



Consent Form

As a client in clinical psychotherapy, you have certain rights that are important for you to understand because this is your therapy, whose goal is your well-being.

This document is designed to inform you about the management of information that you disclose to your psychologist. Therapy addresses issues of a highly personal nature and it is important for the success of treatment that you have confidence in your psychologist's ability to manage your records responsibly.

Also provided is a detailed description of Primary Care Psychology fees, and our cancellation policy.

Primary Care Psychology Service

As part of providing a psychological service to you, your psychologist will need to collect and record personal information that is relevant to your current situation. Collection of personal information is a necessary part of psychological assessment and therapy.

Purpose of Collecting and Retaining Information

Information is gathered as part of the assessment, diagnosis and treatment of a client's condition, and is seen only by the psychologist. The information is retained in order to document what happens during sessions, and enables the psychologist to provide a relevant and informed psychological service.

Confidentiality

With the exception of certain specific exceptions described below, you have the absolute right to confidentiality of your information. You are assured that all personal information gathered by the psychologist during the provision of the psychological service will remain confidential and secure.



However, it is important to know there are exceptions in which all psychologists are mandated (by law) to break confidentiality. This can occur when:

1. The information you have given to your psychologist is subpoenaed (officially requested) by a court of law
2. Failure to disclose the information would place you or another person at serious risk of harm
3. Your prior approval has been obtained to
 - a) provide a written report to another professional or agency, eg. a GP or a lawyer; or
 - b) discuss the material with another person, eg. a parent or employer

Exchange of Client Information

There may be times where, as part of the assessment and therapy process, it may be helpful for your psychologist to liaise with other people or agencies that are relevant to your therapy goals (eg., your GP, specialist, parent, WorkCover, etc.).

Please note that if you intend to claim rebates from Medicare or another organisation (such as WorkCover or TAC) then your psychologist must provide summary reports to external agencies regarding your treatment progress. Under the Medicare scheme these reports will normally be sent to your GP or psychiatrist.

Accessing your Client Information

The psychology services provided by Primary Care Psychology are bound by the legal requirements of the National Privacy Principles from the Privacy Amendment (Private Sector) Act 2000.

All communications between you and your psychologist become part of your clinical records, which are stored in your client file. Client files are held in a secure filing cabinet that is accessible only by your treating psychologist.



A client has a general right of access to all information in their file, unless one of the exceptions to National Privacy Principle 6 applies. These exceptions restrict access where:

- giving access would pose a serious threat to the physical or mental health of any individual
- giving access would jeopardise the privacy of others
- giving access would hinder any law enforcement activities

If you wish to view and / or have a copy of the material recorded in your file then, by law, it is necessary to make the request in writing and send it to:

Attention: [*name of your treating psychologist*], c/- Primary Care Psychology, PO Box 48, Brighton, Vic., 3186.

Upon receiving your request we will discuss your access options. Please allow 14 days for these arrangements to be made, but we will strive to make your file available earlier if possible.

Fees

We offer three different payment options for a 55 minute consultation. Please tick the box that applies to you:

- \$0 (bulk-billed) for a home / workplace / hospital visit. You must have a valid Mental Health Care Plan from your GP, or a referral from a psychiatrist. Maximum 12 sessions per calendar year.
- \$75 for a home / workplace / hospital visit. You may be able to claim private health insurance rebates.
- \$120 per session at our psychology clinic. If you have a valid Mental Health Care Plan from your GP, or a referral from a psychiatrist, then you will be able to claim a Medicare rebate of \$117.65 per session for a maximum of 12 sessions per calendar year (out of pocket expense is therefore \$2.35). If you are not eligible for Medicare you may use private health insurance or pay the full fee. Please note you cannot use your private health insurance ancillary cover in conjunction with Medicare rebates for psychology services.

Please pay all fees by cash or cheque at the conclusion of each session.



Cancellation Policy

If, for some reason you need to cancel or postpone the appointment, please give your psychologist at least 24 hours notice, otherwise you will be charged a cancellation fee of \$15.00 that will be added to the fee of the next appointment.

As you can understand it is nearly impossible for a psychologist to book a new client at very short notice, and if several clients cancel in one day then the psychologist loses a large amount of their income. Imagine a salaried employee arriving at work and being told they will only be receiving half their salary that day! If you consider the situation in these terms, and also realise that a psychologist must pay substantial clinic room rental fees, then you can understand why we must charge a cancellation fee for missed appointments. Please note that Medicare or health insurance rebates are not applicable to cancellation fees.

Confirmation of Informed Consent

I, *(print name in Block Capitals)*....., have read and understood the above Consent Form.

I agree to these conditions for the psychological service provided by Jonathon Walker from Primary Care Psychology.

Signature

Date

Please Note: *If, after reading this page you are unsure of what is written, please discuss it with your psychologist before signing.*

Psychologist Signature

Date