

# Consent for Therapy

**YOU WILL BE ASKED TO SIGN THE FORM BELOW AT YOUR INITIAL SESSION AT SUPPORTIVE THERAPY & SOCIAL WORK. PLEASE FAMILIARISE YOURSELF WITH THE TERMS.**

In order to provide quality assessment and therapeutic services, Supportive Therapy & Social Work will collect and record personal information relevant to your situation.

## **Purpose of collecting and holding information**

Any personal information gathered as part of your assessment and treatment process will be kept securely and, in the interests of your privacy, used only by your counsellor. Your personal information is retained in order to document what happens during sessions, assisting your Counsellor to provide a relevant and informed service to you.

## **Access to client information**

You are entitled to access your personal information kept on file, unless relevant legislation states otherwise. If you require access, please discuss this with your Counsellor.

## **Disclosure of personal information**

Personal information gathered by your Counsellor during the provision of services is considered confidential and will not be disclosed to another party except when:

- your prior approval has been obtained to:
  - a) provide a written report to another professional/agency. eg. GP/Lawyer; or
  - b) discuss your care with another person, eg. Employer or Health Care Provider; or
- it is subpoenaed by a court; or
- failure to disclose the information would in the reasonable belief of your Counsellor place you or another person at serious risk of harm; or
- disclosure is otherwise required by law.

## **Confirmation of Consent**

I \_\_\_\_\_

have read and understood this Consent Form, Special Conditions & Personal Health and Information Collection Statement, and I agree to the above conditions for the services provided by: **Supportive Therapy and Social Work**

Client signature \_\_\_\_\_

Date / /

## Special Conditions

Supportive Therapy & Social Work needs to collect information about you for the primary purpose of providing a quality service to you. In order to thoroughly assess, diagnose and provide therapy, we need to collect some personal information from you. If you do not provide this information; we may be unable to treat you. This information will also be used for:

- a. The administrative purpose of running the practice;
- b. Billing either directly or through an insurer or compensation agency;
- c. Use within the practice if discussing or passing your case to another practitioner within the practice for your ongoing management;
- d. Disclosure of information to your doctors, other health professionals and best possible care for you; and
- e. In the case of insurance or compensation claim it may be necessary to disclose and/or collect information that concerns your return to work to an insurer or your employer.

We do not disclose your personal information to overseas recipients.

Supportive Therapy & Social Work has a Privacy Policy that is available on request and is available in the waiting area. That policy provides guidelines on the collection, use, disclosure and security of your information. The Privacy Policy contains information on how you may request access to, and correction of, your personal information and how you may complain about a breach of your privacy and how we will deal with such a complaint.

To ensure the process of quality treatment provision, information about your assessment results and progress may be given to relevant other service providers, who are involved in your management. These may include your doctor, specialists, insurers, solicitors or employers.

I have read the above information and understand the reasons for the collection of my personal information and the ways in which the information may be used and disclosed and I agree to that use and disclosure.

I understand that it is my choice as to what information I provide and that withholding or falsifying information might act against the best interests of my assessment and therapy progress.

I am aware that I can access my personal and treatment information on request and if necessary, correct information that I believe to be inaccurate.

I understand that if, in exceptional circumstances, access is denied for legitimate purposes, that the reasons for this and possible remedies will be made available to me.

I have been provided with or have been given an opportunity to obtain a copy of (Name of Organisation/Practice) privacy policy.

## Personal and Health Information Collection Statement

Supportive Therapy & Social Work is an independent practice under the ownership of Elena Bishop.

You may contact Supportive Therapy & Social Work by writing to Elena Bishop at 2 Glenlee St, Arana Hills, by emailing [support@supportivetherapysocialwork.com](mailto:support@supportivetherapysocialwork.com) or by calling 0447 015 571. You have the right to gain access to the information held by Supportive Therapy & Social Work about you.

Our Privacy Policy (available upon request) contains information on how you may request access to, and correction of, your personal information and how you may complain about a breach of your privacy and how we will deal with such a complaint.

Supportive Therapy & Social Work needs to collect information about you for the primary purpose of providing quality treatment. In order to fully assess, diagnose and treat you, we need to collect some personal information from you. This information will also be used for the administrative purposes of running the practice such as billing you or through an insurer or compensation agency. Information will be used within the practice for handover if another practitioner provides you with assistance.

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Supportive Therapy & Social Work may disclose information regarding diagnosis or treatment to your Doctor or other treatment providers only with your consent. In the case of insurance or compensation claims, it may be necessary to disclose information and/or collect information that affects your treatment and return to work. Supportive Therapy & Social Work will not disclose your information to commercial companies, however specific service or product information as deemed suitable for your management, may be forwarded to you by us, unless you instruct Supportive Therapy & Social Work not to forward this type of information. Your written consent will be obtained at the start of your treatment in order to carry out the above activities.

Information at Supportive Therapy & Social Work is stored securely and only practice staff has access to it. Supportive Therapy & Social Work takes all reasonable steps to ensure that information collected about you is accurate, complete and up-to-date. You may have access to your information on request and if you believe that any of the information is inaccurate we may be able to amend it accordingly. If you do not provide relevant personal or health information, in part or in full, to Supportive Therapy & Social Work it may result in incomplete assessment. This may impact on the diagnosis and the following therapy that is provided.