**Service Information and Referral Form**

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| --- | --- | --- | --- |
| Participant name |  | Psychologist |  |
| Address/Contact |  | Service |  |
| Contact Phone  (for booking appt) |  | Provider No |  |
| DOB  Gender/Pronouns |  | Referrer  Contact info |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Plan Dates |  | NDIS ID |  |
| NDIS Goals |  | | |
| Reason for Referral |  | | |
| Relevant Information & Psychology Goals |  | | |
| **Contacts** | **Name/Agency** | **Phone number** | **Email** |
| Nominee/Carer/Agency |  |  |  |
| Support Coordinator |  |  |  |
| \*Emergency Contact |  |  |  |
| \*Plan Manager |  |  |  |
| General Practitioner |  |  |  |
| Other |  |  |  |

Please email this form once the participant has consented to [admin@mindsethealthhub.com](mailto:admin@mindsethealthhub.com)

**Next steps**

Initial contact over the phone is appreciated to discuss the participant’s needs and appointment availability to book the initial appointment. Any home appointments must have safety measures and risk assessment in place prior. Appointments available Mon-Thurs only.

**Nature and Purpose of the Psychological Service**

Any concerns, feedback or questions should be discussed openly and honestly whenever they arise. If you feel uncomfortable with what is happening in a session you may request for the session cease at any time. Services may be ceased at any time by providing notice to your psychologist.

As part of providing psychological services, relevant personal information to the current situation will be collected and recorded. The information will assist in providing an appropriate and thorough service. Information will be stored in a secure location. I am required to keep your file for a minimum of 7 years, or if you are under the age of 18 at the time of treatment, until you are 25 years of age. You may access the information in your file on request, subject to the exceptions in the National Privacy Principles.

**Services provided**

Services are charged at the NDIS rate of $222.99 per hour. Services can be provided face-to-face or via telehealth. Communication with stakeholders, progress reporting, reports, or letters will be charged at an hourly rate in 15 minute increments.

**Payment for services**

Our practice is not NDIA registered, and we can only accept self or plan managed participants if you are using NDIS funds to pay for appts. Invoices will be sent directly to the plan manager and should be paid within 7 days.

Psychological services paid privately must be paid at the time of the appointment by EFTPOS or direct debit (please show proof of payment via text). A deposit of 50% should be made at the beginning of report writing and total payment must be completed before the report will be released.

**Cancellation Policy**

If for some reason you need to cancel or postpone your appointment, please give at least 48 hours notice. The full session fee will be charged for appointments cancelled with less than 48 hours notice. Please make every effort to notify the practice if you are unable to attend an appointment - there are often other client’s waiting for appointments, and it is appreciated if other clients could be given the opportunity to attend. To cancel or rearrange appointments, please call or text 0411 282 089.