

# Information and Consent Form

Please read the following information carefully as it contains important details regarding your rights and responsibilities as a client of the psychologist. If you consent to the policies and procedures detailed below, please sign this form and bring it to your first appointment. If you choose not to do so, we will be unable to provide services.

## Psychological Service

As part of providing a psychological service to you, Jessica Saville will need to collect and record personal information from you that is relevant to your current situation. This information will be a necessary part of the psychological assessment and treatment that is conducted. You do not have to give all your personal information, but if you don't, this may mean the psychological service may not be able to be provided to you.

## Purpose of collecting and holding information

The information is gathered as part of the assessment, diagnosis and treatment of the 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.

## Access to Client Information

At any stage you as a client are entitled to access to the information about you kept on file, unless the relevant legislation provides otherwise. The psychologist may discuss with you appropriate forms of access.

## Privacy Legislation

Psychological services are bound by the legal requirements of the Australian Privacy Principles as set out in the Privacy Act 1998 (Cth). Upon request, you can obtain a copy of these principles, which describe your rights and how your information should be handled.

## Privacy Concerns

If you have any concerns regarding the management of your personal information please inform the psychologist. If you wish to lodge a formal complaint about the use of your personal information, you may do so with the Office of the Australian Information Commissioner by phone on 1300 363 992, online at <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint> or by post to: Office of the Australian Information Commissioner, GPO Box 5218, Sydney, NSW 2001.

## Confidentiality

Clients' personal information gathered during the provision of the psychological service will remain confidential except when:

1. It is subpoenaed by a court, or disclosure is otherwise required or authorised by law; or
2. Failure to disclose the information would in the reasonable belief of the psychologist place you or another person at serious risk to life, health or safety; or

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, health provider, or third party funder; or
  - c) disclose the information in another way; or
  - d) disclose to another professional or agency (eg. your GP) and disclosure of your personal information to that third party is for a purpose which is directly related to the primary purpose for which your personal information was collected.

A note on Medicare Reporting: As part of a Medicare referral (as is usual for Mental Health Care Plans), a brief report is required to be forwarded to your referring GP, usually after 6 sessions (in some instances earlier), and at the completion of sessions. Approval of further sessions is determined by your GP following your review with him or her.

## Charter for Clients of Psychologists

A copy of the APS Charter for Clients of Psychologists can be provided on request and details of the charter, which explains your rights as a client of a psychologist, will be explained during your initial appointment.

## Social Media Guidelines and Email Communication

As a client of Jessica Saville, you may choose to communicate via e-mail. However, please note that the security of internet e-mail may be unreliable. By sending confidential or sensitive e-mail messages which are unencrypted you accept the risks of such uncertainty and possible breach of confidentiality or privacy over the internet.

Email communication is used by Jessica Saville for scheduling appointments, sending invoices and responding to general client enquiries. Email communication for these purposes is set as a the default mode of communication in the online practice management system used. Please inform Jessica if you do not wish to receive communication via email and an alternative method of communication can be determined. Please note that treatment is not provided via email communication, however Jessica may contact you via email to provide resources and notes relevant to your treatment should you consent to email communication.

An information handout on social media guidelines will be provided prior to or during your initial session for information about the Antenatal and Postnatal Psychology Network's use of social media.

## Fees and Payments

Different psychological services are billed at different rates, however, the maximum rate an individual will be charged is the current recommended rate for psychological services published by the Australian Psychological Society (APS). As at 1st July 2021 to 30th June 2022, this is \$267.00 per 50 minute session.

Jessica's fees are less than the recommended rate. Effective as of 1st July 2021, clinical consultations for individuals are charged at \$215 per 50 minute session. This rate also applies to any other billable time accrued during the provision of the service(s) requested, for example, writing letters or reports and consulting with third parties outside of Medicare requirements.

If you have a Mental Health Care Plan in place, effective as of 1st July 2021 the Medicare rebate for a standard 50 minute clinical psychology consultation is \$129.55. The number of rebated sessions you are eligible for is determined in consultation with your referring practitioner, typically up to a maximum of 10 sessions per calendar year.

Most private health funds provide rebates for psychological services depending upon your level of cover. For clients with private health insurance, please contact your provider to enquire about rebates you may be eligible for.

### Payment Methods

Payments are accepted by debit and credit card using Medipass, a secure digital payment system. Please note cash or personal cheques are not accepted. Payment in full is required at the time of consultation.

### Cancellation Policy

If for some reason you need to cancel or postpone the appointment, please provide at least 24 hours notice, otherwise you may be charged a cancellation fee.

Please print name in BLOCK CAPITALS

I, .....,  
have read and understood the above Consent Form. I agree to these conditions for the psychological service provided by Jessica Saville. I have also received an information handout on social media guidelines

Signature ..... Date .....

**Please note:** If, after reading this page you are at all unsure of what is written, please discuss it with the psychologist.