



PRESCRIPTION POLICY

- Please allow 24 hours for routine prescription refill requests. All controlled/narcotic substances will require 48 hours notice for refill.
- Requests for *routine* prescription refills can not be processed while the physician is in clinic or on weekends. In some cases, you may need to be seen by your doctor to refill your prescription.
- Controlled/Narcotic substances will NOT be refilled after regular office hours (5:00 PM) or on weekends. If you feel your medications are not adequate for relief of your pain, discuss this with your physician. DO NOT increase the prescribed amount of medication without your physician's permission.
- ***Please do not rely on your pharmacy to contact our office for your prescription refills. Your physician feels this communication is best handled between the patient and their provider. You may call the prescription refill line or email your primary care physician.***

PLEASE INITIAL HERE: _____

****PLEASE BE ADVISED – EFFECTIVE JANUARY 1, 2010****

There will now be a **\$25.00** No Show fee for Physical appointments and also for those Physical appointments not cancelled with a 48 hour notice. Initialing below acknowledges that you are aware of this policy.

PLEASE INITIAL HERE: _____

By signing this document, you are agreeing to comply with the guidelines set forth in our policies. Also, you are helping us to provide the same excellent care to each and every patient within this practice.

Signature: _____ Date: _____

**If not signed by the patient, please indicate the relationship to the patient:

Relationship: _____ Office Staff (Witnessed): _____

INTERNAL USE ONLY:

If patient or patient's representative refuses to sign acknowledgement of receipt of notice please document the date and time the notice was presented and sign below.

PRESENTED ON (DATE/TIME): _____

BY (NAME/TITLE): _____