

# Sholtes and Associates

## **PRESCRIPTION DRUG POLICY AND PROCEDURES**

*We want to make you aware of the policies and procedures followed by our office in regards to the medication(s) being prescribed to you.*

**Our goal is to provide the best psychiatric care and medication management to our patients as possible. Dr. Sholtes is a medical doctor who specializes in the treatment of psychiatric disorders. If he prescribes a medication, he will carefully monitor this with you. The following policies and procedures are in place for your health and safety.**

### **GENERAL PRESCRIPTION INFORMATION**

- Please use your medication management appointment to discuss your medication.
- If you have questions about your medications or if you need to report side-effects, you should call the doctors line during regular administrative office hours.
- If you need your medication adjusted or would like to be started on a new medication, we request that you schedule an appointment with enough time to discuss your experiences and the risks/benefits of any change.
- We expect that you keep scheduled appointments as directed, generally every 2-3 months, to keep current as a patient. Your eligibility for prescription refills is determined by keeping scheduled appointments.
- If a controlled substance/narcotic prescription is prescribed to you, it is understood that we are the only doctor providing this medication to you. If you obtain this medication (or similar medication) from another physician, without our knowledge, we will no longer provide prescriptions for this medication, and we may be forced to terminate the doctor patient relationship.

### **PRESCRIPTION REFILLS**

- All prescription refill requests should be handled during scheduled office appointments or by calling the Prescription Refill Line. **Refills will normally be handled within 3-5 business days** (not including Holidays or Weekends). Please keep up with your supply of medication to avoid running out.
- Our office does not provide refills for medications after hours or on weekends. For your convenience, you may leave a message on this line 24 hours a day, but requests are handled during administrative office hours only.
- Prescriptions refills for ADD/ADHD, must be written monthly by the doctor, and must be picked up at the office by the patient or an authorized representative.
- Our office does not refill medications for lost or stolen controlled substance prescriptions. If your prescription or medication is lost or stolen and you have difficulty with withdrawal symptoms, you should go to the nearest emergency room.
- Our office does not provide early refills for medications. Any medication dosage changes must be approved by your doctor.

### **PRESCRIPTION FEES**

- ADD/ADHD medications written between appointments \$25.00.
- Prescription Refills due to missed or cancelled appointments \$25.00/occurrence.
- Prior Authorization for prescriptions (if required by patient's insurance) \$25.00/medication

**You will be charged the prescription fees and they will not be billed to or reimbursed by your insurance carrier**