

## **R<sub>x</sub> PRESCRIPTION REFILL POLICY**

- No prescriptions will be refilled on Fridays, Saturdays, Sundays or Holidays.
- Require **6 days** minimum to process prescription(s) renewal and/or pick-up requests.
- The patient is responsible for knowing when medication(s) will need to be refilled (no early refills).
- Prescription phone-in/pick-up: Monday-Thursday during business hours **ONLY** (9am-4: 30pm).
- Prescriptions will not be filled for unauthorized “walk-in” patients. Must phone CCSI prescription line.

**\*\*Note: The Physicians & Physician Assistants may be inaccessible with surgery & inpatient needs\*\***

- Non-controlled/non-narcotic prescriptions require a follow up appointment every **3-6 months**.
- Controlled-substances/narcotic prescriptions require a follow up appointment every **30-90 days**.
- New symptoms and/or events require a clinic appointment. Provider unable to diagnose via phone.
- Signed “Controlled-Substance/Narcotic Policy” required if using narcotic/controlled medications.
- No early refills if medications are overused/abused/misused. Must follow prescription directions.
- No medication/prescription will be replaced if lost, stolen, misplaced, overused, etc (*treat like money!!*).
- Medications are for the prescribed individual’s use only. It is illegal to “share” your medicine.
- Patient must pick-up his/her prescription(s) in person, unless pre-authorized by staff.

**These protocols are per recommendations of the Colorado Board of Medical Examiners & DEA**

I understand and accept the protocol listed above. Failure to comply may subject immediate termination of prescriptive medications.

Patient Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Name of person picking up Rx (if not same): \_\_\_\_\_

Meds: \_\_\_\_\_

*We strive to offer the best services and care for each patient in a timely manner. The above “rules” are essential and necessary to efficiently manage a busy clinic. Thank you in advance for your cooperation and understanding.*

Sincerely, The CCSI Team