

Consent Form – Outside the clinic

Psychological Service

As part of providing a psychological service to you, Dr Aimee Maxwell 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. Contact between sessions shall be via secure private email/text.

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. Your information is securely stored in accordance with the Privacy Act; client records will be destroyed after 7 years or, if the client is a minor, files will be destroyed once minor clients are 25 years of age.

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.

Confidentiality

The psychologist agrees to comply with relevant Australian privacy laws regarding the transmission of electronic communication, but there are some limits of confidentiality. All personal information gathered by the psychologist during the provision of the psychological service will remain confidential and secure except where:

1. It is subpoenaed by a court; or
2. Failure to disclose the information would place you or another person at serious and imminent risk; 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 or employer; or
4. If disclosure is otherwise required or authorised by law.

Fees

The session fee for a 50-minute out-of-office consultation is \$215. Travel costs are as agreed, or \$35/10 mins pro-rata. Payment details will be stored on file and accounts are to be settled at the end of each session unless prior arrangements have been approved. The first 10 minutes of phone calls are free, thereafter the cost is \$55/15 mins (excludes administrative calls).

Cancellation Policy

If, for some reason you need to cancel or postpone the appointment, please provide at least 24 hours' notice, otherwise you will be charged the full cost of the session. This fee will be processed against the card on file.

By signing this form, I certify:

- That I have read or had this form read and/or had this form explained to me
- That I fully understand its contents.
- That I have been given ample opportunity to ask questions and that any questions have been answered to my satisfaction.

Charter for Clients of Psychologists

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

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 Dr Aimee Maxwell.

Signature _____

Date _____