies often included in substance use disorder treatment plans.

- Cognitive Behavioral Therapy (CBT)
- Motivational Interviewing (MI)
- Contingency Management (CM)
- Dialectical Behavior Therapy (DBT)
- Medication-Assisted Treatment (MAT)
- 12-Step Facilitation Therapy
- Family Therapy

Relapse Prevention Strategies:

Relapse prevention strategies and support systems are important parts of a SUD treatment plan. They're designed to provide people with the skills, resources, and social backing they need to maintain their recovery in the long term.

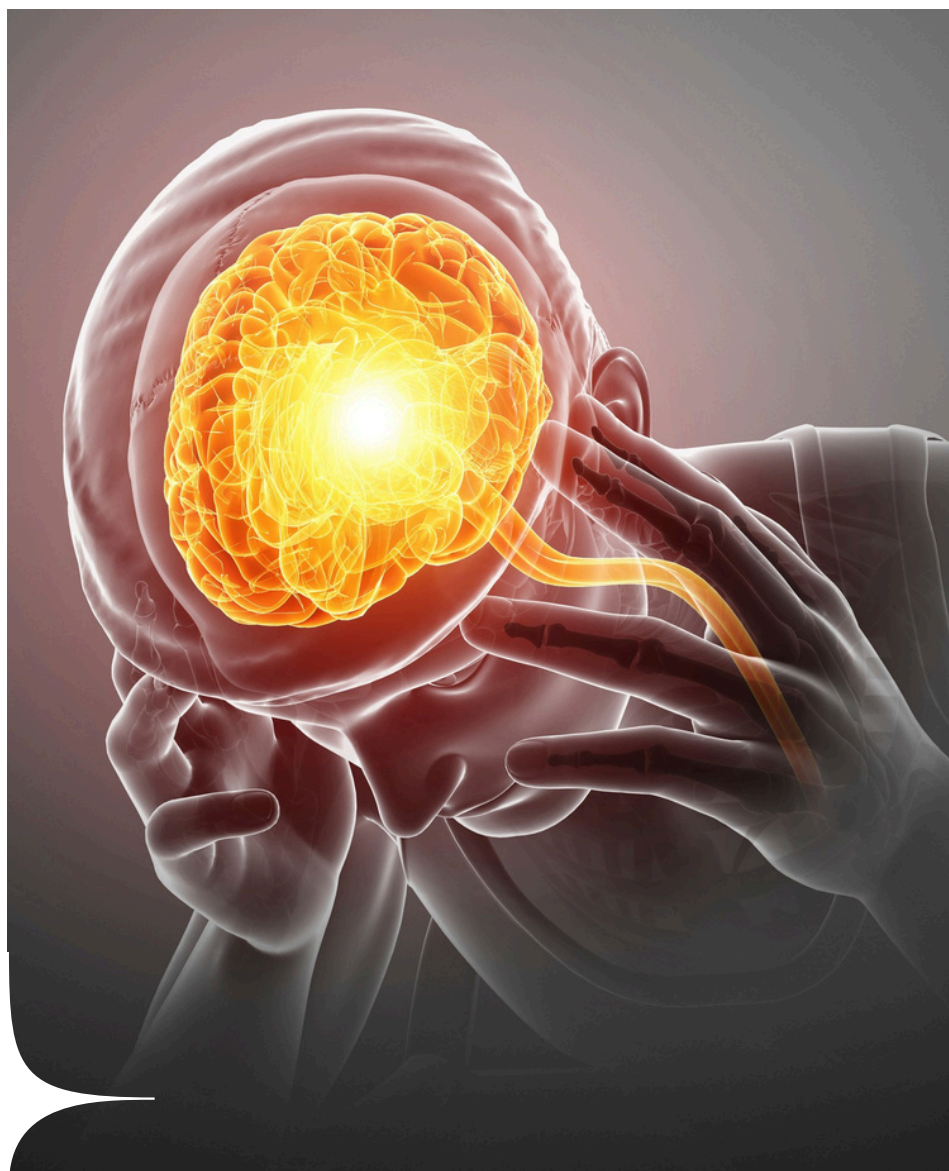
Here's how these elements are typically incorporated into a SUD treatment plan:

- Relapse Prevention Education
- Skills Training
- Cognitive-Behavioral Strategies
- Support groups
- Family therapy
- Peer recovery support
- Case management services
- Continued Care and Follow-up Appointments
- Healthy Lifestyle Guidance





DEPARTMENT OF SCHIZOPHRENIA



DEPARTMENT OF SCHIZOPHRENIA

HLPS provides expert, evidence-based psychiatric treatment for thought disorders like schizophrenia and schizoaffective disorder in our residential treatment and day treatment programs for adults. HLPS also specializes in treating adults experiencing psychosis as part of a mood disorder, including adults with depression with psychosis or adults with bipolar disorder with psychosis.

Residential treatment, with 24/7 care and support, is our most intensive level of care for schizophrenia or psychosis treatment. Residential treatment often is the best next step for adults leaving a hospital or acute care facility.

Structured Schedules

Each week, clients participate in a structured schedule that includes:

- One-on-one sessions with a psychiatrist**

A dedicated psychiatrist helps determine an effective medication strategy

- One-on-one sessions with a therapist**

Weekly sessions with a dedicated therapist who specializes in the treatment of thought disorders

- Education & Skills Groups**

Understand your symptoms & challenges and how to use your strengths to manage your disorder

- Healthy Eating & Active Living**

Learn about meal planning from a dietician and find a personal fitness routine that works for you

- Activities of Daily Living**

Experts provide support & accountability to help clients improve personal hygiene and healthy living spaces

- Cognitive Training**

Computer-based learning to improve executive and cognitive function

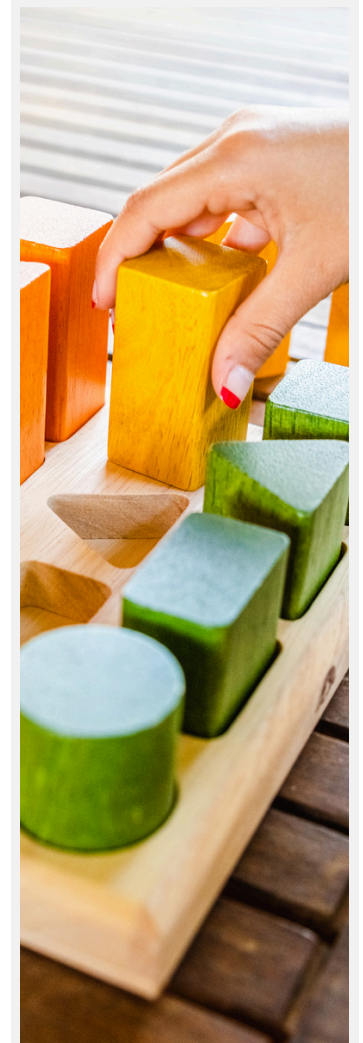
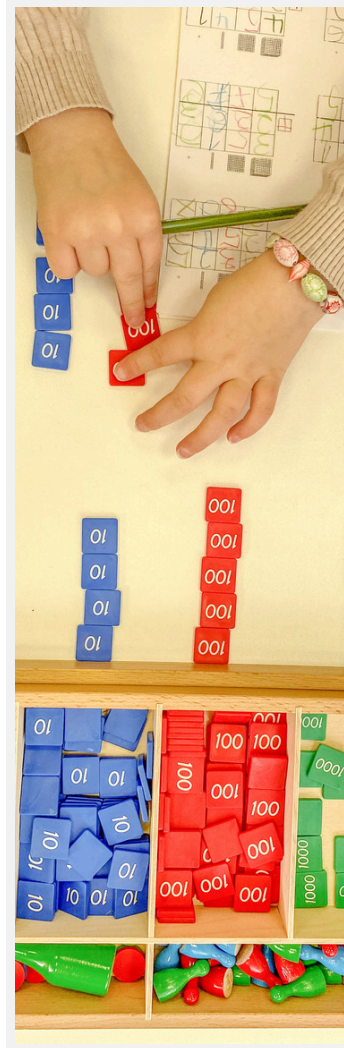
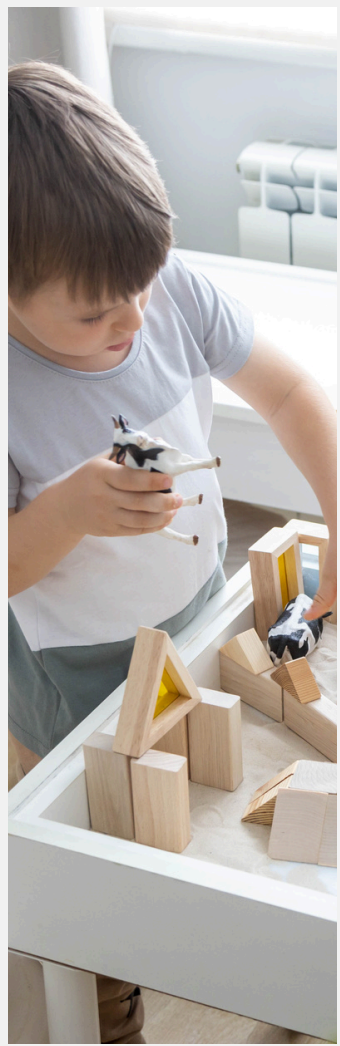
- Vocational Services**

Group coaching to work toward going to school, getting a job, or volunteering in the community

- Family Therapy**

Available as an add-on, family therapy helps redefine family roles & improve communication





DEPARTMENT OF CHILDREN WITH SPECIAL NEEDS



DEPARTMENT OF CHILDREN WITH SPECIAL NEEDS

Children with special needs refer to those who require additional support and accommodations due to various physical, developmental, emotional, or learning differences. These needs can vary widely, and children may fall into different categories based on their specific challenges.

