**Service Information and Referral Form**

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| --- | --- | --- | --- |
| Participant name  |  | Psychologist  | Hanna Lanyon |
| Address/Contact |  | Service | PsychologyCapacity Building IDL15\_054\_0128\_1\_3 |
| Contact Phone (for booking appt) |  | Provider No | PSY0002027704 |
| DOBGender/Pronouns |  | Referrer |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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

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**

Psychology assessment and intervention sessions are aimed at building the participant’s capacity, independence and working toward their NDIS goals. Goals for intervention will be discussed and regularly measured and reported back on.

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 Hanna Lanyon.

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 a rate of $214.41 per hour under NDIS Capacity Building: Improved Daily Living Skills Psychology Item Line Number: 15\_054\_0128\_1\_3

Services can be provided face-to-face or via telehealth at the Line of Symmetry office or in the participant’s home or community. Sessions occurring outside the office will be charged 30 minutes travel ($107.20) at the NDIS hourly rate of $214.41. Communication with stakeholders, progress reporting, reports, or letters to the NDIA will be charged at an hourly rate of $214.41 in 15 minute increments.

**Payment for services**

Psychological services with Hanna Lanyon through the NDIS can be paid through self-managed or plan managed. Hanna Lanyon is not NDIA registered. Invoices will be sent to the Plan Manager upon services being delivered. Invoices are to be paid within 14 days of receipt by the Plan Manager.

**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.