

Consent Form

Guide to using this document

The APS has created this resource to help members adapt to the requirements of the Private Sector Provisions of the Commonwealth Privacy Act (1988), which came into effect on 21 December 2001, the Victorian Health Records Act (2001) – effective from 1 July 2002, and the NSW Health Records and Information Privacy Act (2002) – effective from 1 September 2004 and the ACT Health Records (Privacy and Access) Act (1997).

Please note that the Private Sector Provisions of the Commonwealth Privacy Act (1988) apply only to the private sector. The NSW Health Records and Information Privacy Act (2002), the ACT Health Records (Privacy and Access) Act 1997 and the Victorian Health Records Act (2001) apply generally to both the public and private sector.

This document is not a complete expression of members' obligations under the above legislation. More information regarding the legislation is available from the following websites:-

- Commonwealth - www.privacy.gov.au
- Victoria - www.health.vic.gov.au/healthrecords
- NSW - www.lawlink.nsw.gov.au
- ACT - www.legislation.act.gov.au/a/1997-125

The document is in the form of a template, which needs to be customised to your own practice. Search for the quotation marks, which are prompts for you to customise the document. **Be sure to add your own letterhead details.** You may expand the document as necessary to suit the requirements of your practice.

“Letterhead with Contact details”

Consent Form

Psychological Service

As part of providing a psychological service (“*describe type of service*”) to you, (“*insert name of psychologist*”) 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. (“*Describe the type of psychological services provided if different from above*”). 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, (“*or insert relevant description of psychological service provided*”) 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.

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. eg. a GP or a lawyer; or
 - b) discuss the material with another person, eg. a parent or employer;

or if disclosure is otherwise required or authorised by law.

Fees

The cost of a one hour consultation (*usually around “AA” minutes*) is \$XX, which is payable at the end of the session by (“*insert your payment options*”).

Cancellation Policy

If, for some reason you need to cancel or postpone the appointment, please give me at least “xx hours/ yy days” notice, otherwise you “may/ will” be charged the cost for the session.

Charter for Clients of Psychologists

The attached 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 (“*insert name of psychologist*”).

Signature Date

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