

- **Refills are only addressed during regular office hours (Monday through Thursday, 8am – 5pm).** Please allow up to 72 business hours for refills to be processed. Please plan for weekends and holidays as we are unable to process refills outside of regular business hours. Please respect my time off and contact me during business hours **through the office**_____
- **Medication refills are not an “emergency.”** Some medications can cause unpleasant side effects (withdrawal) if stopped suddenly, so please monitor your medication supply closely. Seek medical attention if needed.
- Medication refills may be denied if you have a balance 30 days or more past due._____
- **Use of prescription medication requires ongoing monitoring by your prescriber.** The interval between appointments will vary based on the medication prescribed. It is important to keep your scheduled appointments. Repeated no shows or cancellations will result in a denial of refills._____
- Certain medications require blood work to monitor safety and effectiveness. Patients who do not get their blood drawn at the requested interval will not receive prescription refills._____
- At each visit with your prescriber you will receive a paper prescription with adequate refills to last until your next scheduled appointment._____
- **If you need to reschedule an appointment:**
 - It is your responsibility to contact front desk staff to reschedule the appointment._____
 - After the appointment has been rescheduled, leave a voicemail for your provider to request a refill if needed prior to the new appointment date. If you do not leave all necessary information on the voicemail as instructed, it may delay your refill._____
 - Please note that you are not guaranteed a refill at that time._____
 - If the provider refills the medication, in some cases it may be filled only for the number of days until the next appointment, and not automatically for a 30 day supply._____
- **Regarding controlled medications:**
 - Prescriptions for controlled medications must last the number of days specified. If you take extra medication without consulting your provider, you will be short for the month._____
 - Stimulants cannot be called in over the phone. Paper prescriptions will be provided during your appointment. It is your responsibility to keep track of these. There is no guarantee that a lost prescription will be replaced. Some pharmacies will hold them on file for you. _____
 - Stimulant prescriptions written outside of your appointment will incur a fee of \$35_____
 - If your provider finds out that you are getting duplicate controlled medication(s) through other providers, it is grounds for termination from the clinic._____
- It is your responsibility to report ALL current medications AND future changes from outside providers during your appointments. This is necessary so that your provider can monitor for potential medication interactions._____
- If you have any questions regarding medications, please discuss these during your appointments. If for any reason you feel your medication needs to be adjusted or changed, please contact the clinic and leave a message for your provider. You may be asked to schedule an appointment._____
- New symptoms or events require a clinic appointment. Your provider will not diagnose or start new medication over the phone._____
- Gold Circle Counseling does not have 24hr coverage of the phones or an “on call” service. In the event of a severe medication reaction or other physical/mental health emergency, please seek medical attention immediately by going to your nearest emergency room. _____

I certify that I have read, understand and agree to the foregoing. The undersigned is the client or is duly authorized by or on behalf of the client to execute the above and accept its terms.

Signature of responsible party _____ Date _____

****Please print a copy of this for your records for future reference if needed****