

Client Information

Title: Mr ☐ Mstr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Preferred Pronouns (optional)

Surname First Name

Preferred Name

Date of Birth Gender: Male ☐ Female ☐ Other ☐

Contact Number Email Address

Street Address

Suburb State Postcode

Medical Information

GP Name and Practice Location

Medicare Card Number Reference Number Expire Date

Health fund name

Membership number

Emergency Contact and Next of Kin

Emergency Contact Relationship to Client

Mobile Phone Phone

How did you first hear about TAS Psychology?

Details

Do you consent to receiving SMS appointment reminders? YES ☐ NO ☐

Informed Consent

- ☐ I confirm that I have read the cancellation policy and understand that failure to provide at least 48 hours' notice will result in a cancellation fee.
- ☐ I have read the TAS PSYCHOLOGY Privacy Policy and am aware of the limits of confidentiality including the requirement to disclose information when required or authorised by law, or to prevent or lessen a serious and/or imminent threat to somebody's life, health, or safety or to public health or public safety.

- ☐ I give permission for TAS PSYCHOLOGY to communicate with my referring medical practitioner, e.g., GP, Psychiatrist, or another medical specialist.

Note: it is a requirement of Medicare, under a Mental Health Care Plan, that TAS PSYCHOLOGY communicates with your referring medical practitioner.

- ☐ Further, I also give permission for communication with the following people regarding my mental health treatment.

☐ Parent or Guardian

☐ Other (Please list below).

Form Completion

Client Signature: _____ Date: _____

Are you completing this form on behalf of the client? Yes ☐ No ☐

Parent or Guardian Signature: _____ Date: _____

Consent Form

Psychological service

As part of providing a psychological service intervention and assessment to you, Tracy Stephens at TAS PSYCHOLOGY, needs to collect and record personal information from you that is relevant to your situation, such as your name, contact information, medical history, and other relevant information as part of providing psychological services to you.

This collection of personal information will be a necessary part of the psychological assessment and treatment that is conducted.

Purpose of collecting and holding information

Your personal information is gathered as part of your assessment and treatment, is kept securely and, in the interests of your privacy, used only by your psychologist, and the authorised personnel of the practice (as necessary) and any authorised service provider in accordance with the practice's policies and procedures. Your personal information is retained to document what happens during sessions and enables the psychologist to provide a relevant and informed psychological service to you. A more detailed description is provided in the practice's "Privacy policy for management of personal information", attached. The Privacy Policy contains information about how to access and seek correction of your personal information, and how to lodge a complaint about our management of your personal information.

Consequence of not providing personal information

If you do not wish for your personal information to be collected in a way anticipated by this letter or the Privacy Policy, TAS PSYCHOLOGY may not be able to provide the psychological service to you. You may request to be anonymous or to use a pseudonym unless it is impracticable for TAS PSYCHOLOGY to deal with you or if TAS PSYCHOLOGY is required or authorised by law to deal with identified individuals. In most cases it will not be possible for you to be anonymous or to use a pseudonym.

Access to client information

At any stage you are entitled to access your personal information kept on file, subject to exceptions in the relevant legislation. The psychologist may discuss with your different possible forms of access.

Disclosure of personal information

All personal information gathered by the psychologist 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 TAS PSYCHOLOGY 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. e.g., a GP or a lawyer; or
 - b) discuss the material with another person, e.g., a parent, employer, health provider or third-party funder; or
 - c) disclose the information in another way; or
 - d) disclose to another professional or agency (e.g., 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.

Your personal information is not disclosed to overseas recipients, unless you consent, or such disclosure is otherwise required by law. Your personal information will not be used, sold, rented, or disclosed for any other purpose.

If unauthorised access, disclosure, or loss of a client's personal information occurs, TAS PSYCHOLOGY will activate its data breach plan and use all reasonable endeavours to minimise any risk of consequential serious harm.

Fees

Appointment Type	Duration	Fee
Non-MBS Rebated Services		
Standard Fees - Initial	50 mins	\$255
Standard Fees – Follow-up	50 mins	\$240
MBS Rebated Services		
Standard Fees - Initial	50 mins	\$210
Standard Fees – Follow-up	50 mins	\$195
Short Review	30 mins	\$130
Psychometric Testing and Assessment and Report	-	\$2500

Fee are payable at the start of the session by debit or credit card only.

Cancellation Policy

If, for some reason you need to cancel or postpone your appointment, please give the psychologist at least 48 hours' notice, otherwise you will be charged the cost for the session.

APS Charter for Clients of Psychologists

The attached Charter explains your rights as a client of a psychologist.

I, *(print your name in Block Capitals)*, have read and understood this Consent Form. I agree to the above conditions for the psychological service provided by Tracy Stephens at TAS PSYCHOLOGY.

