**Tikvah Clinic**

**Information Sheet and Consent Form**

**Psychological Service**

Welcome to Tikvah Clinic – Centre for Eating Disorder Recovery. Below is a consent form detailing standard practices with respect to personal information, confidentiality, fees and cancellation policy. A 60-minute initial assessment will be scheduled for each new client. Standard ongoing sessions are scheduled for 50-minutes. If you are attending for your child, it is strongly recommended that both parents attend sessions.

**Purpose of collecting and holding information**

As a necessary part of the psychological assessment and treatment provided to you, personal information relevant to your situation will be collected. This information is retained in order to document what happens during sessions, and enable your practitioner to provide a relevant and informed psychological service. Only your practitioner will see your information.

**Privacy and 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:
	1. provide a written report to another professional or agency. E.g,. a GP or a lawyer; or
	2. discuss the material with another person, eg. a parent, scchool, employer or health provider; or
	3. Disclose the information in another way
4. Disclosure of your personal information to that third party is for the purpose of ongoing correspondence back to the referrer (e.g., GP, paediatrician or psychiatrist) as per your MHTP or EDP.

**Fees**

Payment is due on the day of the appointment. Please speak to your practitioner about session fees. At the end of the initial assessment, credit card details will be entered and stored in our secure system for ease of payment for future sessions or in the event that a late cancellation fee needs to be charged.

Clinical notes and basic communication with referrers or other relevant health professionals is included within the session fees. However additional reports, documentation, school meetings or extended phone consultations may trigger additional fees.

**Cancellation Policy**

Please be aware that there is a strict 48-hour cancellation policy or 50% of the session fee is charged. Less than 24 hours’ notice will incur 100% of the session fee. A text message or email with a notice to postpone or cancel your appointment will suffice. Please note that Medicare or health insurance rebates are not applicable to cancellation fees.

**Medicare Rebate**

In order to be eligible for Medicare rebates you will need a Mental Health Treatment Plan (MHTP) or Eating Disorder Management Plan (EDP) from your General Practitioner (GP). Please email a copy of this referral or bring it in person to your assessment. The Scheduled Benefit rebate from Medicare that is claimable for clinical psychology services are currently $128.40 for each session. Your practitioner might be able to organise your rebate on your behalf or you might need to take your paid invoice to Medicare to receive your rebate. Some clients may be eligible for rebates with their Private Health fund. Please contact your fund directly to determine your eligibility.

Mental Health Treatment Plan

A MHTP allows you to claim up to 10 sessions per calendar year (an initial 6 sessions and then a further 4 following a review with your GP). There are currently provisions for an additional 10 sessions per year (making 20 in total) for eligible clients impacted by the COVID-19 pandemic. Please discuss your eligibility with your GP

Eating Disorder Management Plan

An EDP allows you to claim up to 40 sessions in a 12-month period following the start date of an EDP. Your GP will determine if you are eligible for an EDP.

A review by a GP is required after sessions 10, 20 and 30 of the EDP and a review by a psychiatrist or paediatrician is required by session 20 of the EDP. Reviews can be completed any time prior to the cut off session. For instance, the psychiatrist or paediatrician review can be completed any time up until or after session 20. However, an individual cannot access more than 20 sessions if they have not completed a psychiatrist or paediatrician review.

Due to long wait times for appointments with a psychiatrist or paediatrician, I encourage you to obtain a psychiatrist or paediatrician referral early in your EDP and book an appointment as soon as possible. It can always be cancelled if no longer required at a later stage.

**COVID-19- Telehealth sessions**

If you are unwell on the day, please get in touch via SMS and we can arrange to do a Telehealth consultation instead.

**Acknowledgement of Consent**

By completing this consent form, you acknowledge that you have read the policies and procedures outlined above and agree to these conditions.

Signature ……………………………………………………………. Date …………………………………………………

If you have any questions or concerns about the information above please feel free to contact your practitioner.

We look forward to meeting you at Tikvah Clinic.