



Addiction Care of Excellence

An Outpatient Medical Recovery Program

Policies on Medication Refill and Authorization

No Refill of Medications without Physician Assessment and Approval

No medication is automatically refilled without documented physician assessment and approval. Patients must be regularly evaluated by physician as scheduled in order to obtain prescriptions from the physician.

No Third Party Requests for Medication Refills or Changes

To reduce medication errors and wrongful refills, ALL FAXED REFILL REQUESTS FROM PHARMACIES are categorically rejected. ONLY the requests for refill of medications from active patients or their legal representatives are accepted. We continue to process electronic refill requests from pharmacies. All refill requests are verified with the patients before submitting to the physicians for approval.

Change of Medications and Authorization for Treatment

If a prescription is denied by insurance or pharmacy, the patient is advised to obtain the formulary from the insurance and be evaluated by the physician face to face for treatment options. Before a formal authorization process begins, the patient must be evaluated face to face with the physician to review the formularies and exhaust alternative treatment options.

Patient Signature: _____ OR

Signature of Legal representative: _____

(Copy of Power of Attorney for Health Care must be attached)

Date: _____