



## **ADHD Prescription Management Policy for Parents**

Revised 1/1/25

### Purpose

*This policy outlines the requirements for maintaining a prescription for ADHD medication, ensuring safe and effective treatment for your child.*

### **1. Follow-Up Appointments & Medication Monitoring**

- **New Medications & Adjustments:** Any newly prescribed ADHD medication or dosage adjustment requires an in-office visit with the child's primary care provider (PCP) within one month of the change
- **Ongoing Monitoring:** Once the child's medication is stable, they must be seen every six months to assess effectiveness, side effects, and continued need
- **Parent Responsibility:** It is the parent's responsibility to schedule these follow-up visits. Failure to comply may result in a delay or inability to refill medication
- **Medication follow-up visits** require extended time and there is limited availability. Parent's must schedule these well in advance to avoid refill delays.

### **2. Medication Refills**

- Refill requests must be submitted at least **3 business days in advance**. We will not expedite refills.
- No refills will be provided outside of routine business hours (see website)
- You must call for refills to ensure timely refills. Pharmacy-requested refills may not be received in a timely manner
- No early refills (>15 days from end of last fill) will be provided unless approved by the provider

### **3. Physician Monitoring and Refill Fee**

- The monitoring and record-keeping process for a controlled substance is more complex than a typical medication refill
- Due to state and federal compliance requirements for Schedule II medications, there is a \$10 processing fee per controlled substance refill. These are not covered services by your insurance company.
- If your child is prescribed two different medications (e.g., a morning dose and an evening booster), the total charge will be \$20 (\$10 per prescription)
- The charge is applied for every refill that is generated. If the pharmacy is out of medication or you forget to fill the medication in the mandated window, there will be a new charge for each refill generated. Consider confirming



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with your pharmacy before requesting a refill to reduce the frequency of this charge

- If we generate a prescription as a part of your medication visit, it will generally not incur a processing fee
- If we make a mistake to the request, you will not be charged the refill charge

#### **4. Controlled Substance Compliance**

- ADHD medications must be taken as prescribed
- Dosing changes may only be made with explicit instructions from the provider
- Lost or stolen medications may not be replaced, except under special circumstances at the provider's discretion
- Parents must immediately report any medication misuse or concerns

#### **5. Communication with the Provider**

- Parents must report any side effects, behavioral changes, or concerns about medication effectiveness
- Any significant changes in the child's health, school performance, or routine should be discussed with the provider
- Concerns about low efficacy or side effects may be reported by phone but generally require a follow-up visit to adjust

#### **7. School and Documentation Support**

- Providers may require input from teachers, school counselors, or caregivers to assess medication effectiveness
- Medication adjustments will be made based on feedback from parents, patients, educators, and the prescribing provider

#### **8. Emergency and Special Circumstances**

- If an urgent medication change is needed outside of a scheduled visit, parents must contact the provider for guidance

#### **9. Transition of Care**

- If you or we decide that your child would benefit from a subspecialty provider, both Psychiatry and some Pediatric Neurologists will also manage ADHD stimulant medications
- Prescribing controlled substances will continue until the end of Heritage Pediatrics care per our policy, which is for 1 year after the graduation from High School or equivalent life event
- Prescribing for teenagers in college across state lines may be subject to the laws within the state in which they reside