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*Where God Guides God Provides*

## **ADD/ADHD Management Protocol**

- **TOVA testing**
  - **Patients up to 15 years old** will need testing every 6 months
    - One (1) test while on medications (***meds taken 2 hours before testing***)
    - One (1) test while off medications
    - If patient prescription is unstable, further testing and monthly follow-ups may be required
  - **Patients 15 years old and older** will need testing once a year
    - One (1) test while on medications (***meds taken 2 hours before testing***)
    - One (1) test while off medications
    - If patient prescription is unstable, further testing and monthly follow-ups may be required
- **Monthly Prescription Management appointments**
  - This time will be used to document stability and progress on the prescription's current dose, discuss adjustments needed and other diagnosis-specific issues.
  - **Parents/guardians with multiple children** under this care will only need to schedule a single appointment prior to refills. Review/evaluation for all children needing refills will be taken care of at that single appointment.
  - If child's prescription is NOT stable (current dose needs adjustment), the child will need to be present.
  - If child's prescription is stable (current dose is working), the child will not have to be present.
- **Stable prescription patients: Monthly appointments NOT NECESSARY for 6 months**
  - Complete 2 TOVA tests (without medication(s) dosage changes) and 3-month prescription will be issued
  - After 3-months of prescriptions are used, send patient portal message for additional 3-months of refills (no appointment needed unless child's prescription dosage is changed).
  - Before 6-months of prescriptions are used:
    - Complete 2 TOVA tests to determine if child can maintain Stable schedule
    - 1 week prior to need of refill, schedule an appointment with Leigh Ann.
  - Patients 15 years and older will need an appointment at 6-months to discuss stability of medication
- **Unstable prescription patients: Monthly appointments NECESSARY**
  - Complete 2 TOVA tests (or more as needed to dial in the prescription).
  - Monthly prescription management appointments needed (issue of 1-month prescription at a time).
  - Once prescription is stabilized, patient will fall under "Stable prescription patient".
- **Complete annual well-child exam**
- **Medications will not be refilled if protocol is not followed.**

The State of Texas monitors Triplicate medications and we must follow certain guidelines. To assist us in processing these prescriptions, please note the following instructions:

- **Allow 5 business days for refills to be processed**
- **Prescriptions can be mailed to you via certified mail, which will cost you \$8/mailing.**
- **Prescriptions expire in 21 days. If it expires before refill, there is a \$10 rewrite fee and expired prescription must be returned to office.**
- **If a prescription is lost, there will be a \$15 fee and the lost prescription form must be completed before the medication can be refilled.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_