



Alexandra Porta
ABN: 85953449344

Client Registration and Consent Form

Name: Date of Birth:

Email Address: Phone Number:

Address:

Next of Kin; Emergency Contact;

Emergency Contact Phone Number:

General Practitioner's Details:

The answers to the following questions are confidential and enable your counsellor to assess how to assist you as effectively as possible;

1. Have you ever seen a psychologist/counsellor/social worker or your GP for assistance with mental health before? Yes / No

2. If 'Yes', have you been given a mental health care plan, a diagnosis or a referral to a counsellor? Please provide as much detail as possible, including contact details of other relevant professionals, where known:

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3. Please describe the reason for your seeing a counsellor today:

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The following information forms what is known as the counselling contract. Please read this for your own information and sign acknowledgement on the second page.

Confidentiality

Your counsellor will take notes of your sessions, called *case notes*. These notes and the content of your conversations are confidential, unless there is perceived to be a risk of harm to yourself or others and/or risk of a crime occurring. Your counsellor will discuss in person with you the procedure in the event of this happening.

Exceptions to confidentiality generally include:

1. A court subpoena is issued to release case notes and/or a request for the presentation of your counsellor at court.
2. A risk of harm presents in withholding disclosure
3. Your prior approval has been obtained to disclose information. For example, you ask your counsellor to provide a written report to another professional or agency, such as a lawyer or doctor.

Access

You may access the material recorded in your file upon request, subject to the exception in National Privacy Principle 6.

Fees and Payment

A counselling session usually lasts 50 minutes. For individuals, the cost is \$80. This cost may change should you wish to bring your partner or your family into session for couples or family therapy. Your counsellor will discuss this with you.

Your private health fund may also contribute towards the cost of your counselling. Please discuss eligible funds with your counsellor.

Cancellation Policy

Emergencies happen. Your counsellor is often able to reallocate sessions with greater than 48 hours' notice. In the event of fewer than 48 hours' notice a fee may apply, and in the event of repeated cancellations, your counsellor may choose to review your arrangement.

Counselling sessions run to time and are often scheduled back to back. This means, while we appreciate you make every effort to be punctual, in the event sessions do not begin on time, a counselling session must run to time. In the event you are delayed greater than 15 minutes, it may be prudent to reschedule your session.

Presentation and Termination Policy

Please make every effort to respect your relationship with your counsellor. Many clients are reliant on alcohol or recreation drugs. It is beneficial to your therapy for your sessions to be sober where possible.



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Your counsellor has a zero-tolerance approach to the threat of or actual harm. In the event of verbal or physical threats, your counselling contract is immediately terminated, and a recommendation may be made to another mental health professional.

Name:.....

Signature Date