



## Enrolment & Practice Information

### The doctors at the practice are:

#### Male Doctors:

#### **Dr. Alex Lyudin – Enrolling patients**

##### Clinic Hours:

Mon, Wed & Fri: 8.30am-5.00pm

Tuesday: 2.00pm-7.00pm

Thursday: 8.30am-7.00pm

#### **Dr. James Harman – Enrolling patients**

##### Clinic Hours:

Monday: 1pm – 3.30pm

Wednesday: 8am – 4.30pm

Friday: 1.30pm – 4.30pm

#### **Dr Tim Smith – not enrolling patients**

##### Clinic Hours:

Mon, Wed & Fri: 8.30am – 5.00pm

Tuesday: 9.00 – 7.00pm

#### Female Doctors:

#### **Dr. Narae Song – Enrolling patients**

##### Clinic Hours:

Monday: 8.30am – 4.30pm

Wednesday 3.15pm – 5.00pm

Thursday: 1.00pm – 7.00pm

#### **Dr. Nicki Pointing – not enrolling patients**

##### Clinic Hours:

Mon, Tues, Thurs, Fri: 9.30am – 2.00pm

Wednesday: 9:45 – 3:45pm

If you need to be seen outside of these hours or your doctor is unavailable, we will book you into see another doctor or the practice nurse.

### When returning your enrolment forms please ensure:

- All fields are completed.
- Requests for medical records and enrolment forms for patients 16 years and older have been completed & signed by the patient - parents/caregivers cannot sign on their behalf.
- The Code of Conduct has been read & signed.
- You have provided individual email addresses for Manage My Health registration – we cannot register more than one patient per email address.
- You have indicated which doctor you wish to enrol with.

### When returning your completed enrolment forms please include:

- Copy of photo ID for anyone 16 years and older e.g. NZ Driver's License, Passport or Student ID.
- If any type of NZ Visa is held, including a New Zealand Permanent Resident Visa we require a copy of this along with the date you entered New Zealand. (If a New Zealand Passport is held then we can site this instead).

### Please be aware:

- Once we have the completed forms & required supporting documents we will arrange for your records to be transferred to us. Your previous practice has 10 *working days* (2 weeks) to send your records through.
- We like to receive your records *before* we make you an appointment or arrange a prescription. If you are requiring an appointment or prescription within the next 10 working days it is preferable for you to arrange this with your previous GP before you return your forms to us.
- If you would like confirmation that we have received your records please phone reception in 10 working days.
- Code of Conduct & Manage My Health forms do not need to be completed for anyone under the age of 16.
- Enrolment acceptance is subject to Management approval.

**Consultation with GP including ACC & Long Term Conditions**

<b>Age</b>	<b>Non Community Services Card Holder</b>	<b>Community Services Card Holder</b>
<b>0-13</b>	No Charge	No Charge
<b>14-17</b>	\$45.00	\$13.00
<b>18-44</b>	\$52.50	\$19.00
<b>45-64</b>	\$53.50	\$19.00
<b>65+</b>	\$49.50	\$19.00

**Nurse Appointments**

	<b>Non Community Services Card Holder</b>	<b>Community Services Card Holder</b>
<b>Consultations</b>	\$28.00	\$19.00
<b>Long Term Conditions</b>	\$30.00	\$19.00
<b>Cervical Smear</b>	\$36.00	\$25.50

**Prescriptions**

	<b>Non Community Services Card Holder</b>	<b>Community Services Card Holder</b>
<b>Standard Prescription – Ready in 2 working days:</b>		
<b>0-13</b>	No charge	No charge
<b>13-17</b>	\$19.00	\$13.00
<b>18+</b>	\$24.00	\$19.00
<b>Urgent Same Day Prescription – (must be ordered before 12pm):</b>		
<b>13-17</b>	\$22.00	\$16.00
<b>18+</b>	\$27.00	\$22.00

Payment is expected on the day of consultation. A \$8.00 accounting fee will be added to all unpaid accounts. Missed appointments or appointments cancelled within an hour of the appointment time will incur a \$10 Charge.

Please see our *full list* of Patient fees on our website or in practice for further services & fees.

**Afterhours:**

In the event that you need to be seen outside of practice hours please call our usual number 049028507, this will divert to an afterhours health service where you will speak with a registered nurse. You will be provided with details of the on call doctor & where you can be seen.

Please be aware that afterhours consult fees will apply and are subject to the fees of the practice that you are seen at.