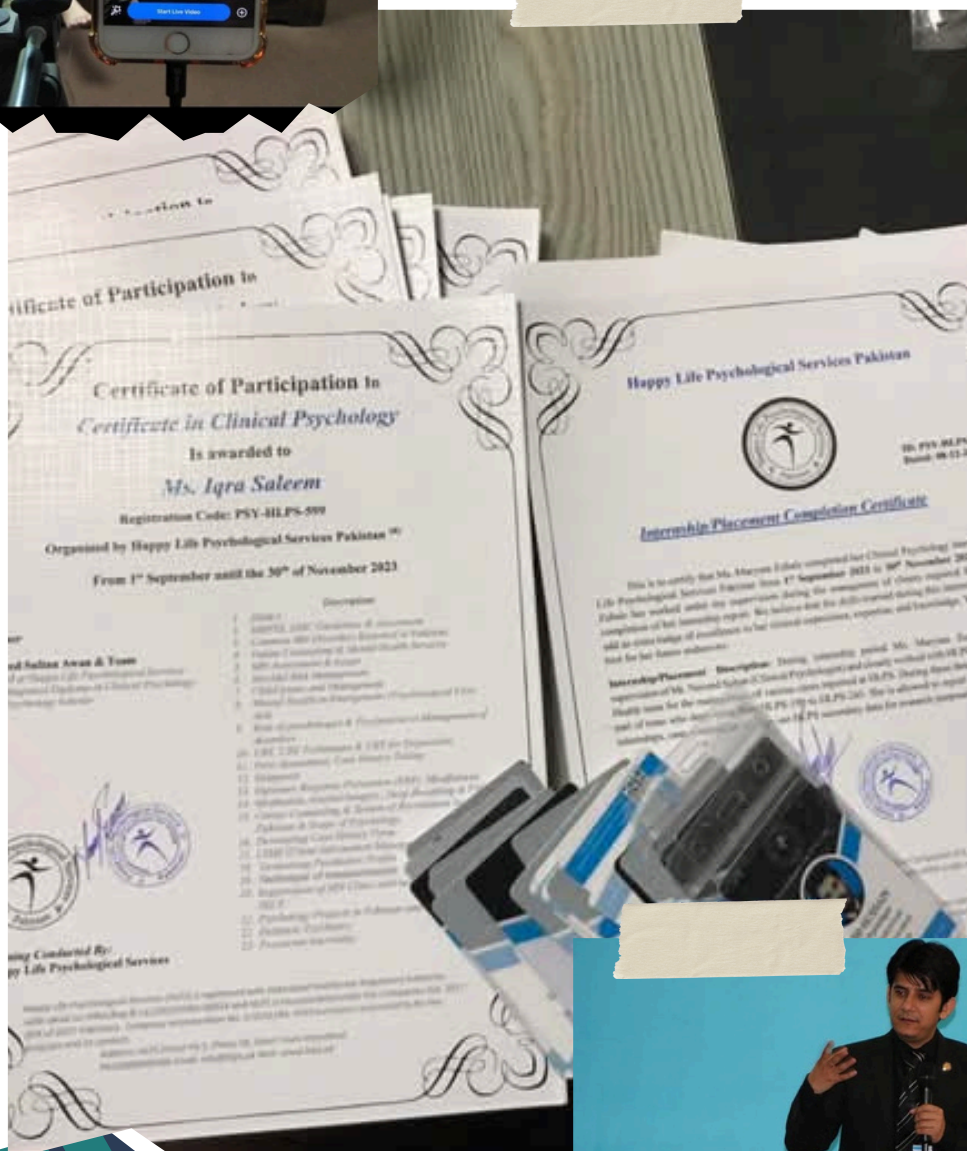
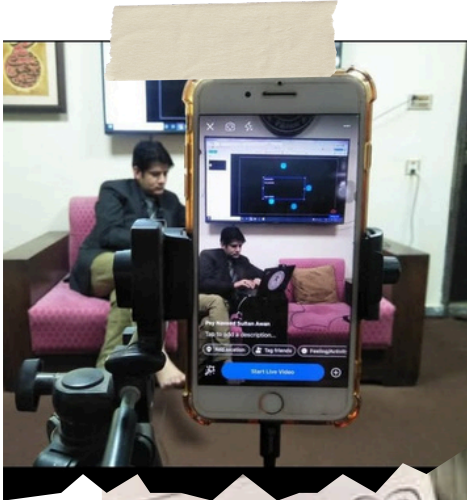
Here are some common types of children with special needs:

1. **Autism:** Autism is a developmental disability that affects a person's social interaction, communication, and behavior.
2. **Down Syndrome:** Down syndrome is a genetic condition that causes intellectual disabilities and distinctive physical features.
3. **Dyslexia:** Dyslexia is a specific learning disability that affects reading and language processing.
4. **ADHD (Attention-Deficit/Hyperactivity Disorder):** ADHD is a behavioral and developmental disorder characterized by difficulties with attention, hyperactivity, and impulsiveness.
5. **Sensory Processing Disorders:** These disorders involve difficulties in processing and responding to sensory information, such as touch, taste, or sound.
6. **Speech and Language Disorders:** Children with speech and language disorders may have difficulty communicating effectively.
7. **Physical Disabilities:** Some children have physical disabilities that affect their mobility, such as cerebral palsy or muscular dystrophy.
8. **Behavioral and Emotional Disorders:** Conditions like bipolar disorder, oppositional defiant disorder, and anxiety disorders fall under this category.
9. **Developmental Delays:** Children with developmental delays may reach milestones at a slower rate than their peers in areas like speech, motor skills, or cognitive development.
10. **Sensory Disabilities:** Children with sensory disabilities may be deaf, blind, or have other sensory impairments.

HLPS provides complete therapeutic services for children with special needs, these are

- Educational Skills
- Adaptive Skills
- Speech Therapy
- Social Skills Training
- Vocational Skills
- Behavioral Management
- Individual Educational Plan

Department of Training & Internship



Department of Training & Internship

Students completing the Certificate in Clinical Psychology will develop an in-depth understanding of clinical psychology science, from theory to its application in the clinical setup and/or a wide variety of applied mental and behavioral health-service settings. The certificate is designed to improve student competitiveness for graduate training in applied/clinical psychology and related fields or for entry-level positions (such as behavioral technicians) in mental and behavioral health settings.

Specific Objectives:

1. To Prepare Psychologists respond in global emergencies situations e.g., earth quack, pandemics and in tsunami
2. Use of DSM5, ISAC, MHPSS Guidelines during assessment and diagnosis
3. To Prepare Psychologists for management of Risky Psychological issues e.g., Suicidal Ideation, suicidal attempt, and Management of Personality Issues
4. To Prepare Psychologists for management of Child related issues especially CSA and learning difficulties
5. Understanding Psychiatric Symptoms and Integration of psychological techniques for different disorders.
6. To prepared Psychologists for Taking clinical Interviews, assessments, diagnosing, treatment plan, reporting, data compiling and record keeping
7. Applying and interpretation of Psychological tests including V code tests (Most frequently used in Psychological Assessment) such as BDI, DASS, RISB, and various check lists for Psychological measurements
8. Learning and Applying of CBT, TF-CBT, Exposure Response Prevention, Online Telephonic Counseling, Mindfulness, meditation, guided imagery, deep breathing, PMRT
9. Furnishing Counseling skills & Therapeutical intervention.
10. Dealing of at least 5 mental health cases provided by HLPS.
11. Learn to make web based appointments page,
12. Showcase Psychologists findings of their assignments through publishing at least one case study in any Open Access Psychology Journal.
13. Enhance capacities of Psychologists for making Case History Form (according to need) generating Psychiatric profile of a client
14. Registration of profitable Psychological clinic in Pakistan
15. Mental health insurance in Pakistan
16. Psychological projects in Pakistan & Bid solicitation
17. Strengthening our own & Clinic Profile
18. Child Assessment
19. Drugs Addiction Management
20. Schizophrenia Spectrum and Other Psychotic Disorders
21. And two months practicals

DEPARTMENT OF SAFE OLD AGE HOME



DEPARTMENT OF SAFE OLD AGE HOME

HLPS services are provided by a highly trained, professional and caring team who are committed to the principles of duty, trust, respect and to delivering the highest standard of care.

