

**Office Use Only:** Client number:  Health professional consulted: \_\_\_\_\_  
 Appointment date: \_\_\_\_\_ Partner in attendance: Yes  No   
*(all subsequent appointment information to be entered in database)*

## New Client Registration Form

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone (m) \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email: \_\_\_\_\_

Medicare Card Number: \_\_\_\_\_ Reference #: \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_

Emergency contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Mobile: \_\_\_\_\_

### 1. REFERRAL DETAILS

Initial Referral: \_\_\_\_\_

Name of Referring Doctor: \_\_\_\_\_ Suburb: \_\_\_\_\_

If your referring Doctor is not your regular GP, please provide details of your regular GP:

Name of regular GP: \_\_\_\_\_ Suburb: \_\_\_\_\_

Obstetrician name (if relevant): \_\_\_\_\_ Suburb: \_\_\_\_\_

How did you hear about Gidget Foundation Australia?

- GP   
  Obstetrician   
  Early Childhood Ctr   
  Social Worker   
  TV Ad / Print Ad   
  Dr Waiting Room  
 Friend   
  Internet   
  PANDA   
  Midwife   
  Cinema Ad   
  NSW Health   
  Social Media  
 Bunny Books

Other – please specify: \_\_\_\_\_



**2. REASONS FOR VISITING GIDGET HOUSE**

(a) What brings you to Gidget House today? \_\_\_\_\_

(b) Are any of the following issues relevant to your visit:

Drug and alcohol misuse                      Yes     No

Physical, psychological or sexual abuse    Yes     No

Domestic violence                              Yes     No

**3. BACKGROUND INFORMATION**

Gender: Male  Female

Marital Status:      Married     de facto     Single     Divorced

Are you of Aboriginal / Torres Strait Islander origin?    Yes     No

Language spoken at home (*If more than one, please indicate the one that is spoken most often*): \_\_\_\_\_

Country of birth: \_\_\_\_\_

What is your current employment status?

Full time     Part time     Casual     Parental leave     Stay-at-home-Parent

What is your annual family income?    <\$50,000     \$50,000-\$200,000     >\$200,000

**4. CURRENT CIRCUMSTANCES**

(a) Are you pregnant?                      Yes     No     If yes, what is your EDD? \_\_\_/ \_\_\_/ \_\_\_

Was this pregnancy planned?    Yes     No

Are you happy with the timing of this pregnancy?    Yes     No

Is this pregnancy IVF/ART?    Yes     No     If yes, how long have you been undergoing IVF / ART? \_\_\_\_\_

(b) Are you post partum?                      Yes     No     If yes, what was the baby's birth date? \_\_\_/ \_\_\_/ \_\_\_

Was this pregnancy IVF/ART?    Yes     No     If yes, for how long did you undergo IVF / ART? \_\_\_\_\_

## 5. PREGNANCY HISTORY

To help us understand your pregnancy history, please tell us if you have previously experienced any of the following:

- (a) live births: Yes  No  If yes, how many (including current baby if you are post partum) and when did these occur? \_\_\_\_\_
- (b) still births: Yes  No  If yes, how many and when did these occur? \_\_\_\_\_
- (c) miscarriages: Yes  No  If yes, how many and when did these occur? \_\_\_\_\_
- (d) terminations: Yes  No  If yes, how many and when did these occur? \_\_\_\_\_
- (e) other pregnancy or birth-related problems: Yes  No  If yes, please provided the details of these:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. PERSONAL HISTORY & AVAILABLE SUPPORT

- Do you have emotional support from family and/or close friends? Yes  No
- Do you have practical support from family and/or close friends? Yes  No
- Do you have a family history of psychological difficulties? Yes  No
- Do you have a personal history of psychological difficulties? Yes  No
- Have you experienced any recent significant loss? (*other than pregnancy/birth related*) Yes  No
- Have you experienced any recent significant stresses? (*other than pregnancy/birth related*) Yes  No

### Mailing list

You will be added to the Gidget Foundation Australia mailing list so we can advise you of Gidget Foundation Australia's news and events. You can unsubscribe from this mailing list at any time.

## 7. PAYMENT

- I consent to assign my Medicare benefit to the provider of this service (for up to a maximum of 10 sessions). I understand this will be bulk billed in accordance with Medicare Australia's Better Access to Psychiatrists, Psychologists and General Practitioners initiative.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to continue to have psychological counselling sessions with your psychologist at Gidget House beyond the initial 10 free sessions, you agree to pay Gidget Foundation Australia for those sessions at a cost of \$180 per 50 minute consultation.

- I consent to Gidget Foundation Australia charging my credit card for any psychological counselling sessions with a Gidget Foundation Australia psychologist, **beyond** my first 10 free sessions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to access a Gidget Foundation Australia psychologist **without** a GP referral and mental health plan, the following fees will apply:

Initial Consultation (50 minutes) \$220 & Subsequent Consultations (50 minutes) \$180

- I elect to pay for the provision of psychological counselling services privately and do not wish to be bulk billed. I consent to Gidget Foundation Australia charging my credit card for the cost of these sessions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. CANCELLATION POLICY

Psychologists at Gidget Houses have a contract with both Medicare and Gidget Foundation Australia for the services they provide to you. We understand that unexpected events may occur from time to time, and we do ask that you try to provide at least 48 hours notice if you need to cancel or reschedule your appointment.

