



Nicola Albrecht
Clinical Psychologist
ABN 36 895 509 527

Also trading as
**CHILD & ADOLESCENT PSYCHOLOGICAL
ASSESSMENT SERVICES**

INFORMATION & CONSENT FORM

PSYCHOLOGICAL CONSULTATION SERVICES

Referral & Acceptance

Referrals are accepted from medical or allied health professionals. Self-referrals are also welcomed and will be assessed for suitability prior to acceptance, as per the referral process below.

Under the APS Code of Ethics, the psychologist will assess each referral received to determine if this would be considered as an appropriate referral and ensure that referral question falls within the psychologist's current scope of practice & skill set. The final decision regarding acceptance of referrals rests with the psychologist. If it is determined that the assessment, presenting concerns, psychologist, or referral reason is not suitable, this will be conveyed to the parent/s and/or contracting party and the psychologist reserves the right not to engage with the client in this service. The psychologist will endeavour to provide alternative options and recommendations where possible.

Consultation sessions are non-diagnostic or therapeutic – they aim to offer parents an opportunity to explore with the psychologist their concerns regarding their child; to help determine whether further assessment and/or intervention/services may be appropriate. The therapist will provide parents with immediate verbal feedback at the end of the session, including clinical impressions and some basic recommendations (based on information provided and data obtained from any pre-administered screening questionnaires and assessments). Multiple sessions may be indicated in more complex cases.

Purpose of collection and holding of information

The psychologist collects and utilises relevant personal information of the client as part of the assessment and treatment process. Information is held and used in accordance with APS guidelines. Following each session, clinical notes are prepared to document what happens within sessions, to enable the psychologist to provide relevant, ethical, and informed psychological services to the client.

The client reserves the right to access personal information held on file, however this is subject to exceptions in relevant legislations. Should you request access to psychological records, the psychologist will first seek legal and ethical advice to ensure requests are actioned appropriately.

Information collected includes personal information such as your/your child's name/s, contact details, and background history such as social, family, medical, education etc, and any other information relevant to enable provision of psychological services.

Engagement of Services

Please be advised that no Medicare rebates are applicable on this type of service (ie. under mental health care plans) as - generally speaking - assessment services are not covered under the Medicare Better Access scheme (ie. Considered non-therapeutic in nature). Please discuss this with Nicola should you have any queries or wish to clarify this in relation to your individual circumstance.



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Unfortunately, intervention/therapy services are not currently offered via this service.

The cost for the psychological consultation/assessment service is \$320.00 unless otherwise specified. Allow 60 minutes for the interview/assessment session. This rate includes provision for up to three general screening questionnaires via Novopsych, and up to one assessment of executive functioning/adaptive behaviour, (as/if indicated based on presenting concerns).

A brief email summary (dot point format) of recommendations can be provided if requested (at no additional charge). Any additional assessment/questionnaires required will be at an additional cost - All costs will be discussed prior to commencement of any services. Any additional services that require longer than 15 minutes (such as letters, reports, specific resource development, liaising with schools/professionals etc) are billed at a rate of \$55.00 per 15 minutes.

Payment in full will be required at the time of the appointment (or prior).

Payments for completed parts assessments are non-refundable in the event that the client (or our service) chooses to disengage or terminate the assessment process for *any* reason, including child behaviour or legal/ethical reasons.

Payments can be made via direct deposit to:

Child & Adolescent Psychological Assessment Services – Nicola Albrecht
BSB: 062-692
ACCOUNT: 46905127

Please email payment confirmation to Nicola at psychassessments@outlook.com

Credit card payments are also accepted (Visa & Mastercard only).

No cheques accepted, sorry.

Cancellation

Appointment times are precious! Not only is there a huge demand for services, as a small business, late cancellations and no-shows impact us significantly. There is a lot of administrative and preparation work involved outside of clinic-based appointments. As such, cancellation of any booked appointments or assessments must be done by providing a **minimum of 48 hours notice**.

It is extremely important that, if you or your child are unwell, you do not attend face to face appointments. Instead, you are encouraged to contact us as soon as symptoms are noticed, to try and arrange a telehealth session (where appropriate) or discuss rescheduling. For cancellation/rescheduling of sessions due to illness, a minimum of 24 hours notice is required. In the case where insufficient notice or a missed appointment occurs, a cancellation fee of **\$100.00** is payable to cover costs associated with preparation, administration and room rental fees. This includes circumstances where appointments need to be cancelled due to medical reasons. We will always do our best to be accommodating and work around unforeseen circumstances where we can, so please do not hesitate to contact Nicola about this if you have any queries.



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Please note that cancellation or reschedule of appointments on more than two occasions may mean that your child is placed back on to the waitlist for service.

Confidentiality and Reporting

Our service upholds client confidentiality in line with the Australian Psychological Society charter.

As per the APS Code of Ethics A.5.2:

The psychologist will disclose confidential information obtained in the course of their provision of psychological services **only** under any one or more of the following circumstances:

- (a) with the consent of the relevant client or a person with legal authority to act on behalf of the client;
- (b) where there is a legal obligation to do so;
- (c) if there is an immediate and specified risk of harm to an identifiable person or persons that can be averted only by disclosing information; or
- (d) when consulting colleagues, or in the course of supervision or professional training, provided the psychologist:
 - (i) conceals the identity of clients and associated parties involved; or
 - (ii) obtains the client's consent, and gives prior notice to the recipients of the information that they are required to preserve the client's privacy, and obtains an undertaking from the recipients of the information that they will preserve the client's privacy.

All client records and information will be stored securely and in accordance with APS guidelines.

In an event where unauthorised access, disclosure or loss of confidential and personal client information occurs, the service will use all reasonable means to minimise any subsequent risk of harm and work within APS guidelines to respond in a timely and appropriate manner to any data breaches.

Clients reserve the right to withdraw consent at any time, without prejudice. Withdrawal of consent will result in immediate suspension of psychology services.

IMPORTANT

Please note, your psychologist **will not** provide any court reports or any medico-legal reports under any circumstances.

The psychologist reserves the right to restrict or terminate services if Growing Minds Clinical Psychology: become aware at any time that you are using our services to support any legal or court proceedings or applications; if your psychologist receives any legal subpoena or summons initiated by you and/or your legal representatives; or if you or your legal representatives attempt to involve your psychologist and/or the Practice in any court or legal proceedings/applications or in any formal notification or dispute process without our express written consent.

The psychologist also reserves the right to terminate services if there are any concerns relating to personal safety, including threats or verbal abuse from clients or their families.



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The psychologist practices under the APS Code of Ethics. Further information about the psychology guidelines can be accessed via the APS website at: <http://www.psychologyboard.gov.au>.

Our service values its clients and welcomes any queries or feedback (positive and negative). Please direct any such communication directly to Nicola via email at psychassessments@outlook.com or feel free to discuss this during your scheduled appointments.

Please take the time to carefully read through this information and refer to the FAQ's on the website, or contact us should you seek clarification. Should you wish to proceed with our services, please complete the consent form via the link below.

CONSENT TO SERVICE

Online consent documents are accessible by clicking on the link below, or scanning the QR Code

<https://www.surveymonkey.com/r/9WJDT8L>