We offer the best possible care as part of a holistic service utilising our extensive skilled workforce and also working with other health care professionals involved in your care. This integrated approach means you are always assured of a cohesive planned approach ensuring the right care at the right time. We have a proven track record of providing affordable aged care services designed to fit the individual needs and wishes of you and your family.



To provide care, love, hopes, family like atmosphere and security in the third phase of life to un-secured, un-cared senior citizens & to provide solace and comfort, physical, social, psychological and emotional support.

DEPARTMENT OF RESEARCH & PUBLICATION



DEPARTMENT OF RESEARCH & PUBLICATION

HLPS research & publication has led to the development of effective interventions for treating Substance Use Disorder & other mental health disorder. HLPS conduct research to develop & implement safe and effective treatment strategies that support individuals long terms goals.

Here are some of our research & publications .

- Challenges faced by Psychologists while providing online Psychological Services in Pakistan
- Social, Psychological and Psychiatric Consequences of Amphetamine in Youth
- Prevalence of HIV/ AIDS & Hepatitis C in along with substance use disorder in Pakistan (Hazara University)
- Relationship between substance use disorder & Cognitive impairment- Baseline cognitive evaluation through informal assessment
- Marital issues and drug addiction in Pakistan, 2021-2022, a population-based cohort study (NUML)
- Impact of psychological, biological and social factors on substance use disorder: Implication of biopsychosocial model for comprehensive assessment effective management (Ripha Uni)
- Risk of self-harm & suicide associated with specific drug use disorder, 2021-2022, a population-based cohort study (ICUDDR Conference, Thailand)
- The effectiveness of intervention reflects to Substance Use Disorder: Preventions, harm reduction, treatment and recovery (ISSUP Conference)
- The COVID-19 pandemic and its impact on substance use: implications for prevention and treatment (SPR Conference)
- Addiction and Recovery: exploring the factors influencing relapse and recovery (2021-2023) (University of Karachi)
- Association between Divorce and Onset of Drug Addiction (University of Haripr)
- Substance Abuse and Intimate Relationships, A Population based Cohort Study 2021-2023



DEPARTMENT OF ASSESSMENT & EVALUATION



Psychological assessment is the process of evaluating an individual's mental health and behavioral functioning through the use of standardized tests, observations, and other methods. It is typically conducted by a mental health professional, such as a psychologist or psychiatric nurse practitioner, and is used to diagnose mental health conditions, determine appropriate treatment options, and measure progress in treatment. There are different types of evaluations that can be pursued, depending on the purpose of the testing.

There are several reasons why psychological testing is important:

- Psychological assessment is important because it can help identify mental health conditions and other issues that may be impacting an individual's thoughts, feelings, and behaviors.
- It can provide a more complete understanding of an individual's strengths and weaknesses, which can be useful in making decisions about treatment and support.
- Psychological assessment can help diagnose conditions such as depression, anxiety, bipolar disorder, and attention deficit hyperactivity disorder (ADHD), among others.



- It can also be used to assess an individual's cognitive abilities, such as memory, problem-solving skills, and intellectual functioning.
- Psychological assessment can help identify the underlying causes of an individual's symptoms and provide a basis for developing a treatment plan that is tailored to their needs.
- It can also be used to monitor an individual's progress in treatment and make any necessary adjustments.
- Psychological assessment can help individuals and their families better understand the nature of their struggles and the options available for addressing them.



HLPS Team

HLPS have a professional & Qualified team members including Clinical, Managing & helping staff. HLPS does not compromise on the quality of treatment. Therefore, every team member is trained & have expertise regarding his/her field.

- Clinical Psychologists
- Consultant Psychiatrist
- Medical Officers
- Paramedics
- Psychologists
- Managing Team



Treatment Facilities



HLPS treatment typically consists of stabilization, close monitoring, medication, administration of fluids and nutrition, and other necessary emergency care.

Inpatient or Residential Mental Health Treatment

Inpatient treatment, also referred to as residential mental health treatment, takes place in a residential facility on a 24/7 basis. This level of care is best suited for those who need constant medical supervision as well as those with relatively severe, long-term symptoms who have not shown significant progress after outpatient mental health intervention.

Mental illness treatment at an inpatient facility typically consists of the following types of treatment:

- Individual psychotherapy/counseling
- Group therapy
- Medication
- Medical supervision
- Recreational therapies
- Complementary therapies (e.g., yoga or meditation)



HLPS inpatient treatment facilities include

- Neat & clean air conditioned rooms
- 24/7 treatment care
- 24/7 camera Monitoring
- Fresh and clean food
- Safe and secure environment
- Cooperative managing staff
- Managing emergency condition
- 24/7 Availability of Medical officer
- Outdoor sessions
- Indoor gaming activities
- Skills training



TREATMENT MAP

Complete Clinical Case Management at HLPS Islamabad

1: Disfunctions: Reporting disfunctions in Daily Life by a family member/Self (such as Aggression, Sleep Disturbance, Delusion, Hallucinations, Appetite Issues, addiction, behavioural issues and decline in social and occupational functioning etc)

2: Received at HLPS through Call/Physical meeting or OPD.

3: Medical Triage: (Vitals checkup, Medical Assessment, Lab Tests, Previous Treatment if available), medical comorbidities, Referrals if criteria met. (By Medical Officer, Nurse or Paramedical staff)

3.1: Medical Diagnosis: Medical Treatment Plans including Other Specialists medical diagnoses as per WHO ICD-11 such as HIV, Hep C or Diabetes **Actions:** Medical Treatment plan

3.2: Mental Health Triage: Initial interviews, (previous treatment if any, Suicidal Ideation, assaultive, insight, nature of problem) screening check lists **Actions:** Supportive or Informational sessions usually in OPDs by Counsellor, Psychologist, Clinical Psychologist or Psychiatrist/ Initial referrals as per WHO Mental Health Pyramid, or referred to Psychiatrist, Clinics/institutes for Children with Special needs.

4: Admission or Intensive Care: Secondary level treatment as per severity identified in triage.

5: Consent Agreement and admissions: Consent form agreement including admission form sign.

6: Assessment: Assessment through Initial Interview and based on prior information, Client verbatim, Observation by HLPS team, Family problem Discussion and information gained through medical team.

7: Psychological Diagnosis: Performing psychological Tests, Mental Health diagnosis as per APA DSM-5 TR mention their code and sub category disorder name, including Psychiatrist assessment as per ICD-11.

8: Case Formulation: P1, P2, P3, P4 & P5 (1. Presenting problem, 2. Predisposing factors, 3. Precipitating factors, 4. Perpetuating factors, 5. Protective/positive factors)

9: Treatment Plan: Goals (Long term and short-term goals) optimal functioning in Daily Life (Aggression, Sleep Disturbance, Delusion, Hallucinations, Appetite Issues etc work on betterment of problems reported by family member/Self and observed by therapist and other social actors

10: Treatment Model: Biopsychosocial Spiritual and Cultural Model, **Bio:** check medical diagnosis treatment Plans, **Psychopharmacological:** Psychiatric Treatment Plan, **Psychological Intervention:** CBT for P1 to P5, REBT for P1 to P5, more specified 5 Ps for every Main diagnoses. Number sessions, prognosis observed in sessions, Solution/Problem focused therapy, Keep an eye on medical comorbidities and their effects. **Social Functioning:** Family (Spouse, parents, Children & other actors) involvement, can be part of psychological intervention, **Religious:** If necessary, use religious practices as per client/Family choice. **Culture:** Cultural diversity, Cultural factors affecting Mental health.

11: Termination of Treatment & Check Prognosis: Check **Functionality** and **Severity** as discussed initial stage of the treatment such as Aggression, Sleep Disturbance, Delusion, Hallucinations, Appetite Issues reported By family, client him/her self, observed by therapist and other team members.

12: Recommendation: Recommendation & Final Notes

13: Follow up Plan: A: Medical Follow ups, B: Psychologist Follow up, C: Psychiatrist Follow up

14: Compilation of Case, Case Reporting & Publication.

Compiled By

Naveed Sultan Awan (Clinical Psychologist) CEO HLPS Islamabad.

