

## CLIENT AGREEMENT

As a client of Dr Dan Riddle you have certain rights that are important for you to understand so that your treatment is satisfying and effective. As part of providing a psychological service to you, Dan will need to collect and record personal information to allow him to assess and keep track of your progress. Dan will keep your client records electronically on his PC under secure password protection that only he has access to. Dan will keep your referral and other relevant information locked in a filing cabinet at his office.

**You have the absolute right to confidentiality** of your information however, it is important to know there are exceptions where Dan is mandated (by law) to break confidentiality 1) in the case where information is officially requested (subpoenaed) by a court of law or 2) where failure to disclose the information would place you or another person at serious risk of harm.

In the case where Dan may require **information from a third party** such as an employer, a partner or spouse, a family relative or friend Dan will seek clarification from you via phone email or text and will not proceed without your permission or previously indicated agreement to do so. Please advise relevant family members not to contact Dr Dan Riddle without informing you first and to direct enquiries via you to ensure a professional confidential approach is maintained. Please note that Dan must provide **progress reports** to your General Practitioner and/or to Workcover/TAC if your treatment is being covered by those agencies. You will be informed by Dan whenever a report is requested so you understand what is being provided. National Privacy Principles allow you to see the information in your client file upon request unless Dan believes this may be harmful/damaging to you or someone else or may impede law enforcement.

Dan asks clients to inform him if they disagree with the treatment plan or direction of the work. When Dan works with more than 1 member of the same family or group it is imperative that clients cooperate with agreed sequence of events and where possible work with Dan in the direction of safeguarding and supporting other family/group members. Dan must exercise his professionalism to decide if the work with you is to be continued or discontinued upon any deviation from agreed treatment plans or in the event that Dan recommends another specialist to assist you.

**Working with couples in conflict** : Dan seeks to assess a couples readiness for couples therapy by undertaking a couples assessment session OR via an individual session with each partner separately. After this initial assessment Dan may recommend further couples sessions or in the event that tensions or risks are too high, Dan may recommend the couple seek professional marital mediation services. Under these circumstances Dan may decide to continue seeing only one member of the couple and refer the other partner to another counsellor to avoid conflicts of interest occurring.

### **DAN'S CONTACT WITH YOU BETWEEN SESSIONS**

Dan will always attempt to follow sessions with an email or text message providing key behavioural homework or bullet points to ensure you are informed of the direction of your treatment. Where couples are involved both parties will receive this feedback if they wish. If you do not wish your partner to be included on communications please advise Dan. Dan or his receptionist will text or call you within 24hrs before your appointment to confirm your next booking. Please refrain from calling Dan outside sessions unless in emergency. A brief text question after or before a session is permitted to ensure you are on track.

Date: \_\_\_\_\_ Client Name & signature: : \_\_\_\_\_

Psychologist Name & signature: \_\_\_\_\_