

Susan Cartabuke Sullivan APRN., BC

Office Medication Policy

Please review all policies then initial and sign below.

_____ All refill requests should happen during your appointment time. There is a 24-hour turnaround time for refill requests. There will be a \$25.00 fee charged for all prescriptions that need to be filled outside of your appointment time.

_____ Prescription refills are not considered emergencies.

_____ Prescriptions will only be sent to your pharmacy Monday-Friday. If you are going to run out of medication over the weekend, I must be notified by 3pm on Thursday. Medication refills cannot be guaranteed on a Friday.

_____ Susan Sullivan requires a patient to be seen at least every 3 months in order to obtain a prescription refill. If you have not been seen within a 3 month time frame you will not have a prescription refilled. No exceptions. Please remember that appointments book weeks in advance.

_____ Refills for medications that are controlled substances sedatives/hypnotics, benzodiazepines (such as Ambien, Lunesta, Xanax, Ativan, Klonopin) under no circumstance will be prescribed more than 3 months at a time. Stimulant medications (Adderall, Vyvanse, Ritalin, Concerta) will only be written during office appointments and can only be prescribed monthly. If you miss or have to cancel your appointment, you will have to wait until the next available appointment to get your medication.

Patient Signature

Date

Susan Sullivan

Date