

# Christchurch PsychMed Terms of Agreement for Requesting Repeat Prescriptions Without a Clinical Consultation.

**Effective Date:** 1 September 2025

**Location:** 169 Innes Road, St Albans, Christchurch 8052

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## 1. Purpose

This document outlines the terms and conditions under which patients of Psychiatrists working out of the Christchurch PsychMed (ChCh PMed) Clinic may request and obtain repeat prescriptions. By requesting a repeat prescription, you acknowledge and agree to these terms.

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## 2. Eligibility for Repeat Prescriptions

- Repeat prescriptions are available **only to existing patients** who have been assessed and prescribed medication by one of the ChCh PMed Psychiatrists and **whose usual clinician is available**.
  - Patients must be enrolled with a GP practice.
  - Patients must be **clinically stable** on their current medication and under **ongoing care** with the clinic.
  - The psychiatrist must determine that a repeat prescription is **clinically appropriate** without the need for an in-person or virtual consultation.
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## 3. Eligibility for Repeat Prescriptions if usual clinician is not available

In circumstances where repeat prescriptions are requested by an **existing patient** whose **usual clinician is not available** and the GP is not able to prescribe it may be possible to request a prescription by a different clinician at Christchurch PsychMed. Please note that here is an expectation that patients will have approached their GP for this script before requesting this from a ChCh PMed Clinician.

The decision for a ChCh PMed clinician to prescribe is decided on a case by case basis and in this situation:

- Patients must also be enrolled with a GP practice.
- Patients must be **clinically stable** on their current medication and under **ongoing care** with the clinic.
- The psychiatrist must determine that a repeat prescription is **clinically appropriate** without the need for an in-person or virtual consultation.
- Additional charges for an assessment by the willing clinician may apply

- Additional charges for repeat prescriptions may apply
  - Prescriptions with a very limited supply of medications may be given
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#### 4. Prescription Request Process

- Requests must be made via the clinic's approved methods (e.g., email, phone or website enquiry).
  - Please allow **3–5 business days** for processing. Urgent requests may incur an additional fee and are not guaranteed.
  - The clinic reserves the right to **decline any repeat request** if a follow-up consultation is deemed necessary or if any of the eligibility criteria outlined in section 2 or 3 are not met.
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#### 5. Prescription Fees

- Fees applies for all repeat prescriptions. Current prices can be found at <https://www.christchurchpsychmed.co.nz/helpful-info>.
  - Repeat prescriptions will not be issued if a patient has any outstanding fees.
  - Fees are non-refundable once the prescription has been issued.
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#### 7. Medication Safety and Monitoring

- It is your responsibility to ensure medication is taken as prescribed.
  - Regular reviews (typically every 3–6 months) are required. Failure to attend scheduled reviews will result in the **suspension of repeat prescriptions**.
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#### 8. Lost or Stolen Prescriptions

- Patients must be responsible for the safekeeping of their prescriptions and medications. Replacement prescriptions for lost or stolen prescriptions for **stimulant medication** will not be provided.
  - Requests for replacement of lost or stolen prescriptions for other medications may incur an additional fee.
  - The clinic may refuse to reissue certain prescriptions without further assessment.
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#### 9. Pharmacy Dispensing

- Prescriptions can be sent to your nominated pharmacy. It is your responsibility to provide accurate and up-to-date details.

- Patients must be responsible for the timely fulfilment of their prescriptions at their preferred pharmacies.
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## 10. Patient Responsibilities

By requesting a repeat prescription, you agree to:

- Inform the clinic of any changes in your health, medication side effects, or concerns.
  - Attend scheduled follow-up appointments.
  - Use the medication only as prescribed and not share it with others.
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## 11. Clinic and Clinician Rights and Discretion

- The clinic or individual clinician reserves the right to **amend these terms** at any time.
  - Prescriptions are issued at the discretion of your treating psychiatrist, who may decline to provide repeats based on clinical judgement, legal requirements, or ethical considerations.
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## 10. Complaints and Concerns

If you have concerns or complaints about your prescription or the service received, please contact the clinic directly. You may also lodge a complaint with the **Health and Disability Commissioner** ([www.hdc.org.nz](http://www.hdc.org.nz)) if necessary.

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**By requesting a repeat prescription, you confirm that you have read, understood, and agree to abide by the above terms.**

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