

PRIVACY INFORMATION AND CONSENT

We require your consent to collect personal information about you and your child. Please read the following information about privacy issues, practice requirements and fees carefully, before you agree and accept our terms and conditions.

The Brighton Health Clinic for Kids collects information from you regarding your child for the primary purpose of providing quality health care. We ask you about you and your child's personal details and medical history so that we may properly assess, diagnose, treat and be proactive in your child's' health care needs.

This means we will use the information you provide in the following ways:

- Administration purposes in running our medical practice
- Billing purposes, including compliance with Medicare and Health Insurance Commission requirements
- Disclose to others involved in your child's health care, including treating doctors and specialists outside this medical practice. This may occur through referral to other doctors, or for medical tests and in reports or results returned to us following the referrals.
- Disclosure to other doctors in the practice, locums, and medical students and by Registrars attached to the practice for the purpose of patient care and teaching.
- We may also need to communicate with teachers, allied health providers and other professionals involved with your child.

Please let us know if you do not want your records accessed for these purposes. This will be noted accordingly.

- In an emergency situation where it is in the best interest of your child's health care we would disclose appropriate information if requested to do so.

PARENT/GUARDIAN ACKNOWLEDGEMENT

I have read the information above and understand the reasons why this information must be collected. I am also aware that this practice has a privacy policy on handling patient information.

I understand that I am not obliged to provide any information requested of me, but that my failure to do so might compromise the quality of the health care and treatment given to my child.

I am aware of my right to access the information collected about my child, except in some circumstances where access might legitimately be withheld. I understand I will be given an explanation in these circumstances.

I understand that if my information is to be used for any other purpose other than set out above; my further consent will be obtained.

I consent to the handling of my information by this practice for the purposes set out above, subject to any limitation on access or disclose that I notify the practice of.

I agree to receive clinic's appointment reminders with SMS, email or to link with patient's portal (if any).

I agree to abide by the following practice procedures:

It is my responsibility to make sure I have a current/valid referral/plan from my GP for each visit to be eligible to claim Medicare rebates as also it is clinically important for our doctors to have the information they need.

If I fail to attend an appointment and/or do not give more than 72 hours' notice of my cancellation, I may be charged a non- attendance fee as per clinic's policy from 50% - 100% of the consultation fees.

My child must be in attendance at all appointments (if not, a Medicare rebate is not claimable)

I understand that the cost of the consultation is above the Medicare schedule fee, which means that I will incur an out of pocket expense and I am responsible for payment of all services rendered on my behalf and on behalf of my dependents regardless of the length of the consultation. I agree to pay the account in full at the time of the consultation as per table below.

I am aware and consent that I am responsible to supervise my children whilst we are attending in the clinic and the clinic is not responsible for any injuries or threats accrued.

I have read this form before accepting/signing all above terms and conditions and a member of staff has, at my request, clarified aspects of it that I have not understood.

What is Occupational Therapists (OT)?

Occupational Therapists (OT's) at Brighton health Clinic for Kids are all about building success that your child needs to work on and experience within their functional environments. This process involves observing and addressing a combination of factors that affect the ability to experience success and complete specific tasks or a range of tasks at home, at school or kinder and particularly transitioning between activities.

We work to observe areas such as muscle tone and strength, generally through the body and effects on tasks. We look at the motor planning and executive functioning abilities needed to know how to start, transition and sequence through tasks. We also look at the ability to concentrate, stay on track and emotionally regulate throughout this process. Goals are developed and continuously fine-tuned with input from the teacher, parents and the child. Key areas addressed are organisation, concentration, social skills, gross motor development, fine motor development, such as handwriting and sensory regulation.

Our therapists

We have a fabulous team of highly specialised Occupational Therapists. We all work together to ensure best possible practice and to provide our clients with the ability to perform skills for a variety of people and not to be solely reliant on the one therapist.

How many sessions will my child require...

Typically, it is good to have a run of sessions to work on goals and develop new habits in the functional setting. Quite often it is good practice to have weekly sessions for a term and evaluate from there. In some cases, it may be fine to have an initial session and give some feedback and monitor from there. A report always follows after the initial consultation to outline the goals and logistics in regards to getting started with sessions.

The care plans offer families an ability to get started with sessions and then evaluate functional progress over a period of time. Please note that if you are using a GP Mental Health Care Plan, Medicare requires OT's to report back to the referring practitioner. Correspondence will be sent to the GP at the cessation of sessions.

Fees and process

OT's initial sessions are billed at a cost of \$480 per 45min including the preparation and delivery of the required report as described above (\$240 is the cost of the consultation and \$240 the preparation of the report). Follow up, ongoing review and report update are billed of \$240 per 45min session. Medicare rebate is \$82.30 if you have an EPC plan or \$106.05 if you are entitled for a Mental Health Care Plan (please advise your GP for more info). Other plans / funding that can apply will include 135 Plans from the paediatrician, NDIS, FASCHIA (in this case you would need to be registered), or private health insurance (you can claim this by your self we do not have HICAP).

OT fees are payable on the day of the consultation by cash or EFTPOS for appts in the clinic. For outside the clinic appts (home or school visits) fees are payable on the day of the consultation or any other day after by authorising the clinic to debit your bank account or credit/debit card shared (please see below).

Phone calls made outside of scheduled appointments may be billed at a pro rata rate (for example, a phone call to school). Off-site sessions (such as a school observation or meeting) can be arranged but please note that travel costs may be incurred.

Cancellation Policy

If, for some reason you need to cancel or postpone an appointment, please give the clinic at least 72 hours notice, otherwise you might be charged up to the full cost for the session.

Charter for Clients of OTs

The attached Charter explains your rights as a client of an OT and that you have read and understood this Consent Form and you agree to the above conditions for the SP service provided by the Occupational Therapist.

DEBIT ACCOUNT AND CREDIT CARD PAYMENT AUTHORIZATION

By accepting/signing all terms and conditions you hereby authorize Brighton Health Clinic for Kids to debit your bank account or credit/debit card shared, for each session on the day of consultation or any other day after. This is permission for the amount to be charged as per our fees described below. Any additional costs for extended sessions or further assessments cannot be charged without confirmation from the client. This authorization does not provide authorization for any additional unrelated debits or credits to your account except of the cancellation fees and/or any extra admin fees. We take automatic payment prior or on the day of consultation or any other time after the day of the consultation and a receipt is issued via email. All credit/debit card payments will incur a surcharge up to **1.30%** during processing (ex GST). Kindly note that declined payments may result in an additional processing fee as it will go through an additional process when the attempted card is charged again, up to 30% to cover admin costs. You accept that you authorize the above-named business to charge your bank account or credit/debit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above, for the session cost only or any cancellation fees or extra admin costs. You certify and confirm that you are an authorized user of this bank account or credit/debit card.