

DATE: October 1, 2019

Policy Title: Prescription Refill Policy

Purpose: The purpose of this policy is for the practice to ensure its prescription process complies with state regulatory guidelines regarding pharmaceuticals. The safety and care of our patients is our number one priority.

Policy:

Maintenance medications: such as; *blood pressure, diabetes, cholesterol and thyroid* will be approved if patient has had an office visit within the last (6) months, unless otherwise directed by your main primary care provider. In general, prescriptions for stable chronic medical conditions are written for (6) months at a time. Refills are designed to expire when patient is due for a follow up visit.

Antibiotics – We will not prescribe any antibiotic prescription requests without an office visit to evaluate patient.

Controlled substances: such as; *ADD/ADHD, anti-anxiety, and sleep medications*, will require a mandatory visit every (3 - 6) months unless otherwise directed by patient's main primary care provider.

- **IPMS** does not manage chronic pain medications, therefore patient may be required to obtain these medications through a Pain Management specialist.
- **IPMS** will not refill any chronic pain prescription requests without an Office Visit to evaluate patient.
- **IPMS** requires that all benzodiazepine class prescription requests are to be processed by the patient's main primary care provider. If primary care provider is not available, an appointment may be required.
- **Lost prescriptions:** No lost prescriptions will be replaced. It is patient's responsibility to protect and secure these controlled medications.
- **Early refills:** No early refills will be given.

Refills - We encourage our patients to review their medications *prior* to their office appointments and to request refills at that time, if needed. Patient may request a prescription refill through their pharmacy. Refills will not be available during evenings, weekends or holidays. Please allow (2-3) business days for request completion. At that time, we recommend patients contact their pharmacy to make sure that medication is ready for pick up. Refill requests received on Fridays will be processed the following week. We will call patients if we have additional questions, concerns or if we are unable to refill prescription.