



3500 N. Causeway Blvd. Ste. 1410  
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## Prescription Policy

As much as possible prescriptions and prescriptions refills should be written at the time of your appointment with the doctor. If your prescriptions or refills will run out before your next appointment with the doctor, please inform him before you leave his/her office.

Calls for prescriptions can be made only between 10:00 a.m. and 4:00 p.m. on business days. We will do our best to accommodate patient requests, but this may take some time. Your doctor may not be in the office every day. It is the patient's responsibility to request refills on a timely basis, 5 to 7 days before the expected refill date. **PLEASE DO NOT CALL REQUESTING URGENT SAME DAY REFILLS.**

There is a \$15.00 service charge for all controlled drug prescriptions that are not executed at the time of your appointment with the doctor.

Due to recent changes by the Federal Drug Enforcement Administration, renewals of all controlled drugs are cumbersome and time consuming. There will be a \$15.00 service charge for renewal of controlled drugs beyond the term of your current prescription. Please note that Schedule II controlled drugs (e.g. stimulants, opiates) cannot be refilled and require a new written prescription every time.

We regret that we must charge patients to cover our costs, but we must. If you have concerns about prescription policies, address these to your doctor when you see her/him. **PLEASE DO NOT DISTRACT THE CLERICAL STAFF FROM THEIR IMPORTANT DUTIES, SINCE THEY CANNOT HELP YOU WITH THIS ISSUE.**

## PRESCRIPTION AUTHORIZATIONS

Since the beginning of 2008, our office has been besieged by requests for authorizations and other processing requests for prescription medications. While it had never been our policy to charge for these services, we regret that we have been so inundated by these demands there will be a minimum \$35 charge for processing all prescriptions authorizations.

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Signature of Patient or Guarantor

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Date