Privacy Policy

Client information

Client files are held in a secure electronic document management system which is accessible only to authorised employees or any authorised service provider in accordance with the practice's policies and procedures. The information on each file includes personal information such as name, address, contact phone numbers, medical history, and other personal information collected as part of providing the psychological service.

How clients' personal information is collected.

A client's personal information is collected in a number of ways during psychological consultation with TAS PSYCHOLOGY, including when the client provides information directly to TAS PSYCHOLOGY using hardcopy forms, correspondence via email, when the client interacts directly with TAS PSYCHOLOGY employees such as the receptionist, and when other health practitioners provide personal information to TAS PSYCHOLOGY via referrals, correspondence and medical reports.

Consequence of not providing personal information

If the client does not wish for their personal information to be collected in a way anticipated by this Privacy Policy, TAS PSYCHOLOGY may not be in a position to provide the psychological service to the client. In some circumstances, clients may request to be anonymous or to use a pseudonym, unless it is impracticable for TAS PSYCHOLOGY to deal with the client or if TAS PSYCHOLOGY is required or authorised by law to deal with identified individuals.

Purpose of holding personal information

A client's personal information is gathered and used for the purpose of providing psychological services, which includes assessing, diagnosing, and treating a client's presenting issue. The personal information is retained in order to document what happens during sessions and enables the psychologist to provide a relevant and informed psychological service.

Disclosure of personal information

Clients' personal information will remain confidential except when:

1. it is subpoenaed by a court, or disclosure is otherwise required or authorised by law;
2. failure to disclose the information would in the reasonable belief of the TAS PSYCHOLOGY place a client or another person at serious risk to life, health, or safety; or
 - a) the client's prior approval has been obtained to:
 - b) provide a written report to another agency or professional, e.g., a GP or a lawyer; or
 - c) discuss the material with another person, e.g., a parent, employer, health provider, or third-party funder; or

- d) disclose the information in another way; or
- e) disclose to another professional or agency (e.g., 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 client's personal information is not disclosed to overseas recipients unless the client consents or such disclosure is otherwise required by law. Clients' personal information will not be used, sold, rented, or disclosed for any other purpose.

In the event that unauthorised access, disclosure, or loss of a client's personal information occurs TAS PSYCHOLOGY will activate its data breach plan and use all reasonable endeavours to minimise any risk of consequential serious harm.

Requests for access and correction to client information

At any stage clients may request to see and correct the personal information about them kept on file. The psychologist may discuss the contents with them and/or give them a copy, subject to the exceptions in the Privacy Act 1988 (Cth). If satisfied that personal information is inaccurate, out of date or incomplete, reasonable steps will be taken in the circumstances to ensure that this information is corrected. All requests by clients for access to or correction of personal information held about them should be lodged with Tracy Stephens. These requests will be responded to in writing within 30 days, and an appointment will be made if necessary for clarification purposes.

Concerns

If clients have a concern about the management of their personal information, they may inform Tracy Stephens. Upon request they can obtain a copy of the Australian Privacy Principles, which describe their rights and how their personal information should be handled. Ultimately, if clients wish to lodge a formal complaint about the use of, disclosure of, or access to, their personal information, they may do so with the Office of the Australian Information Commissioner by phone on 1300 363 992, online at <https://www.oaic.gov.au/privacy/privacy-complaints/lodge-a-privacy-complaint-with-us> or by post to:

Office of the Australian Information Commissioner, GPO Box 5288, Sydney, NSW 2001.



Charter for clients of APS psychologists

All psychologists are legally required to be registered in Australia, which means your psychologist is registered with the Psychology Board of Australia. Your psychologist is also a member of the Australian Psychological Society, the largest professional organisation for psychologists in Australia. These safeguards mean that your psychologist is properly trained and ensures that you receive high quality, ethical service.

As a client of an APS psychologist, you have a right to expect that:

- You will be treated with respect at all times
- Your cultural background and language tradition will be respected
- You will be given a clear explanation of the services you will receive
- You will be asked to give your consent for any service provided by your psychologist prior to the service commencing and as it progresses
- You will receive an explanation about the confidentiality of the service and the exceptional situations where your confidentiality may not be protected
- You will receive a clear statement about fees for your psychologist's services
- There will be a discussion about the estimated number of sessions required to achieve your goals
- You will receive skilled and professional services from your psychologist
- There will be clear goals that you and your psychologist are working toward
- You can ask any questions about the service you are receiving.

NOTE:

If you have any concerns about the above matters, discuss them with your psychologist. If you have concerns about the conduct of your psychologist, you may call either the Psychology Board of Australia on 1300 419 495, or the Australian Psychological Society on (03) 8662 3300.