

NDIS Service Agreement



Thank you for choosing Therapy Focus. We look forward to working with you to help you achieve the goals in your NDIS Plan.

This document is a written agreement between you and Therapy Focus that outlines the supports we will provide and how they will be delivered.

Please make sure you have read and understood our Terms of Service before completing this document.

This Service Agreement must then be signed in order for us to start delivering services.

NDIS Participant Details

Full name		
NDIS number		
Date of birth		
Plan duration	Start Date:	End Date:

Plan Management

NDIS/Agency Managed Plan Managed Self Managed

Therapy Focus Contact Details

My Therapy Focus office is:

My Key Worker is:			
Name			
Phone		Email	

My Team Leader is:			
Name			
Phone		Email	

Contact for Payment of Invoices

NOTE: Only complete this section if you are self-managing your plan or have a plan manager.

Contact details for payment of invoices:			
Name			
Phone		Email	
Postal Address			
Alternative Phone:			

Additional/alternative contact for payment of invoices:			
Name			
Phone		Email	
Postal Address			
Alternative Phone:			

Travel

You will be charged for the time it takes your therapist to travel to and from an appointment. A rate of 85 cents per kilometer will also be charged in addition to the time spent traveling.

The locations where I will receive services are mainly:

- Metropolitan (20% cap applies) Regional (40% cap applies)

Please refer to our **Terms of Service** for more information about how we charge for travel.

Consents

I give consent for:

- Therapy Focus to create a service bookings on the participant's behalf (for NDIS/Agency managed plans only)
- for the participant to receive services from students supervised by Therapy Focus clinicians
- for the participant to be photographed/recorded for therapeutic and training purposes
- for Therapy Focus to send appointment reminders via SMS on _____
- for Therapy Focus to send news, updates and event information
- for Therapy Focus to send surveys and information about service development opportunities

I give consent for Therapy Focus to liaise with the following professionals/agencies involved in the care of the participant:

Professionals/Agencies	Contact Details (name of agency, contact person, their email/phone)
<input type="checkbox"/> Education provider	
<input type="checkbox"/> NDIS Service Planner	
<input type="checkbox"/> Support Coordinator/LAC	
<input type="checkbox"/> Specialist service provider(s)	
<input type="checkbox"/> Community service provider(s)	
<input type="checkbox"/> GP/Medical specialist	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

Additional information and/or consents

This permission remains valid while the participant is receiving services from Therapy Focus.

Parties and Signatures

This Service Agreement is for a participant in the National Disability Insurance Scheme (NDIS) and is made between the listed parties:

	AND	Therapy Focus Ltd
Participant or Representative (i.e parent/carer/guardian)		Service Provider

Therapy Focus will provide services to

Participant name	
NDIS number	

- I have read, understood and agree to Therapy Focus' Terms of Service
- I agree to notify Therapy Focus of any changes that may affect this Service Agreement.

Participant / Representative			
Signed:			
Name:		Date:	

Storage, Access and Correction:

All Disability Professional Service Providers are bound by the Privacy Act 1988. Therapy Focus works to adhere to the Australian Privacy Principles; which regulates how we collect, use, disclose and store personal information, and how individuals may access and correct personal information held about them.

For more information about how privacy and personal information is managed at Therapy Focus, please visit our website at www.therapyfocus.org.au or call us on 1300 135 373.

Changes to this Service Agreement

If you would like to make changes to the services you are receiving, please speak with your therapy team or Team Leader. Requests to change this Service Agreement must be made in writing by email or letter, and may result in us having to make changes to your service booking.

Ending this Service Agreement

Requests to end this Service Agreement must be made in writing with 1 months' notice. Any services provided during this notice period will be charged. If agreed the notice period will be waived.