**The psychologist will receive no remuneration if you do not attend a booked appointment.**

We currently have a waiting list for Gidget House services. If you miss your appointment, or do not cancel with at least 48 hours notice, other clients will miss the opportunity to have an appointment.

If two or more appointments are missed or cancelled within 48 hours of a booked appointment, we reserve the right to charge a cancellation fee.

I, \_\_\_\_\_ permit Gidget Foundation Australia to charge a cancellation fee of \$150 to my credit card.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. CREDIT CARD DETAILS

To be completed by all clients as per cancellation policy.

Please provide your credit card details for session payment and relevant cancellation fees:

Credit Card Type:  VISA  Mastercard

Credit Card Name: \_\_\_\_\_

Credit Card: Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

## 10. INFORMED CONSENT

As part of providing a psychological service to you, Gidget Foundation Australia and your Gidget Foundation psychologist need to collect and record personal information, such as your name, contact information, medical history and other relevant information. This collection of personal information is voluntary, however, it is a necessary part of the psychological assessment and treatment that is conducted.

Your personal information will be collected and stored in accordance with the Gidget Foundation Australia Privacy Policy <http://gidgetfoundation.org.au/wp-content/uploads/2018/04/GFA-Privacy-Policy-2018.pdf> (we recommend that you follow the link to review our privacy policy), the privacy policy of your Gidget Foundation psychologist, and any applicable privacy laws, record retention regulations and professional codes of conduct.

### Purpose of Collecting and Holding Information

Your personal information is gathered as part of your assessment and treatment, is kept securely and, in the interests of your privacy, used only by your Gidget Foundation psychologist and the authorised personnel of Gidget Foundation Australia (as necessary). Your personal information is retained in order to document what happens during sessions and enables the psychologist to provide a relevant and informed psychological service to you.

A detailed description of how your information is stored and used is provided in the Gidget Foundation Australia Privacy Policy located at <http://gidgetfoundation.org.au/wp-content/uploads/2018/04/GFA-Privacy-Policy-2018.pdf> and the Gidget Foundation Collection Notice attached at the end of this document. Our Privacy Policy and Collection Notice also contain information about how to access and seek correction of your personal information, and how to lodge a complaint about our management of your personal information.

If you do not wish your personal information to be collected in a way anticipated by this agreement or by Gidget Foundation Australia's Privacy Policy, your Gidget Foundation psychologist may not be in a position to provide a psychological service to you.

### Access to Client Information

At any stage, you are entitled to access your personal information kept on file, subject to exceptions in the relevant legislation. Your Gidget Foundation psychologist may discuss with you different possible forms of access.

### Disclosure of Personal Information

All personal information you provide to Gidget Foundation Australia and your Gidget Foundation psychologist during the provision of the psychological service will remain confidential except in the following circumstances:

- 1 Your records are subpoenaed by a court of law
- 2 Where failure to disclose the information would, in the reasonable belief of your Gidget Foundation psychologist, place you or another person, including an infant or child, at serious risk to life, health or safety.
- 3 Your referrer (and any other health professionals that you nominate below) will be informed of our contact and provided with progress summaries at certain points during your treatment and upon termination of your treatment.
- 4 Your prior approval has been obtained to:
  - a. Discuss the material with another person, e.g. family member or health provider;
  - b. Provide a written report to another professional or agency e.g. a GP or a lawyer;
  - c. Disclose the information in another way.
- 5 You would reasonably expect your personal information to be disclosed to another professional or agency (e.g. your GP) and the disclosure of your personal information to that third party is for a purpose which is directly related to the primary purpose for which your personal information was collected.
- 6 Disclosure is otherwise required or authorised by law.

### Consent to Contact Health Professionals

Your Gidget Foundation psychologist is required to correspond with your GP and/or referring health professional as part of your care. We recommend that a copy of this correspondence is also sent to your obstetrician and any other relevant health professionals. Please consider this and provide details below of the health professionals who you authorise your Gidget Foundation psychologist to contact in relation to your care:

Name	Health Professional eg. GP/Obstetrician	Address	Email address	Phone number

By providing the details above, you consent to your Gidget Foundation psychologist making contact with each listed person as outlined.

### Consent to Contact a Support Person / Third Party

There may be times during your treatment, when it is appropriate and/or necessary for your Gidget Foundation psychologist to contact someone who is able to provide you with additional support during and/or outside of your psychological consultation, such as your spouse/partner, parent, other family member or close friend. This person may be provided with information about you and your treatment, if necessary and appropriate. Please provide the name and details below of the person/people that you give permission for your Gidget Foundation psychologist to contact in such circumstances.

