



Confidential Information

Name: _____

Address: _____

Date of birth: _____

Preferred phone: _____ Other phone: _____

Email address: _____

How did you hear about this service? Referral Internet Other _____

What were you looking for? _____

What is your employment status? Full-time Part-Time Other _____

Health questions

Your G.P's name: _____

Your G.P's address: _____

Your health fund: _____

Any current medications: _____

Any allergies: _____

Any other treatments you are receiving: _____

Emergency

In the case of an emergency, or concern about your welfare, please nominate someone I may call to ascertain that you are OK:

Contact person: _____ Phone: _____

Relationship: _____

Date of your first session: _____



Linda Magson Counselling and Coaching
Informed consent and privacy policy

Ethical practice

As a registered counsellor, I practice under the NSW Code of Conduct for Health Professionals (2002) and adhere to the National Privacy Principles (2006). As a Clinical member of the Counsellors and Psychotherapists Association of NSW (CAPA) and Register Member of the Psychotherapy and Counselling Federation of Australia (PACFA) I adhere to my professional associations' ethical codes and professional standards.

Confidentiality

All sessions are confidential. Written notes are used for the purpose of assessment, treatment planning and review. These notes are confidential and are the property of Linda Magson Counselling. All personal information you share with me will remain confidential and secure. Exceptions to confidentiality are:

1. when failure to disclose information would place you or another person at risk of harm;
2. when legally required to report a crime or serious risk of harm to children;
3. when counselling session notes may be subpoenaed by a court;
4. when you have given prior approval to release information to a nominated person or service provider;
5. for the purposes of Clinical supervision (personal details are de-identified).

Privacy principles

As part of providing a quality service, relevant personal information may be collected for the purposes of assessment, treatment planning and review. Only I see such information, with the exceptions noted above.

Client files are held in a secure filing cabinet, which is accessed only by me. I do not keep electronic records. Counsellors are required to retain records securely for a period of seven years after completion of our work together.

You may have access to your information with a written request to myself, stating the purpose, and subject to the exceptions outlined in the National Privacy Principles (2006).

Fees

All sessions are for one hour for individuals or 70-mins for couples, unless otherwise negotiated.

The session fees are:

- \$160 for an individual session if you are employed full-time (60 mins)
- \$130 if employed part-time (please inform me of your employment status in the first session so I can apply my discount)
- \$110 per person for a couples' session (70-mins).

If attending in person, the fee is payable at the end of each session, by cash or EFTPOS. If not attending in person, please make payment before your session via direct deposit. I will provide you with my account details.



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Cancellation policy

You will receive a reminder a few days before your appointment. If you wish to cancel or reschedule, that would be the ideal time to do so, or earlier notice would be appreciated. At least 24 hours is required for a cancellation, otherwise the session fee will apply. If the session has been confirmed and you are unable to attend due to an unforeseen circumstance I am happy to offer a phone session at the time of your scheduled appointment. Please let me know of any exceptional circumstances.

Should I need to change your appointment (very rarely), I will let you know in advance and give you plenty of notice when I plan to take annual leave.

Concerns

All due care will be taken to protect your privacy, to honour our confidentiality agreement and to provide a high quality service that meets your needs. Attached to this policy is the **Code of Conduct** for NSW Health (2002), which outlines details of ethical behaviour required of a counsellor. A copy of the Information Privacy Principles can be accessed through the government's privacy website at <http://www.privacy.gov.au/faqs/hf/index.html>.

If you have any concerns about the management of your information please discuss these with me. If you do not feel that your concerns have been taken up, you can contact my professional association, the Psychotherapy and Counselling Association of Australia (PACFA) or the NSW Health Complaints Commission.

Crises

In the event of a crisis, you can contact me between 8am and 6pm on my mobile number (0402 073 086) unless I am on leave. If you need to contact someone outside this time, you can call the following 24-hour telephone counselling support services: Lifeline (13 1114) or Mensline (1300 78 99 78).

Linda Magson

Grad Dip Counselling (Australian College of Applied Psychology)

Grad Dip Psychology (The University of Sydney)

Grad Dip Social Communications (University of Western Sydney)

Grad Dip Education (The University of Sydney)

Master of Music (University of NSW)

Clinical Member PACFA. Reg. 21210

Your agreement:

I have read and understood the Consent Form and agree to these terms.

Signature: _____ Date: _____

Name: _____



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