



## Confidential Parent Consent & Information Form

### Child Details:

Full Name:		DOB:	/	/
Address:		Postcode:		
Email:				
Phone:				
How did you find out about Looking Glass Psychology?:				

### Medical Details:

Referring GP:		Practice Name:		
Practice Address:		Practice Phone:		
Medicare No:		IRN: #	Expiry:	/

### Parent/Carer Details:

Parent/Carer 1 Name:		Parent/Carer 2 Name:		
Address:		Address:		
Phone:		Phone:		
Email:		Email:		
Parent/Carer who will be Medicare claimant:				
Medicare No:		IRN:	Expiry:	/
Are there any legal matters relating to the child? Y / N If yes, please provide details:				

### School Details:

School:		Phone:	
Teacher Name:		Grade:	

## **Psychological service**

As part of providing a psychological service to you, Looking Glass 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). Your personal information is retained in order 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", which can be obtained by contacting [admin@lookingglasspsychology.com.au](mailto:admin@lookingglasspsychology.com.au). 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, Looking Glass Psychology may not be in a position to provide the psychological service to you. You may request to be anonymous or to use a pseudonym, unless it is impracticable for Looking Glass Psychology to deal with you or if Looking Glass 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, however if the Looking Glass Psychology agrees to you being anonymous or using a pseudonym, you must pay consultation fees at the time of the appointment.

## **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 you 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
2. failure to disclose the information would in the reasonable belief of the Looking Glass Psychology place you or another person at serious risk to life, health or safety; or
3. your prior approval has been obtained to
4. provide a written report to another professional or agency. e.g., a GP or a lawyer; or
5. discuss the material with another person, eg. a parent, employer or health provider; or
6. disclose the information in another way; or
7. you would reasonably expect your personal information to be disclosed 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; or
8. disclosure is otherwise required or authorised by law.

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.

## **Social contact**

Psychologists employed at Looking Glass Psychology may live in the local area. Due to professional ethics Looking Glass Psychology Psychologists do not connect via social media or personally with clients outside of their professional work role. Were you/or your child (within age appropriate limits and expectations) and Looking Glass Psychology Psychologists to encounter each other in the community (e.g., at school or community event) Looking Glass Psychology Psychologists will respect your privacy and not greet you personally, but will be polite and respectful, interacting in a manner appropriate to the situation. This

encounter can then be discussed in the next session or you may choose to call to discuss if no session is planned. If such an encounter appears likely, your Looking Glass Psychology Psychologist will discuss this with you in more detail.

**Crisis Support**

This private psychology service does not have capacity to respond to crises. Please discuss your needs openly with your psychologist to ensure you have access to the support you need in between session.

**Fees**

The Australian Psychological Society’s recommended fee for a standard 45-60 minute consultation is \$246. However at Looking Glass Psychology, we are committed to providing a community-minded service so have set our standard consultation fees at the following rates:

Daytime (9am-3pm):	\$165	Couples:	\$190
Evening (4pm- 8pm):	\$175	Weekends and Public Holidays:	\$175
Concession (full-time students and health care card holders):			\$135

Payment may be made at the end of the session by cash or card. If you are eligible for a rebate through Medicare, this may be processed electronically using HealthKit online practice management software. If you are eligible for a rebate through Medicare, WorkCover or TAC, this may be processed electronically using HealthKit online practice management software. Looking Glass Psychology is a registered provider of services through the National Disability Insurance Scheme.

**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 a \$75 fee.

**APS Charter for Clients of Psychologists**

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

I, \_\_\_\_\_(name), parent/guardian of  
\_\_\_\_\_(child name) have read and understood this Consent Form. I agree to the above conditions for the psychological service provided by Looking Glass Psychology.

Signature ..... Date / /

Please note: If, after reading this form you are at all unclear about any of the information provided, please contact the psychologist prior to your appointment.