ADMISSION PROTOCOLS



Prepared By
NAVEED SULTAN
CEO & MHAM

HLPS is registered with Islamabad Healthcare Regulatory Authority
Registration no: IHRA/Reg & Lic/2022/IHRA-00924



0300-0945066



St#5, Phase5B, Ghauri Town, Islamabad

ایڈمیشن کارڈ Admission Card

Attach CNIC Copy of Client & Family Member who is admitting his/her Client

Personal Information of Client

مریض کی ذاتی معلومات

Name: نام:	Age: عمر:	Gender: جنس:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth: تاریخ پیدائش:	CNIC No. شناختی کارڈ نمبر:	Phone no. فون نمبر:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address: مکمل پتہ:		<input type="text"/>
Client Problem مریض کا مسئلہ:		<input type="text"/>
Discharge Date: ڈسچارج کی تاریخ:	Admission Date: داخلے کی تاریخ:	Duration: علاج کا دورانیہ:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Information who is admitting Client

مریض کو داخل کرنے والے کی معلومات

Name who is admitting client: مریض کو داخل کرنے والے کا نام:	<input type="text"/>	
Relation with Client: مریض کے ساتھ رشتہ:	<input type="text"/>	
CNIC No. شناختی کارڈ نمبر:	Date: تاریخ:	Time: وقت:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clinic Fee

کلینک فیس

Fee Paid at Admission: داخلے کے وقت ادا کی گئی فیس:	<input type="text"/>
Medical Test Fee: میڈیکل ٹیسٹوں کی فیس:	<input type="text"/>

Fixed Monthly Fee: طے شدہ ماہانہ فیس:	<input type="text"/>
Travel Fee: ٹریول فیس:	<input type="text"/>

مریض کو داخل کرنے والے کے دستخط:



Medical Notes

Client Name _____ Assign to _____

Age / gender _____ Temperature _____

Weight _____ Heart Rate _____

Height _____ Blood Pressure _____

PREVIOUS MEDICAL HISTORY

Any Serious Diseases related to Client: _____

Any Asthma history related to Client: _____

Any Surgery, Injury, Allergy e.t.c: _____

Any Cardiac disease related to client or the client going through any ECG _____

MEDICAL TRIAGE

Patient Complaint: _____

Substance Use: ☐ Amphetamine ☐ Heroin ☐ Opioid ☐ Marijuana

☐ Cannabis ☐ Alcohol Other _____

Are you already taking any Medicine? ☐ Yes ☐ No

If yes, write Medicine Detail _____

Mental Status: Alert/ Oriented _____ Awake/ Confused _____ Respond to Pain _____

Non-Responsive _____ Verbally Responsive _____

Physical Assessment: **Color** Pink _____ Mottled _____ Jaundiced _____ Pale _____

Skin Warm _____ Cool _____ Hot _____ Dry _____

PRESCRIBED MEDICAL TESTS

Medical Tests:

Base-Line Medical Tests

Drug Profile

☐ CBC ☐ LFT ☐ RFT ☐ Urine R/E

Other: _____

☐ Yes ☐ No



PRESCRIBED MEDICATION

Medicines:

Usage/ Treatment Description

:

ANY ADDITIONAL NOTE:

Signature of Medical Officer

Date

Time



Previous Treatment History

Does your client suffer from a mental health condition in the past?
If yes, please explain

☐ Yes ☐ No

Has you treated your client from any hospital? (Attach Previous
Treatment Record)
If yes, please explain explain (Hospital Name & Treatment Duration)

☐ Yes ☐ No

The treatment was beneficial or not?
please explain

Does your client has any SUD history?
If yes, please explain

☐ Yes ☐ No

Does your client takes any Psychotropics?
If yes, please explain (Mention Names)

☐ Yes ☐ No

Any Additional Note



Mental Health Triage

Name: _____ Age: _____ Gender: _____

Initial Presentation, Appearance and Behaviour	respond yes or no to each question	
Is the patient violent, aggressive or threatening?		
Is the patient obviously distressed, markedly anxious or highly aroused?		
Is the patient preoccupied or impulsive?		
Is the patient quiet and withdrawn?		
Do you think the patient is behaving inappropriately to their situation?		
Do you think the patient presents an immediate risk to you, to others, or to themselves?		
Are you aware of a history of mental health problems or psychiatric illness?		
Do you think the patient is likely to abscond prior to assessment?		
Do you think the patient's presentation suggests either hallucinations or delusions?		
Do you think the patient feels their actions are being controlled?		
Are you aware of a history of violence or self harm?		
Is the patient currently expressing suicidal thoughts?		
Is the patient currently intoxicated, with alcohol, or other substances?		

outline of current presentation and precipitating factors

current and previous mental health problems, self-harm episodes, problematic alcohol and drug use, contacts with mental health services etc

Other relevant information (relationships, finances, employment, housing, physical health, childcare responsibilities, current medications etc.

Presentation

Appearance	Speech
Thought	Mood
Behaviour	Insight

Summary of Presenting Problems	
Immediate Management	
Plan for Further Assessment	
Recommended Psychotropics	

Sig of Clinical Psychologist

Date

Time

Sig of Psychiatrist

Date

Time

Complete Clinical Case Management at HLPS Islamabad

1: Disfunctions: Reporting disfunctions in Daily Life by a family member/Self (such as Aggression, Sleep Disturbance, Delusion, Hallucinations, Appetite Issues, addiction, behavioural issues and decline in social and occupational functioning etc)

2: Received at HLPS through Call/Physical meeting or OPD.

3: Medical Triage: (Vitals checkup, Medical Assessment, Lab Tests, Previous Treatment if available) medical comorbidities, Referrals if criteria met. (By Medical Officer, Nurse or Paramedical staff)

3.1: Medical Diagnosis: Medical Treatment Plans including Other Specialists medical diagnoses as per WHO ICD-11 such as HIV, Hep C or Diabetes **Actions:** Medical Treatment plan

3.2: Mental Health Triage: Initial interviews, (previous treatment if any, Suicidal Ideation, assaultive, insight, nature of problem) screening check lists **Actions:** Supportive or Informational sessions usually in OPDs by Counsellor, Psychologist, Clinical Psychologist or Psychiatrist/ Initial referrals as per WHO Mental Health Pyramid, or referred to Psychiatrist, Clinics/institutes for Children with Special needs.

4: Admission or Intensive Care: Secondary level treatment as per severity identified in triage.

5: Consent Agreement and admissions: Consent form agreement including admission form sign.

6: Assessment: Assessment through Initial Interview and based on prior information, Client verbatim, Observation by HLPS team, Family problem Discussion and information gained through medical team.

7: Psychological Diagnosis: Performing psychological Tests, Mental Health diagnosis as per APA DSM-5 TR mention their code and sub category disorder name, including Psychiatrist assessment as per ICD-11.

8: Case Formulation: P1, P2, P3, P4 & P5 (1. Presenting problem, 2. Predisposing factors, 3. Precipitating factors, 4. Perpetuating factors, 5. Protective/positive factors)

9: Treatment Plan: Goals (Long term and short-term goals) optimal functioning in Daily Life (Aggression, Sleep Disturbance, Delusion, Hallucinations, Appetite Issues etc work on betterment of problems reported by family member/Self and observed by therapist and other social actors

10: Treatment Model: Biopsychosocial Spiritual and Cultural Model, **Bio:** check medical diagnosis treatment Plans, **Psychopharmacological:** Psychiatric Treatment Plan, **Psychological Intervention:** CBT for P1 to P5, REBT for P1 to P5, more specified 5 Ps for every Main diagnoses. Number sessions, prognosis observed in sessions, Solution/Problem focused therapy, Keep an eye on medical comorbidities and their effects. **Social Functioning:** Family (Spouse, parents, Children & other actors) involvement, can be part of psychological intervention, **Religious:** If necessary, use religious practices as per client/Family choice. **Culture:** Cultural diversity, Cultural factors affecting Mental health.

11: Termination of Treatment & Check Prognosis: Check **Functionality** and **Severity** as discussed initial stage of the treatment such as Aggression, Sleep Disturbance, Delusion, Hallucinations, Appetite Issues reported By family, client him/her self, observed by therapist and other team members.

12: Recommendation: Recommendation & Final Notes

13: Follow up Plan: **A:** Medical Follow ups, **B:** Psychologist Follow up, **C:** Psychiatrist Follow up

14: Compilation of Case, Case **Reporting & Publication.**

Compiled By

Naveed Sultan Awan (Clinical Psychologist) CEO HLPS Islamabad.

Treatment Plan

Client Name	Age	HLPS Code	Treatment Duration

Treatment Plan	Description	Assign to
Medical Assessment	Medical Triage, Base-line Tests, Drug Profile, vitals check & balance, Daily Report of all medical functioning of client, Prescribed Medication for health related issues.	
Psychological Assessment	Takig History, Past treatment history, Premorbid Personality, Psychological Testing (DASS, DAST, SPM, MMSE, HFD, HTP, SDCT, RISB e.t.c) Report writing,	
Psychological Sessions	The Psychologist and client will work together to develop a plan for future sessions, including the goals of treatment, how long each session will be, and how many sessions you may need.	
Therapeutic Intervention	Therapeutic intervention can take several forms and applies in a variety of settings. In the context of psychological Treatment, the term refers to actions or practices that improve the psychological, social or emotional wellbeing of client. The client may be unwilling or unable to seek or accept help for themselves, or they may be at risk of endangering their own welfare or the welfare of others. Therapies includes: CBT, Mindfulness, DBT, Solution Focused Therapy e.t.c	
Psychiatric Evaluation	Psychiatric Assessment & evaluation, Psychotropics	

HLPS Timetable

Time	Activity
06:00 AM	Fajar Prayer
08:30 AM	Breakfast
09:00 AM	Morning Medicine
09:15 AM	Morning Exercise
10:00 AM	Group Activity
11:15 AM	Medical Checkup
11:15 AM	Counseling Sessions
01:00 PM	Dhur Prayer & Lunch
02:00 PM	Counseling Sessions
03:30 PM	Group Discussions
04:00 PM	Asar Prayer & Dars
05:00 PM	Free Time / T.v Time
05:30 PM	Maghrib Prayer
05:45 PM	Free Time / T.v Time
07:00 PM	Isha Prayer
07:30 PM	Dinner
08:00 PM	Milk
08:20 PM	Night Medicine / Vitals Checkup
11:00 PM	Lights Off, Go to Bed



