

# STATEMENT OF INFORMED CONSENT

## **Dr Tim Edwards-Hart**

Clinical Psychologist  
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www.edwardshart.com.au

## **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 in a secure filing cabinet.

*Audio recordings:* Dr Edwards-Hart records all clinical sessions. These recordings are accessible only to Dr Edwards-Hart and are kept on an encrypted hard-drive.

*Online:* Online electronic information is securely managed by HealthKit. This Australian e-health company 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 [healthkit.com](http://healthkit.com).

## **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 Office of the Australian Information Commissioner (OAIC). You may also submit a complaint to the OAIC if you are dissatisfied with the use of, or access to, your personal information. The OAIC can be contacted online at [oaic.gov.au](http://oaic.gov.au); by post at GPO Box 5218, Sydney, NSW 2001; or by telephone on 1300 363 992.

## **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 (e.g. teacher, doctor, family member, etc); or
  - b) Provide a written report to another person or organisation (e.g., a school, GP, solicitor, etc); 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, focus of therapy, key outcomes and recommendations.

## **Fees & Cancellation Policy**

Standard Consultation fees are updated each July and are based on the *National Schedule of Fees* published by the Australian Psychological Society. Holders of a Health Care Card may be eligible for a Concession Consultation fee (based on the Medicare Scheduled fee for 50+ minutes of Psychological Therapy). Current fees for a standard 50 minute appointment are listed at [edwardshart.com.au](http://edwardshart.com.au). All fees will be explained prior to the provision of the relevant product or service.

Accounts are payable by cash, cheque or credit card (MasterCard or Visa) at the end of each appointment or by automated credit card billing via HealthKit. Where applicable, Medicare rebates can be processed on your behalf through HealthKit.

Please provide at least 24 hours notice if you need to reschedule; 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.

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

Name: _____	Signed: _____	Date:    /    / _____
_____	_____	/    / _____
_____	_____	/    / _____
Psychologist: Dr Tim Edwards-Hart	_____	/    / _____