



# Transformative Psychology

helping people transform their lives

## Consent Form (Private & Confidential)

### Psychology Service

Your psychologist will need to collect and record personal information from you that is relevant to your present situation and the psychology service being provided to you. You do not have to give all your personal information, only that which is relevant to providing the psychology service to you.

### Purpose of collecting and recording information

The information is gathered as part of the assessment, diagnosis (when required) and management / treatment of your condition. This is seen only by your psychologist. The information is retained securely in order to document what happens during consultations, enabling your psychologist to provide a relevant and informed psychology service.

Please refer to the 'Management of Personal Information Policy' for further information. This 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. It is provided as a separate document.

### 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 'Management of Personal Information Policy', Charles Thermos may not be in a position to provide the psychology service to you. You may request to be anonymous or to use a pseudonym, unless it is impracticable for Charles Thermos to deal with you or if he 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, however if Charles Thermos agrees to you being anonymous or using a pseudonym, you must pay consultation fees at the time of the appointment.

### Disclosure of personal information

All personal information gathered by your psychologist will remain confidential, private and secure except when:

1. it is subpoenaed by a court, or disclosure is otherwise required by law; or
2. failure to disclose the information would in the reasonable belief of Charles Thermos place you or another person at serious risk to life, health or safety; or
3. your prior approval has been obtained to provide a written report or verbal communication to another professional or agency (e.g. medical practitioner or lawyer), or to discuss the material with another person (e.g. a parent, employer, health provider, or third party funding provider); or
4. it is a requirement through a particular program that a progress report is sent by Charles Thermos to a medical practitioner or when information about my mental health and well-being needs to be shared between Charles Thermos and my GP to assist in the management of my health (e.g. Medicare Better Access Program); or when a progress report, if required, is sent to a third party funding the service (e.g. Transport Accident Commission (TAC), Victorian WorkSafe Authority (VWA), Department of Veterans' Affairs (DVA)).

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.

### Access to Client Information

As a client of a psychologist you are entitled to access information about you that is kept on file at any stage, unless the relevant legislation stipulates otherwise. Your psychologist may discuss appropriate forms of access with you.

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**Consent Form** (cont.) (Private & Confidential)

**Fees**

The current fee for a one hour consultation (usually around 55 minutes) is \$165.00 for an individual or \$185.00 for a couple / group, which is payable before or at the end of the consultation by cash, bank transfer or cheque. A tax invoice will be issued once payment has been received. If full or part payment is covered by a third party (e.g. TAC, VWA, DVA, VACU), then Charles Thermos will inform you of fee details and processes.

**Cancellation Policy**

If a consultation needs to be cancelled, postponed or rescheduled, please give Charles Thermos a minimum of 48 hours notice, otherwise you will be charged the full consultation fee, unless the consultation can be offered to another person or if it is a medical emergency (a letter from your medical practitioner will be required). If you do not attend at all you will be charged the full consultation fee.

For Medicare and other third party funded psychology services, a consultation cannot be used to cover a cancelled consultation. A cancelled consultation cannot be counted as one of your allowable Medicare psychology services. All Medicare psychology services need to be delivered in person.

A cancelled consultation without the minimum of 48 hours notice required that is funded by a third party funded psychology service (e.g. TAC, VWA, DVA, VACU) will be incurred by you.

Please refer to the 'Professional Fees, Rebates and Cancellation Policy' for further information. This is provided as a separate document.

**Charter for Clients of Psychologists**

You are encouraged to read the attached Charter which explains your rights as a client of a psychologist.

**Please Note:** If after reading this document you have any questions or are still unclear about what is written please discuss this with Charles Thermos prior to or at your first appointment.

**Consent**

I, (print name.....), have read and understood and accept the above Consent Form. I agree to these conditions for the psychology service provided by my psychologist Charles Thermos.

I have received a copy of the documents 'Management of Personal Information Policy' and 'Professional Fees, Rebates and Cancellation Policy'.

**Client signature** ..... **Date** .....

I, **Charles Thermos**, have discussed the Consent Form with the client mentioned in this form and I am satisfied that the client understands and accepts its contents.

**Psychologist signature**..... **Date**.....