

melbourneprocessworkcentre

CLIENT INFORMATION & THERAPY AGREEMENT

Please complete the following:

Client name DOB:

Home Phone No. Mobile No.

Address.....

Email

Emergency contact name Contact No.

Please read the following information about these therapy services. If anything is unclear, please ask and we can discuss it. If it makes sense and you agree, please sign and date in the space provided at the bottom of the second page.

CONFIDENTIALITY: All information shared in therapy sessions is confidential except when;

- It is subpoenaed by a court – I will let you know if this happens
- To not share the information would put you or another person in physical danger – I will try to discuss this with you before sharing my concerns with someone else i.e. GP, police if possible
- You want me to share/discuss some information with someone else, e.g. GP, psychiatrist, lawyer, parent, partner, employer
- For the purposes of clinical supervision – no identifying details are disclosed in supervision.

MANAGEMENT OF CLIENT INFORMATION: I collect personal information including name, address and emergency contact information, plus other details that help me provide a relevant and informed service. I may also make notes during sessions. You can ask to see the information I store about you and I will give you copies within ten working days. Client information is stored in a locked filing cabinet.

FEES: Unless otherwise negotiated, fees for individual clients are \$130 per session. For couples+ the fee is \$160 per session. All sessions run for 50 minutes. From time to time fees may increase. You will be given two months notice of any fee changes.

METHOD OF PAYMENT: Face to face sessions can be paid by cash, credit or debit card at the end of the session. Skype sessions can be paid via direct debit, PayPal, or credit card. Further sessions cannot be conducted if fees from previous sessions are outstanding. I can provide a receipt upon payment.

CANCELLATIONS: I have a 24 hour cancellation policy which means if you cancel a session with less than 24 hours notice, or you just don't show up, you still need to pay the full session fee.

LATE ARRIVAL: Your session cannot be extended beyond the scheduled finish time for any reason, nor will partial discounts/refunds be offered if you are late. If I am late for our session, you will have the option to reschedule the session, or have a shorter session with the fee applied pro rata.

COMPLAINTS: If you believe I have breached my ethical duties and haven't been able to resolve this with me directly, you can lodge a complaint with Australia New Zealand Process Oriented Psychology via email: admin@anzpop.org or by post: ANZPOP Inc, PO Box 229, New Town, TAS 7008, Australia.

Signed

Date: