

# Statement of Informed Consent

Dr Tim Edwards-Hart  
Clinical Psychologist

DPsych, BAppSci(Psych)(Hons), GradDipBehavSc, GDipAdolHlthWelf

## Recording and storage of information

As part of providing a psychological service, Dr Tim Edwards-Hart will need to collect personal information from you. This information is a necessary part of the psychological assessment, counselling or therapy conducted.

*Case files:* Local electronic information is maintained on an encrypted hard-drive that can be remotely wiped. Paper documents are kept securely onsite. Archived paper files will be scanned for electronic storage and the original then securely shredded.

*Online:* Online electronic information is securely managed by Halaxy. Halaxy provides a range of services including booking, email & SMS reminders, invoicing, credit card billing, clinical notes, correspondence and Medicare claim processing. Further information is available at [halaxy.com](http://halaxy.com). Telehealth services are provided by Halaxy and CoviU – see [halaxy.com](http://halaxy.com) and [coviU.com](http://coviU.com) for detail. Secure online backup and file sharing is provided by [sync.com](http://sync.com).

for adults, adolescents  
& their families

[www.edwardshart.com.au](http://www.edwardshart.com.au)  
[tim@edwardshart.com.au](mailto:tim@edwardshart.com.au)

410/1 Princess St  
Kew, Vic 3101

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F +61 3 9957 0351

Medicare Provider: 4491422B  
ABN: 28 292 104 214

## Client access to recorded information

You may request to view, update, and/or have copies of content recorded in your file (depending on the nature of your request, fees may apply). An explanation will be given if all the requested content cannot be provided.

Further information about your rights can be obtained from the Victorian Health Complaints Commissioner (HCC). You may also submit a complaint to the HCC if you are dissatisfied with the use of, or access to, your personal information. The HCC can be contacted online at [hcc.vic.gov.au](http://hcc.vic.gov.au) or by telephone on 1300 582 113.

## Confidentiality

All personal information gathered during the provision of psychological services will remain confidential and secure except when

1. you have given approval to
  - a) discuss material with another person; or
  - b) provide a written report to another person or organisation; or
2. failure to disclose the information would place you and/or another person at risk; or
3. it is subpoenaed by a Court.

For services provided under a Medicare referral, Dr Edwards-Hart is required to provide progress reports to the referring medical practitioner. These reports will include a brief summary of assessment, therapy and recommendations.

## Fees & Cancellation Policy

Common appointment fees are listed at [edwardshart.com.au](http://edwardshart.com.au) and fees will be explained prior to the provision of the relevant product or service. Consultation fees are updated on 1 July each year and are based on the *National Schedule of Fees* published by the Australian Psychological Society. Concession fee reductions must be requested in advance and are dependent on availability.

Unless alternative arrangements are requested, invoices are payable by credit card or debit card (MasterCard, Visa or American Express) and payment will be processed via Halaxy. Where applicable, Medicare rebates will be processed on your behalf through Halaxy.

Appointments cancelled or postponed within 24 hours of their scheduled start time will be billed in full. Please note that Medicare rebates cannot be claimed for missed appointments.

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*I have read and understand the above Consent Form. I agree to these conditions for the psychological services provided by Dr Tim Edwards-Hart.*

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
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Psychologist: Dr Tim Edwards-Hart \_\_\_\_\_