

## VIP Pediatrics ADHD Management Policy

### Diagnosis:

- An appointment with the child and parent/guardian is required prior to initiating treatment for ADHD. Both parents/guardians are encouraged to attend.
- Behavior rating scales (both parent and teacher) will be used to aid in the diagnosis. These will need to be completed before your child's initial evaluation.
- Your child may be referred to a psychologist or psychiatrist for additional evaluation and/or testing.

### Treatment:

- The treatment choice for ADHD may include medication as well as behavioral strategies.
- For behavior modification techniques, you may be referred to a counselor or psychologist.
- Stimulant medications are controlled substances that require a **special type of prescription** that currently can be sent via special electronic system (EPCS) or written on special paper that must be picked up at our office. As mandated by law, the prescription can not be called into the pharmacy, mailed, or taken by any person other than the specific patient on prescription or parent of that patient.
- Finding the most effective treatment may require several changes in dose or type of medication.

### Follow Up appointments:

- ADHD is a chronic condition that requires periodic contact between the physician and family and objective surveys to be completed by parents and teachers to ensure effective management.
- You will need to call or message through the portal 1-2 weeks after any medication changes (type or dose) to give our office an update on how the adjustment is working.
- **We will need to see your child with a parent or guardian every 3 months.** Due to the limited availability of ADHD appointment slots, we encourage you to schedule your next follow up appointment at least a month in advance.
- Patients who have been off medication or have not been seen in the past 3 months will require a visit prior to providing any additional prescriptions
- **ADHD medications will not be refilled unless the all of the above criteria has been met.**

### Medication Refills:

- Because stimulant medications require a handwritten prescription or EPCS, we ask for a minimum of (2) days notice. Written prescriptions **MUST** be picked up in person during our regular business hours.
- Because we have many emergency requests that take time away from the doctor's care of other patients in the office, **we charge a \$25 fee for any prescription that needs to be written or sent via EPCS without the required evaluation.** This will be collected at the time you pick up your prescription or collected before the prescription is sent via EPCS, and this charge cannot be filed with your insurance.
- Prescriptions expire and must be filled within 21 days from the earliest fill date indicated on the prescription. This includes the time it takes for the pharmacy to prepare and possibly order the medication.
- **If the prescription is not picked up, lost or not filled before it expires and a replacement prescription is required, we will assess a \$10 charge to prepare a new prescription.** This will be collected at the time you pick up your prescription, and it cannot be filed with your insurance.

Child's Name \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5/2017