

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

Effective Date: 1 September 2025

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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.

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.

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 there 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

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.

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.

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**.

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.

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.

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.

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.

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) if necessary.

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