

## **ADHD: MEDICATION REFILLS AND OFFICE FOLLOW-UP**

The FDA and DEA are the government agencies that regulate controlled substance prescription practice. We are required to follow their regulations and your health plan quality standards for refills and follow up visits.

Guidelines have been established for ADHD patients to receive the highest quality of care and to ensure patient safety. These guidelines require:

- First follow up visit in the office within 30 days of starting an ADHD medication.
- Office visits at least 3 times per year (every 3-4 months).
- We **ABSOLUTELY** cannot refill prescriptions if the patient has not had an ADHD evaluation appointment in the office within the previous 6 months.

Prescriptions for stimulants/controlled substances must be sent to the pharmacy by your provider individually each time the medication is filled. No automatic refills, or phoned, faxed or electronic prescriptions are allowed. Regulations allow providers to write one prescription for a maximum 90-day supply or a series of three 30-day prescriptions.

Your health plan may limit the quantity you can receive with a single prescription. Most insurance plans allow a 90-day supply through their designated mail order pharmacy, and occasionally at specific local pharmacies. Others may only allow a one-month supply at a time.

**We strongly encourage you to use the 90-day prescription benefit most health plans offer.** This will provide you a 90-day supply from one written prescription, often with a discounted co-pay.

When a refill is needed, please call the office where your child's provider is located. Please have the following information available:

- Patient's name and date of birth
- Parent's name
- Phone number where you can be reached
- MEDICATION NAME and DOSE
- Quantity of pills requested (30 or 90 pills, or 3 prescriptions of 30 pills each)

### **Important Reminders:**

- ✓ **PLEASE ALLOW US ENOUGH TIME TO COMPLETE YOUR REFILL REQUEST, TYPICALLY 3-5 DAYS.**
- ✓ **PLEASE KEEP TRACK OF THE NUMBER OF PILLS YOU HAVE AT HOME AND SCHOOL AND PLAN TO CALL:**
  - **SEVERAL DAYS BEFORE IF PICKING UP AT PHARMACY OR**
  - **SEVERAL WEEKS IF USING MAIL ORDER.**
- ✓ **WE DO NOT FILL PRESCRIPTIONS IN THE EVENINGS OR ON THE WEEKENDS.**
- ✓ **WE CANNOT REFILL PRESCRIPTIONS IF YOU ARE OVERDUE FOR YOUR FOLLOW-UP APPOINTMENT.**

*Keeping track of quantities and when prescriptions will be needed is critical to avoid going without medication.*

Thank you for your patience, understanding and help regarding the controlled substance prescription procedure.