0300-0945066



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HLPS, St#5, Phase 5B, Ghauri Town, Islamabad

Weekly HLPS Time Table

Patient Name & ID:

Checked By:

Received By:

			Mon	Tuesday	Wed	Thursday	Friday	Saturday	Sunday
S. No	Activity	Time	Date/ Status	Date/ Status	Date/ Status	Date/ Status	Date/ Status	Date/ Status	Date/ Status
1	Awake Time								
2	Fajar Prayers								
3	Bath/Teeth Brush								
4	Dress Change								
5	Breakfast								
6	Morning Medicine								
7	Morning Exercise								
8	Group Activity								
9	Medical Vitals								
10	Med-Check Up								
11	Counseling Session								
12	Zuhr Prayer								
13	Lunch								
14	Counseling Session								
15	Group Discussion								
16	Asar Prayers								
17	Dars								
18	Maghrib Prayers								
19	Tv								
20	Isha Prayers								
21	Call/Meeting								
22	Dinner								
23	Milk/Canteen								
24	Night Vitals								
25	Medicines								
26	Sleep Time								



داخلہ فارم برائے علاج منشیات و نفسیات

Happy life Psychological Services Islamabad .

اقرارنامہ برائے منشیات و نفسیاتی امراض

قابل احترام رفقہاء۔

السلام علیکم ! Hlps ! شعبہ منشیات اور نفسیاتی امراض کے لیے ایک مستند اور سرٹیفائیڈ ادارہ ہے۔ جو مسائل کا شکار افراد کو مختلف طریقہ ہائے علاج کے بعد زندگی کی طرف راغب کرتا ہے۔ ذیل میں آپ کی معاونت و راہنمائی کے لیے ایک معلوماتی کتابچہ اور فارم دیا جا رہا ہے۔ آپ سے درخواست کی جاتی ہے کہ ان معلومات کا بغور مطالعہ کیجیے اور اگر آپ ہمارے طریقہ علاج اور مراعات سے متفق ہیں نیز آپ اپنی ذمہ داری اٹھانے کا عہد کرتے ہیں تو براہ مہربانی اس فارم کے اختتام پر اپنی رضامندی کا اظہار کرتے ہوئے دستخط کیجیے۔

تعارف :-

میں نوید سلطان اعوان

Happy life psychology

کی جانب سے آپ کو خوش آمدید کہتا ہوں۔ جیسا کہ آپ جانتے ہیں کہ Hlps منشیات و نفسیاتی امراض کا ایک مستند اور سرٹیفائیڈ ادارہ ہے جو کہ کمپنیز ایکٹ 2017، سیکشن 16 (ایکس آئی ایکس 2017) کے تحت حکومت پاکستان سے رجسٹرڈ ہے جس کا

Corporate universal identification

نمبر 0152246 ہے۔ یہ ادارہ IHRA یعنی " اسلام آباد ہیلتھ کنسیر ریگولیٹری اتھارٹی سے منظور شدہ ہے جس کا رجسٹریشن نمبر IHRA/Reg & Lic 2023/IHRA,00924 ہے۔

عزیز رفقہاء یہ فارم آپ کے اور ہمارے مابین ایک تحریری و زبانی معاہدہ ہے جو انتہائی اہم معلومات پر مبنی ہے۔ اس فارم کو پڑھنا اور سمجھنا آپ کے لیے از حد ضروری ہے۔ اس فارم میں دی گئی معلومات مواد کا تحفظ اور آئٹن جرائم (Data Protection & Cyber Crime) کی روک تھام کے ایکٹ 2016 کے ایکٹ نمبر X-L اور Data Protection bill 2018 کی تعمیل کرتا ہے۔ یہ ایک وفاقی قانون ہے جو کلائنٹ یعنی مریض کی رازداری اور علاج کے بارے میں مکمل معلومات، فیس کی ادائیگی علاج کے تمام مراحل، علاج کے مقاصد اور علاج کی ممکنہ حدود (Limitation) یعنی کن حالات اور کس حد تک فراہم کرتا ہے "کا تعین کرتا ہے۔

ذہنی صحت اور ابتدائی طبی معائنہ (Mental health and Medical Triage)

ہم اپنے مریضوں کو مرحلہ وار بہتری کی طرف گامزن کرتے ہیں۔

پہلے مرحلے میں ہم اپنے ادارے میں آنے والے کلائنٹ کا تفصیلی طبی معائنہ کرنے سے پہلے ایک Triage یعنی ابتدائی طبی معائنہ کرتے ہیں۔ یعنی مریض کی ابتدائی طبی جانچ۔



اس جانچ میں مریضوں کا طبی و نفسیاتی معائنہ شامل ہے۔ اس مرحلے میں آپ سے آپ کے مریض کے بارے میں چند بنیادی سوالات پوچھے جائیں گے جن کے جوابات مریض کے علاج میں معاون ثابت ہوں گے۔

1. طبی معائنے میں مریض کا درجہ حرارت اور بلڈ پریشر چیک کیا جاتا ہے تاکہ ہمیں ان بنیادی طبی مسائل کے بارے میں آگاہی حاصل ہو سکے جو مریض کی ذہنی صحت کو متاثر کرتے ہیں۔
2. یہ بنیادی ٹیسٹ آپ کی صوابدید پر منحصر ہے کہ آیا آپ یہ ٹیسٹ کسی مستند لیب سے کرائیں گے یا HLPS کی لیب کی خدمات حاصل کریں گے۔
3. منشیات و نفسیاتی امراض کے علاوہ کسی بھی شدید طبی مرض کی وجہ سے مریض کو داخل نہیں کیا جائے گا۔
4. علاج کے غرض سے آنے والے مریض کی پہلے مرحلے (Triage) کے بعد Drug profile مرتب کی جائے گی۔
5. اگر مریض HIV Suspected ہو تو ایسے مریض کا HIV Test کرایا جائے گا اور ایسے مریض کو دیگر مریضوں سے الگ اور حفاظتی اقدامات کے تحت رکھا جائے گا۔ تاکہ دوسرے مریضوں کی صحت متاثر نہ ہو۔ ایسی صورت میں مریض کی کیئرنگری تبدیل کرنے کی صورت میں تمام اخراجات اہل خانہ ادا کرنے کے پابند ہوں گے۔
6. مریض کو PMDC سے مستند شدہ ڈاکٹر Detox کرے گا۔ اور مریض کی Psychiatrist profile بنائی جائے گی جس سے ہمیں مریض کے علاج کی منصوبہ بندی کے بارے میں مزید راہنمائی ملے گی نیز مریض کے لیے consultant psychiatrist کی خدمات حاصل کی جائیں گی۔ تاکہ مریض کا طبی علاج کے ساتھ Psychiatrist معالجہ بھی جاری کیا جائے۔
7. ادارہ ضرورت محسوس ہونے پر۔ نفسیاتی طریقہ علاج جیسا کہ CBT, REBT اور Mindfulness ٹیسٹ بھی کرے گا تاکہ مریض کی نفسیاتی و طبی صحت میں آنے والی بہتری کو جانچا جائے۔
8. دوران علاج مریض کو تمام حفاظتی اقدامات اور احتیاطی تدابیر کے تحت رکھا جاتا ہے۔
9. بزرگ مریض، فالج اور لٹوہ زدہ یا معذوری کی صورت میں اہل خانہ اضافی اخراجات ادا کرنے کے پابند ہوں گے۔
10. ادارہ Biopsychosocial ماڈل کے تحت اپنے فرائض انجام دیتا ہے تاہم آنے والے مریض کے ساتھ کئی قسم کے قانونی معاملات اور عدالتی پیچیدگیاں بھی ہو سکتی ہیں جو کہ علاج کا حصہ نہیں ہوتیں اس کی ذمہ داری مریض کا علاج کروانے والوں پر عائد ہوتی ہے لہذا اس امر کا خیال رہے کہ دوران علاج مریض کے ساتھ کسی قسم کا لین دین نہ ہو۔
11. طلاق یا خلع کے کیسیر دوران علاج وقتی طور پر موقوف کر دیئے جائیں۔
12. جائیداد کی خرید و فروخت اور تقسیم نہ کی جائے۔
13. سرکاری نوکری کی صورت میں چھٹی یا ادارے سے NOC حاصل کی جائے۔

یاد رہے کہ یہ طریقہ علاج مریض کی Clinical Symptoms کی بنیاد پر ہوتا ہے۔ اس علاج کا تعلق کسی بھی قانونی سلسلے میں معاون ثابت نہیں ہوتا اور نہ ہی بطور ثبوت پیش کیا جاسکتا ہے۔

