

ADD/ADHD Evaluation and Treatment

Due to an increase in the number of ADD/ADHD patients in our practice and the time necessary to manage properly; we are implementing the following new policies and protocols for refills on your child's medication, regular 3-month and 6-month follow up visits as well as any other issues that might arise.

____1) Effective immediately, there will only be 2 available ½ days during the week for you to pick up your child's prescription. Starting immediately, prescriptions may be picked up Tuesday and Friday afternoons from 1:30pm-4:30 pm. NO EXCEPTIONS!

If you call Monday, Tuesday or Wednesday your prescription will be ready on Friday. If you call on Thursday or Friday, you prescription will be ready the following Tuesday.

____2) Please leave a message in the same manner as always, with your child's name, date of birth, medication, current dosage, and whether things are going well or not. Please Request ADD/ADHD medication refills a week prior to taking the last dose. If you have any problems, questions, or concerns, please let the person taking the message know and they will be addressed in an appropriate/timely manner. You will only get a call back from the office if something is not going well with your child's medication /current dosage or if you have ANY questions or concerns that should be addressed.

____3) If you are starting a medication or changing medications, you are required to call within one week to let us know how your child is doing. Instructions will be given at that time regarding what to do/when to call again. A 3-month follow up in the office will need to be scheduled at the end of your initial medication visit.

____4) To better manage your child's medication and any issues with this diagnosis, a follow up appointment every 6 months in the office is required. There are routine follow ups to monitor weight, blood pressure, and serve as formal follow ups for the teacher/parent forms that you will bring with you to your appointments. These appointments are being scheduled ahead of time due to the increase of our ADD/ADHD patients. Unfortunately, there are limited numbers of appointment times currently available. Therefore, any appointments missed or cancelled without proper notification or without rescheduling will result in no further ADD/ADHD prescription refills from this practice. We will make an exception ONLY in case of an emergency.

____5) ADD/ADHD appointments take a significant amount of time and **are not able to be worked in with regular well child appointments or sick appointments.** Please let the front office staff know when scheduling an appointment that you are requesting an ADD/ADHD appointment so that enough time can be allotted. We will be unable to accommodate ADD/ADHD complaints during any other type of visit.

____6) Additionally, if you do not pick up your child's prescription within the 30-day expiration period, and we need to rewrite a new prescription, there will be a \$10.00 fee.

These policies are for the safety and well being of your child. Please keep in mind we do not and will not ever compromise the quality of care and monitoring of our patients.

Parent/Guardian Name

Signed

Date