Name	Relationship to you	Address	Email address	Phone number

By providing the details above, you consent to allowing your Gidget Foundation psychologist to make contact with each listed person as outlined.

### Email of Personal Information to Gidget Foundation Australia

Any personal information that you provide to Gidget Foundation Australia and your Gidget Foundation psychologist will be securely stored in accordance with the Gidget Foundation Privacy Policy and the privacy policy of your Gidget Foundation psychologist. However, please note that if you initially provide such information to us by email, there is some risk that the email transmission may not be completely secure. If you have concerns about this, please consider password protecting any email attachments that you submit to us, or providing your information to us by other means such as fax, post or over the phone.

Please note that we will communicate with you using the email address and phone number that you have supplied to us. Please consider any privacy implications if these are shared email addresses or phone numbers, or are used by you for/at work. You may update your contact details with us at any time.

### Security of Telehealth Consultations

The BlueJeans video call service will be used for any agreed video consultations between you and your Gidget Foundation psychologist. Whilst the privacy of any form of communication via the internet or a mobile device is potentially vulnerable and limited by the security of the technology, BlueJeans is a secure platform that meets the privacy and security requirements for a telehealth consultation within Australia. However, you should consider the privacy of any device(s) that you use and the location of where you will be when you participate in the video consultation.

### Peer Review

In providing a service with high clinical standards, it is accepted clinical practice to undertake periodic peer reviews. Consequently, from time to time, your Gidget Foundation psychologist may confidentially discuss details of your treatment with a colleague(s) for the purposes of such review. In such circumstances, all information presented will be deidentified, ensuring that your identity remains confidential. In signing this form, you are consenting to allowing this practice. If you have any concerns about this practice, please bring them to the attention of your psychologist.

### Information for Research Purposes

As described in the Gidget Foundation Australia Privacy Policy, your personal information may be used for research purposes by Gidget Foundation Australia. This includes data from any clinical assessments conducted by your Gidget Foundation psychologist. In such circumstances, your information will be used in a deidentified or anonymised form. We may also contact you in the future (either during or after your treatment) to ask about your experience with Gidget Foundation Australia in order to enable us to evaluate and improve our service.

You may withdraw your consent for this at any time by informing Gidget Foundation Australia.

### Consent

I have been provided with a copy of, and I have reviewed, Gidget Foundation Australia's Collection Notice and/or Privacy Policy and I consent to the collection, use and disclosure of my personal information, including sensitive information provided by me, as outlined in Gidget Foundation Australia's Collection Notice or Privacy Policy.

I understand that I may speak with Gidget Foundation Australia and/or my Gidget Foundation psychologist about the content of this Informed Consent Agreement, the Gidget Foundation Australia Privacy Policy and Collection Notice at any time.

I, (insert name) \_\_\_\_\_ have read and understood this Informed Consent Agreement, Gidget Foundation Australia's Collection Notice and/or Privacy Agreement and accept the services offered by Gidget Foundation Australia and my Gidget Foundation psychologist under these conditions. My consent shall be valid for the duration of my contact with a Gidget Foundation psychologist.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note** that Gidget Foundation Australia is not liable for any consultative services that you may receive at any Gidget House. The health care professional you have been referred to is wholly responsible for your care.



## 11. COLLECTION NOTICE

At Gidget Foundation Australia (ABN 52 160 202 960) we collect personal information about you to provide our services to you, including counselling and emotional support services, so that we can ensure that we are providing the highest level of care, to respond to your requests, for administrative purposes, to process your job application (if applicable), to publish case studies about you (with your consent), to show any donation or contribution you may make (unless you choose to make a private or anonymous donation), for marketing purposes and to comply with laws and regulations.

If we can't collect your personal information we may not be able to provide you with our services, we may not be able to consider your application to join us as an employee, contractor or volunteer or we may not be able to respond to your requests for information.

We will generally collect personal information directly from you. However, we may also collect personal information from our sponsors, our suppliers and from hospitals and medical practitioners. Our collection of personal information may be required by various Australian laws, details of which are included in our Privacy Policy.

We may disclose your personal information to third parties including, our various service providers, referees in connection with a screening check (if you apply for a job with us), journalists (with your prior consent), government agencies for reporting purposes, law enforcement agencies where required or permitted by law and health care providers involved in your ongoing care. We do not disclose personal information overseas.

Our Privacy Policy (available at <http://gidgetfoundation.org.au/wp-content/uploads/2018/04/GFA-Privacy-Policy-2018.pdf>) outlines our personal information handling practices, including how you can seek access or correction of the personal information we hold about you, and how you can contact us or make a complaint if you think we have breached our privacy obligations. If you would like further information about our Privacy Policy, please contact our Privacy Officer by email: [privacy@gidgetfoundation.org.au](mailto:privacy@gidgetfoundation.org.au), by post: 34A McLaren Street, North Sydney, NSW, 2060 or by phone: (02) 9460 1550.

By providing your personal information to us, you consent to the collection, use, storage, disclosure and management of that information as described in our Privacy Policy and this collection notice.