ہدایات و شرائط برائے اہل خانہ

منشیات و نفسیات کے مریض عموماً مختلف اقسام کی تکالیف اور ذہنی ٹوٹ پھوٹ کا شکار ہوتے ہیں جیسا کہ اقدام خودکشی، گھر سے فرار ہو جانا، کسی پر حملہ آور ہونا، یہ تمام علامات کسی شخصی مسائل کی نشاندہی کرتی ہیں تاہم یہ کسی میڈیکل ٹیسٹ سے ثابت نہیں ہوتیں۔ یہی وجہ ہے کہ مریض کو سمجھنے میں مسائل درپیش آتے ہیں۔ ذیل میں کچھ اہم شرائط کا ذکر کیا جا رہا ہے جن کا پورا کرنا مریض کے اہل خانہ کے لیے ضروری ہے۔



- 1 ناگہانی اور قدرتی آفات (زلزلہ، طوفان آگ لگنا، عمارات کا گر جانا) میں انسانی جان کے ضیاع یا زخمی ہونے کی صورت میں ادارہ HLPS ذمہ دار نہیں ہو گا۔
- 2 کسی بھی شکایت کی صورت میں مریض کے اہل خانہ IHRA اور لوکل پولیس کی مدد لے تاکہ مسائل کو با آسانی حل کیا جائے۔
- 3 مریض کی بے ساختہ (Random) ویڈیو ہفتے میں ایک بار اہل خانہ کو بھیجی جائے گی تاہم کیمرہ میں دیکھنے کی اجازت نہیں ہوگی کیونکہ ہمارا مقصد دوسرے مریضوں کی پرائیویسی اور عزت نفس کا خیال رکھنا بھی ہے۔
- 4 مریض داخل کروانے والے افراد جیسا کہ والدین، بہن بھائی، بیوی، شوہر، بیٹا بیٹی یا کوئی بھی خونی رشتے دار بوقت داخلہ دیگر خونی رشتے داروں کو اعتماد میں لیں تاکہ بعد میں کوئی مسئلہ پیش نہ آئے۔ مثال کے طور پر اگر والدہ بیٹے/بیٹی کا علاج کروا رہی ہیں تو وہ یقینی طور پر والد کی رضامندی حاصل کریں۔
- 5 مریض کے داخلے کے بعد گھر کے دیگر افراد کے اعتراضات کا HLPS سے کوئی تعلق نہیں اور HIPS صرف مریض داخل کروانے والے افراد سے رابطہ کرے گا۔
- 6 اگر مریض داخل کرانے والا فرد چاہے تو وہ مریض کی صحت کی جانکاری کے لیے بذریعہ وائس ایپ خاندان کے دیگر افراد کو شامل کر کے معلومات حاصل کر سکتا ہے تاہم اس امر میں مریض کی پرائیویسی اور عزت نفس کو مقدم رکھا جائے۔
- 7 مریض کے اندر خودکشی کا رجحان ہونا ایک طبی مسئلہ ہے اور اس کی بہت سی جسمانی و ذہنی وجوہات ہوتی ہیں لہذا مریض کے اقدام خودکشی یا خودکشی کی صورت میں موت واقع ہو جانے پر ادارہ HLPS مریض کے اس امر کا ذمہ دار نہیں ہو گا۔
- 8 میڈیکل و نفسیاتی امراض میں مبتلا مریض بیک وقت بہت سے جسمانی امراض میں بھی مبتلا ہوتے ہیں جن میں "بلند فشار خون (High Blood Pressure) خون کا کم دباؤ (Low Blood Pressure)، ذیابیطس (Diabetes) حرکت قلب کا بند ہو جانا (Heart Attack)، میپائٹائٹس سی، ایڈز (HIV) کسی withdrawal یا دیگر جان لیوا جسمانی امراض شامل ہیں لہذا ان امراض کی وجہ سے اگر مریض کی موت واقع ہو جاتی ہے تو ادارہ HLPS اس کے منتظمین، سٹاف ممبران اور دیگر عملہ اس کا ذمہ دار اور جواب دہ نہیں ہو گا کیونکہ ایسی اموات کی وجہ طبی اور قدرتی ہوتی ہے۔
- 9 واجبات کی مکمل ادائیگی تک ادارہ مریض کو ڈسچارج نہیں کرے گا۔
- 10 کسی بھی ناگہانی صورتحال یا شکایت کی صورت میں "اسلام آباد ہیلتھ کیئر ریگولیٹری" سے رابطہ کریں تاکہ آپ کے قانونی و دیگر بحرائی معاملات کو خوش اسلوبی اور احسن طریقے سے حل کیا جائے۔
- 11 مریض کے بھاگنے کی صورت میں ادارہ، ادارہ منتظمین اور سٹاف ممبران جواب دہ نہیں ہو گا۔
- 12 مریض داخل کرواتے وقت حکام سے داخلہ فارم کی فوٹو کاپی لینا نہ بھولیے بصورت دیگر ڈسچارج کرتے وقت مریض آپ کے حوالے نہیں کیا جائے گا نیز مریض ڈسچارج کرانے سے پہلے واجبات کی مکمل ادائیگی یقینی بنائیں بصورت دیگر مریض آپ کے حوالے نہیں کیا جائے گا۔
- 13 مریض داخل کراتے وقت اور ڈسچارج کراتے وقت اہل خانہ کی مکمل رضامندی شامل ہونی چاہیے، اہل خانہ میں سے جو افراد مریض کا داخلہ کرانے آئیں گے وہی افراد ڈسچارج کراتے وقت تشریف لائیں۔
- 14 ادارہ HLPS اس بات کو یقینی بناتا ہے کہ مریض کی مکمل کیس ہسٹری کا ریکارڈ مرتب کرے۔ مریض داخل کرتے وقت مریض کی مکمل معلومات، بیماری کی علامات، نوعیت، طریقہ علاج کا مکمل ریکارڈ اور میڈیکل رپورٹس پر مبنی دستاویزات تیار کرتا ہے اور مریض کے اہل خانہ کو مکمل آگاہی دی جاتی ہے۔
- 15 اہل خانہ سے درخواست ہے کہ اس امر کو یقینی بنائیں کہ مریض جن ضروری سازو سامان کے ساتھ ادارے میں داخل ہوا تھا وہ سازو سامان ڈسچارج کراتے وقت ساتھ لے کر جائیں۔
- 16 ادارہ HLPS اپنی نوعیت کا واحد ادارہ ہے جو مریضوں کو بہترین سہولیات، تجربہ کار عملے، پرسکون ماحول اور بہترین انتظامی معاملات کے ساتھ بنی نوع انسانیت کی خدمت پہ مامور ہے۔ ہمارا مقصد حیات دکھی انسانیت کی خدمت اور فلاح و بہبود ہے نہ کہ مریضوں کو نقصان اور گزند پہنچانا لہذا شکایات کی صورت میں آپ ادارے کے خلاف شکایات کا اندارج کر سکتے لیکن ادارے کے کسی خاص ممبر یا منتظمین کے خلاف شکایات رجسٹرڈ کرانے کی اجازت نہیں۔

ملاقات کے اوقات کار:

- 1 اہل خانہ کی مرلیض سے ملاقات 30 سے 45 دن کے درمیان ہوتی ہے تاہم اگر مرلیض نشیات کے مرض کے علاوہ کسی دوسرے مرض کے ساتھ داخل ہے تو بوقت داخلہ یہ طے کیا جائے گا کہ ملاقات کتنے دنوں بعد کرائی جائے گی۔
- 2 ملاقات کا وقت پہلے سے طے شدہ ہوگا۔ اچانک نہ تو مرلیض سے ملاقات کرائی جائے گی اور نہ ہی ڈسچارج کیا جائے گا۔ کیونکہ عملہ ایک منظم اور طے شدہ شیڈول کے تحت اپنے فرائض انجام دے رہا ہوتا ہے۔
- 3 45 دنوں کے بعد مرلیض کے اہل خانہ سے Psychological Sessions کا باقاعدہ آغاز کیا جاتا ہے جو کہ psychologist اور اہل خانہ کی دستیابی کے مطابق طے کیا جاتا ہے۔
- 4 15 دنوں میں ایک سے زائد سیشن نہیں ہوں گے۔
- 5 سیشن میں وہی افراد آئیں گے جن کو ادارہ بلائے گا۔
- 6 علاج کے آخری ماہ میں اہل خانہ کے ساتھ لگاتار سیشن بھی رکھے جاسکتے ہیں۔
- 7 مرلیض کو اچانک ڈسچارج کروانے سے گریز کریں۔
- 8 اقدام خودکشی اور Assaultive Attacks کی روک تھام کے لیے مرلیض کو Observation Room میں رکھا جاتا ہے تاکہ ممکنہ نقصانات سے بچا جاسکے۔
- 9 مرلیض داخل کراتے وقت دو افراد مع اصل شناختی کارڈ اور دو عدد تصاویر کے ساتھ تشریف لائیں۔
- 10 مرلیض کو جیب خرچ مقررہ حد سے زیادہ نہ دیں تاکہ بازاری کھانوں کی عادت پختہ نہ ہو۔



