

OFFICE POLICIES

As a patient in our practice, there are times when the medications prescribed are controlled substances, especially of the narcotic nature. Since there are Federal regulations involved in the dispensement of these medications, we have the following policies in place:

1. If you are receiving narcotic medication from this practice, we will be the only supplier of these medications. If you receive narcotics from another source without informing us, we reserve the right to dismiss you from our practice.
2. Medication refill requests will only be accepted during office hours. The on call physician will not refill narcotics over the weekends, or after office hours. Messages left on the prescription refill line are filled at the end of daily business. Please leave contact information so we may call you if there are issues concerning these refills.
3. We will not refill narcotic medications for lost prescriptions.
4. We will not refill narcotic medications for stolen prescriptions without a police report.
5. Certain medications require a physician signature; if you are receiving one of these, please allow extra time for the refill request, as the physician must be in the office to honor that request.
6. Although we treat pain symptoms related to Orthopaedic conditions, we are not a chronic pain management center. If your pain complaints are or become chronic in nature, we will refer you to an appropriate pain management center.
7. There is a \$20.00 charge per form that we fill out on your behalf. This is for each time we fill the forms out. These forms take 5-10 business days to be ready.

Patient Signature (or guardian if minor)

Date