

Therapeutic Summary & Observation Policy

Scope of Work for External Reports and Summaries

Balanced Perceptions Therapy & Consulting (BPTC) may occasionally receive requests for written reports, summaries, or confirmation of therapy participation for legal, professional, or agency purposes.

This policy outlines the process, professional boundaries, and fee structure under which such work may be completed.

The purpose of this policy is to support clients appropriately while maintaining clinical integrity, confidentiality, and compliance with the Australian Association of Social Workers (AASW) Code of Ethics, the Privacy Act 1988 (Cth), and other relevant legislation.

These documents are not forensic reports and must not be interpreted as expert evidence.

Purpose and Scope

This policy governs all requests for written summaries or documentation arising from therapy provided by BPTC, including:

- Confirmation of Attendance or Brief Summary Letters
- Therapeutic Observation Letters
- Therapeutic Notes Synopses
- Requests for case-note disclosure or third-party correspondence

Documents are only provided when clinically appropriate, ethically justified, and within the limits of the therapeutic relationship.

These documents are not legal or forensic reports and must not be relied upon to determine:

- legal findings
 - credibility of individuals
 - parenting capacity
 - risk determinations
 - factual conclusions regarding disputed events
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Levels of Service

1. Confirmation of Attendance or Brief Summary Letter

A simple written confirmation of therapy participation. This document is appropriate when a client, solicitor, employer, or agency requires confirmation that sessions have occurred.

Includes:

- confirmation of attendance
- number and dates of sessions
- therapist signature and verification details

Fee

\$250 per hour plus GST

Typical preparation time: 1–1.5 hours

Estimated cost range: \$275 – \$412.50

2. Therapeutic Observation Letter

A concise factual summary that may include limited observations regarding engagement and participation in therapy.

This type of letter may be requested by solicitors, diversion programs, or agencies requiring a brief overview of therapeutic involvement.

Includes:

- dates and frequency of attendance
- general therapeutic focus areas
- observable engagement in therapy

Fee

\$990 (GST inclusive)

3. Comprehensive Therapeutic Notes Synopsis

A structured factual summary derived from therapy session notes.

Full therapy case notes are not released due to their sensitive clinical nature. A synopsis may be provided instead when a broader overview is requested by legal representatives or government agencies.

Eligibility

Typically available for clients who have attended approximately 10 or more sessions.

Includes:

- attendance history
- therapeutic goals and focus areas
- observed emotional or behavioural themes
- summary of engagement and progress

Fee

\$3,300 – \$5,500 (GST inclusive)

Final fee will be quoted following review of session history and file size.

Ethical and Professional Boundaries

All documents provided under this policy are limited to information arising directly from the therapeutic process.

Balanced Perceptions Therapy & Consulting does not provide:

- forensic psychological reports
- expert witness reports
- parenting capacity assessments
- court risk assessments
- determinations regarding the credibility of individuals

Therapists at BPTC provide factual summaries only and do not act as expert witnesses.

BPTC reserves the right to decline requests that fall outside ethical, professional, or clinical boundaries.

Consent and Release of Information

Work will only commence once a valid Release of Information (ROI) form has been received.

The ROI must specify:

- the exact recipient
- the purpose of the request
- the information authorised for release

For couples or family therapy, consent may be required from all relevant participants depending on the nature of the information requested.

Completed documents are sent directly to the authorised third party unless otherwise agreed.

Timeframes and Urgent Requests

Standard completion timeframe:

7–10 business days after both payment has been received and a valid Release of Information has been provided.

Urgent requests may be possible depending on availability and may incur an additional priority fee.

Once preparation of a document has commenced, professional fees are non-refundable.

Subpoenas and Compelled Disclosure

If BPTC is legally compelled to produce records or attend court (for example by subpoena issued by a Court, Tribunal, or Child Protection authority), professional fees apply.

Preparation, document review, and correspondence
\$250 per hour plus GST

Court attendance or testimony
\$433 per hour plus GST

Minimum booking: 6 hours (prepaid)

Full details are outlined in the Court Attendance & Subpoena Policy.

Application of this Policy

This policy applies to all written requests made to Balanced Perceptions Therapy & Consulting by:

- clients
- legal representatives
- Child Protection services
- courts or tribunals
- other agencies

By submitting a request for documentation, the requesting party acknowledges that:

- professional fees apply as outlined in this policy
 - work will only commence after payment and valid consent are received
 - all documentation is bound by confidentiality and professional ethics under the AASW Code of Ethics and Privacy Act 1988 (Cth)
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Summary of Key Fees

Confirmation of Attendance / Brief Summary Letter

Proof of therapy attendance only

\$250 per hour plus GST

Typical range: \$275 – \$412.50

Therapeutic Observation Letter

Short factual summary with limited observations

\$990 (GST inclusive)

Therapeutic Notes Synopsis

Structured summary derived from therapy notes involving detailed file review and synthesis of therapeutic material

\$3,300 – \$5,500 (GST inclusive)

Subpoena Compliance

Document review and preparation

\$250 per hour plus GST

Court Attendance / Testimony

As per Court Attendance Policy

\$433 per hour plus GST (6-hour minimum)

Balanced Perceptions Therapy & Consulting

See Differently. Live Differently.