مرلیض کے ساتھ ضروری لوازمات

اہل خانہ کے لیے ضروری ہے کہ وہ مرلیض کے ہمراہ درج ذیل سامان بھیجیں۔

- 1 چار جوڑے کپڑے، ادارے کی جانب سے ہفتے میں دو بار شیونگ کی سہولت دی جائے گی۔
- 2 تولیہ، تیل، کنگھی، صابن، ٹوتھ برش، ٹوتھ پیسٹ۔
- 3 اہل خانہ اس بات کو یقینی بنائیں کہ مرلیض کے پاس کسی قسم کا ہتھیار، قیمتی اشیاء، سونا نقدی، موبائل، مواصلاتی آلات (موبائل، بلو ٹوتھ، ایر پوڈز) نہ ہوں۔
- 4 مرلیض کے پاس نقصان پہنچانے والی اشیاء جیسا کہ شیشہ، کانچ، مچس وغیرہ نہ ہوں۔
- 5 مرلیض کی جیب سے نکلنے والا تمام سامان داخل کرانے والے افراد کے حوالے کیا جائے گا۔
- 6 ادارہ HLPS اپنے پاس مرلیض کی کوئی چیز نہیں رکھتا، حتیٰ کہ اصل شناختی کارڈ بھی اہل خانہ کے پاس ہوگا۔
- 7 مرلیض داخل کراتے وقت یہ طے کر لیا جائے گا کہ مرلیض کو کتنا وقت ادارے میں داخل رکھنا ہے تاکہ علاج کی منصوبہ بندی کی جاسکے۔
- 8 مرلیض کو اچانک ڈسچارج نہیں کیا جائے گا کیونکہ جہاں یہ مرلیض کے لیے نقصان دہ ہے وہیں ادارے میں موجود دوسرے مرلیضوں پر بھی برا اثر پڑتا ہے۔
- 9 مرلیض داخل کرواتے وقت کیسنگری کا تعین کر لیں جیسا کہ A,B,C,D,E کیونکہ کیسنگری کے مطابق فیس مختلف ہے لہذا فیس کے بارے میں مکمل اور تفصیلی معلومات حاصل کریں۔
- 10 مرلیض کے داخلے کے بعد اخراجات میں کسی قسم کی رعایت یا اعلیٰ عہدے داران کی سفارش قابل قبول نہیں ہوگی۔

- 11 مریض ڈسچارج کرنے سے پہلے تمام واجبات کی ادائیگی کی جائے گی۔ لہذا تمام واجبات کی بروقت کلئیرنس کرا کے مریض ڈسچارج کرانے کے لیے تشریف لائیں۔
- 12 ادارہ HPLS اپنے تمام مریضوں کو مقدم اور قابل احترام سمجھتے ہوئے یکساں علاج اور دیگر سہولیات مہیا کرتا ہے لہذا مریض داخل کرانے کے بعد اعلیٰ عہدے داران اور قربت داری کی بنا پر ادارے کی سادھ پر اثر انداز ہونے کی کوشش نہ کی جائے۔ ایسی کسی بھی شکایت کی صورت میں ادارہ متعلقہ افراد یا ادارے کے خلاف قانونی کاروائی کرنے کا مجاز ہو گا۔
- 13 مریض داخل کرواتے وقت حکام سے داخلہ فارم کی فوٹوکاپی لینا نہ بھولیے بصورت دیگر ڈسچارج کرتے وقت مریض آپ کے حوالے نہیں کیا جائے گا۔
- 14 ادارے HLPS کے کسی سٹاف ممبر کے ساتھ کسی قسم کا لین دین نہ کریں بصورت دیگر ادارہ اس بات کا ذمہ دار نہیں ہو گا۔
- 15 ادارہ مریض داخل کرتے وقت ایک فہرست مرتب کرے گا جس میں مریض کے پاس موجود تمام ضروری لوازمات کی لسٹ مرتب کرے گا (چادر، تکیہ، کمبل، پیسے، یا دیگر سامان) اور ڈسچارج کرتے وقت یہ تمام سامان مریض کے اہل خانہ کے حوالے کیا جائے گا۔

واجبات کی ادائیگی

- 1 تمام واجبات، اخراجات، بلز وغیرہ HLPS کے آفیشل بینک اکاؤنٹ میں کریں۔
 - 2 اگر آپ HLPS کے آفیشل رابطہ نمبر کے علاوہ کسی سے لین دین اور رابطہ کرتے ہیں تو ادارہ ذمہ دار نہیں ہو گا۔
 - 3 دوران علاج اگر مریض میں کسی طبی مسئلے کی تشخیص ہوتی ہے تو HLPS کے منتظمین سے رابطہ کریں، ان طبی مسائل کے علاج کے تمام اخراجات مریض کے اہل خانہ ادا کریں گے۔
 - 4 کوئی ایسا مرض (دل کا دورہ، ہائی بلڈ پریشر) جس سے خدا نخواستہ مریض کی موت واقع ہو سکتی یا ہو جاتی ہے تو ادارہ اس کا ذمہ دار نہیں ہو گا۔
 - 5 اگر مریض کو کوئی نفسیاتی مرض ہے تو ادارہ اس کا علاج کرے گا اور اس کا خرچ ماہانہ اخراجات سے کیا جائے گا۔
 - 6 مریض داخل کراتے وقت اہل خانہ علاج کے لیے اخراجات کا 70 فیصد داخلے کے وقت ادا کرنے کے پابند ہوں گے۔ اور باقی ادائیگی دو ہفتوں کے دوران کرنا ہوگی۔
- ادارہ HLPS کی پہلی ترجیح ہے کہ بتدریج مریض کی ذہنی صحت میں بہتری لائی جاسکے۔ اور اسے صحت مند شخصیت میں ڈھالتے ہوئے معاشرے کا فعال رکن بنایا جائے لہذا آپ سے درخواست کی جاتی ہے کہ ہمارے ساتھ تعاون کریں تاکہ ہم اپنے پیاروں کو زندگی کی دوڑ میں واپس لاسکیں۔

خیر اندیش
نوید سلطان

ادارے کی طرف سے دیئے گئے تمام اصول و ضوابط پڑھ لئے ہیں اور ان تمام اصولوں اور اخراجات سے میں متفق ہوں اور اپنے مریض کو داخل کروانے کے لئے تیار ہوں۔

مریض کو داخل کروانے والے کے دستخط:

Date

Time

HLPS Official Staff

درخواست برائے ڈسپارچ مریض

Application for Discharge Client

[illegible]

Name who is Discharge client:

مریض کو ڈسپارچ کروانے والے کا نام:

Relation with Client:

مریض کے ساتھ رشتہ:

CNIC No. شناختی کارڈ نمبر:

[illegible]

Date:

[illegible]

تاریخ:

Time:

وقت:



HLPS Discharge Form

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Client Name	_____	Age	_____
CNIC No.	_____	Date of Admission:	_____
Reason of Admission:	_____	Treatment Duration:	_____
Discharged By	_____	Date of Discharge:	_____
Time of Discharge:	_____		

Discharge Summary

Client's condition at the time of Discharge:

Tentative Diagnosis:

Prescribed Psychotropics:



Clinical Recommendations:

Person who is coming to discharge their client

Name of Family Mem:

CNIC No.:

Phone Number:

Relation with Client:

Address:

Vehicle no:

Type of Vehicle:

Client Receiving Summary

I Discharged My Named On Date.....
Now I am completely responsible for that. HLPS is not responsible for any mishappening. My Dues are cleared now and i checked my client baggage properly. Now i take my client with my complete authority & responsibility.

Follow-up

As we knew the Client admitted here for the treatment of
& now the client is discharged. For the betterment of client, our Mental Health team plan a Follow-up Sessions to observe the client mental health after discharge & how much the client will able to perform his daily Activities. The discharge Plan detail given Below
Date

First Folow-up Session:

Second Follow-up Session :

Third Follow-up Session:

ANY ADDITIONAL NOTE:

Discharged By
(HLPS Staff)

Received By
(Family Member)

Date

Time



Client Feedback Form

Client Name: _____ Code: _____

Please fill out this feedback form as you see fit to help us improve our service

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I feel satisfied with the overall treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The quality of treatment is excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff was cooperative & friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Psychologist was Cooperative & explain well the effectiveness of treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychological Sessions was effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would recommend this hospital to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel valued as a client at HLPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sessions was confidential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of treatment met my expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which areas do you believe require improvement?

Any Other Suggestion

Happy Life Psychological Services Islamabad



Standard Services Charges for In-door patients (All Mental Health Cases Mentioned in DSM-5) including all taxes.

WHO ARE WE?

A state-of-the-art Mental health clinic, well planned, well equipped and to provide quality mental health care facilities in all disciplines of Psychology and Psychiatry by a well-trained, experienced team of experts, to all at an affordable price with compassion and competence.

Happy Life Psychological Services (HLPS) is a project of Naveed Sultan Awan, which is a SMC company registered with SECP under section 16 of the companies ACT, 2017 (XIX of 2017). PP/REG/INC No. 0152246 with official name "Happy Life Psychological Services (SMC-private) Limited NTN 8201905-7.

HLPS registered with Islamabad Healthcare Regularity Authority (IHRA/Reg & Lic/2022/IHRA-00924).

