

Prescription Policy

Prescriptions are written for a specified period of time. Our patients are expected to schedule a follow-up appointment with our office prior to your prescription expiring. In order to provide quality care, our physicians need to monitor your condition and ensure your compliance with prescribed medications. This is only accomplished if you are seen on a regular basis. We reserve the right to deny any prescription that is not in the best medical interest of the patient.

Please know that with each refill request we may need to pull your chart, verify current treatments, verify dates, and make physician decisions, all before being able to safely prepare your prescription and submit it to the pharmacy of your choice /mail out or call you to pick up the prescription. At that point we are often asked to authorize changes by the pharmacy or, more commonly, your insurance. This is why it's a 3-day process.

- All medication refill request must be left on the refill line. You may access this line by calling our office at 734.434.6600 and pushing option 2.
- Prescriptions take 3 business days to be processed and refilled. Plan ahead if the prescription is due on a weekend or holiday, and give us enough time to prepare the prescription.
- Requests for same day or walk-in refills (requested by walking into the clinic)

will not be honored. You must give the staff 3 business days to prepare the prescription. Please do not keep calling to check when we will refill as that is not necessary.

- There will be no refills on weekends or after hours by any of our on-call physicians or providers for any reason. The on-call providers are to be called for emergencies only.
- Any changes to your medication/treatment plan (increasing or changing medications) will require a office visit for re-evaluation.
- If your prescription runs out early for any reason you will need to be seen in the office by any available provider.
- If you need medicine in an emergency, you will have to go to a local emergency room/ urgent care if you are unable to come in the office and be seen.
- If your prescription is stolen/lost. You must be seen in the office. A police
 report is required the same day as you schedule appointment. In this
 case we may consider refilling your medication. Do not file false reports to
 obtain medications.

Patient name	Dob:
Date:	