Standard Charges for Indoor treatment. These charges may be varied if patient is facing any medical comorbidity and logistic costs, although every step will be followed after informing client family.

Addiction Rehabilitation Centre A				
Category	Facilities	Charges	Explanation	Responsible
A	<ul style="list-style-type: none"> • Psychiatric Profiling • Psychological/Psychiatric assessment • Diagnostic Reports • Family Sessions • Separate Furnished Room including Fridge • Separate TV • Separate AC (Inverter) 24/7 • Room temperature water availability • Separate Dining • Separate washroom • Psychotropics • Medical assistant • Weekly Outdoor activities (Local Visit is complimentary, long trips and lunch/dinners will be paid by client/family) • Monthly Out door hoteling/activities (Depend on client insight and withdrawal symptoms) • Laundry 	10000 Per Day Single Person	Depend on treatment plan and length of total stay at HLPS facility. will be provided in this category no extra charges will be demanded except any comorbid medical issues.	Psychotherapists: Naveed Sultan Psychiatrists: Dr. Athar Munir Medical Officers: Dr. Alam Tab Khan Dr. Ain Us Sehar

	<ul style="list-style-type: none"> • Shaving/hair cutting & hair Color if necessary 			
B	<ul style="list-style-type: none"> • Psychiatric Profiling • Psychological/Psychiatric assessment • Diagnostic Reports • Family Sessions • Separate Furnished Room including Fridge • Separate TV • Separate AC (Inverter) 24/7 • Room temperature water availability • Separate Dining • Separate washroom • Psychotropics • Medical assistant • Weekly Outdoor activities (Local Visit is complimentary, long trips and lunch/dinners will be paid by client/family) • Monthly Out door hoteling/activities (Depend on client insight and withdrawal symptoms) • Laundry • Shaving/hair cutting & hair Color if necessary 	7000 Per Day (Sharing of two person)	Depend on treatment plan and length of total stay at HLPS facility. will be provided in this category no extra charges will be demanded except any comorbid medical issues.	Psychotherapists: Naveed Sultan Psychiatrists: Dr. Athar Munir Medical Officers: Dr. Alam Tab Khan Dr. Ain Us Sehar
C	<ul style="list-style-type: none"> • Psychiatric Profiling • Psychological/Psychiatric assessment • Diagnostic Reports • Family Sessions • Separate Furnished Room including Fridge • Separate TV • Separate AC (Inverter) 24/7 • Room temperature water availability • Separate Dining • Separate washroom • Psychotropics • Medical assistant • Weekly Outdoor activities (Local Visit is complimentary, long trips and lunch/dinners will be paid by client/family) • Monthly Out door hoteling/activities (Depend on client insight and withdrawal symptoms) 	5000 Per Day (Sharing of three persons)	Depend on treatment plan and length of total stay at HLPS facility. will be provided in this category no extra charges will be demanded except any comorbid medical issues.	Psychotherapists: Naveed Sultan Psychiatrists: Dr. Athar Munir Medical Officers: Dr. Alam Tab Khan Dr. Ain Us Sehar

hotelings/activities (Depend on client insight and withdrawal symptoms)

	<ul style="list-style-type: none"> • Laundry • Shaving/hair cutting & hair Color if necessary 			
D	<ul style="list-style-type: none"> • Psychological/Psychiatric assessment • Family Sessions • 4 seat room including TV • Separate AC (Inverter) 12 Hours daily • Room temperature water availability • Separate Dining • Separate washroom • Psychotropics • Medical assistant • Shaving/hair cutting 	3500 Per Day Sharing of four persons	<p>Depend on treatment plan and length of total stay at HLPS facility.</p> <p>Facilities will be provided in this category and few necessary medical tests will be extra charged such as drug profiling according to lab standard charges.</p>	<p>Psychotherapists: Naveed Sultan Hadia Sehar,</p> <p>Psychiatrists: Dr. Athar Munir</p> <p>Medical Officers: Dr. Alam Tab Khan Dr. Ain Us Sehar</p>
E	<ul style="list-style-type: none"> • Psychological/Psychiatric assessment • Family Sessions • Room temperature water availability • Separate Dining • Separate washroom • Psychotropics • Medical assistant • Shaving/hair cutting 	2500 per day General Addiction Ward	<p>Depend on treatment plan and length of total stay at HLPS facility.</p> <p>Facilities will be provided in this category and few necessary medical tests will be extra charged such as drug profiling according to lab standard charges.</p>	<p>Psychotherapists: Naveed Sultan Hadia Sehar,</p> <p>Psychiatrists: Dr. Athar Munir</p> <p>Medical Officers: Dr. Ayesha Jehangir Dr. Ain Us Sehar</p>
<p style="text-align: center;">Addiction Rehabilitation Centre B Schizophrenia and Long Term Stay</p>				
E	<ul style="list-style-type: none"> • Psychological/Psychiatric assessment (Brief report) • Family Sessions • Combined dining • Combined washrooms • Psychotropics • Medical assistant • Shaving/hair cutting • Laundry 	60000 Per Month	<p>Depend on treatment plan and length of total stay at HLPS facility.</p> <p>Facilities will be provided in this category and few necessary</p>	<p>Psychotherapists: Hadia Sehar,</p> <p>Counsellors: Hijab Fatima, Rubab Zahra Kashmala Hunzila Areej Kiran</p>

			medical tests will be extra charged such as drug profiling according to lab standard charges.	Psychiatrists: Dr. Athar Munir Medical Officers: Dr. Alam Tab Khan Dr. Ain Us Sehar Psychotherapists: Naveed Sultan Hadia Sehar
F	<ul style="list-style-type: none"> Psychologist OPD fee Online/In person 	4500 Per Session (45 Minutes) OPD Time: 9Am-5Pm Monday to Friday		
G	<ul style="list-style-type: none"> Child Assessment 	30000 Complete Assessment		Child Psychologist: Anam Sehar
H	<ul style="list-style-type: none"> Psychiatrist Consultation Online 	3000		Psychiatrist: Dr Athor Muneer Dr Sami ul Haq
I	<ul style="list-style-type: none"> Psychiatrist Consultation OPD 	4500		Psychiatrist: Dr Athor Muneer

Drugs profile: 7000 One time (For Person with Substance Used Disorder)

Baseline Test: 20000 One time (For all patients)

Transport Charges: Depend on distance.

Within City Rawalpindi/Islamabad: 10000

People for other cities in case of stay per head 5000 will be charged for one night stay without food. Families can bring their food from local hotels. There is one time entry is allowed in Clinic. Medicines and Transportation charges will be included if there is any comorbidity found other than Mental health and addiction issue. For canteen expenses 10% will be extra charge for bringing things from outside.

After Signing Consent form for treatment Charges Can be Deposited at any branch of Bank Alfalah.

Title: Happy Life Psychological Services

Account No: 01481007252652

Bank: Bank Alfalah F-8 Markaz Branch Islamabad

For admission, please click here [Admission](#)

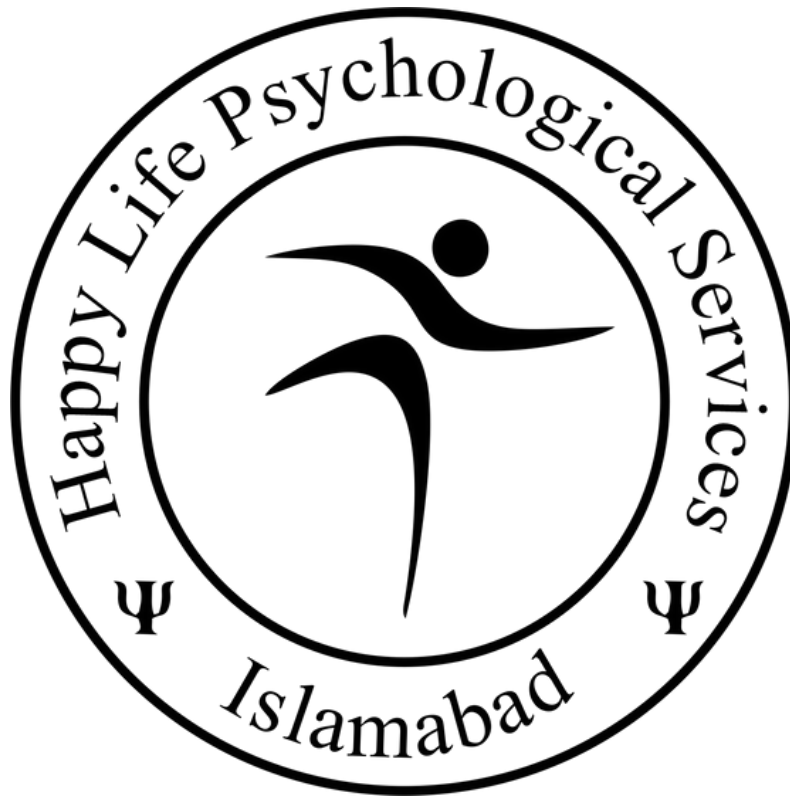
Prepared By:

Naveed Sultan

PhD Psychology (Scholar)

Mental Health Activities Manager HLPS

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