



ADHD Prescription Management Policy

Revised 1/1/26

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

- Newly prescribed ADHD medication requires an in-office visit within one month of initiation
- Medication Changes may require follow-up within one month of 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. Incomplete follow up may delay or cease the ability to refill medication
- Medication follow-up visits require extended time and these visits have limited availability. Parent's must schedule these well in advance to avoid refill delays.

2. Medication Refills

- Refill requests must be submitted at least **5 business days in advance**. **We will not expedite refills.**
- **No refills will be provided outside of routine business hours** (see website). Do not page the on-call physician and request refills.
- Patients should be scheduled for their next follow up before they are eligible to receive refills
- You must call our office directly to ensure timely refills. Pharmacy-requested refills may not be received in a timely manner
- No early refills (>15 days prior to end of last fill) will be provided unless approved by the provider

3. 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 as allowed by law
Parents must immediately report any medication misuse or concerns



4. Physician Monitoring and Refill Fee

- The monitoring and record-keeping process for a controlled substance is more complex than a non-controlled prescription refill
- Due to state and federal compliance requirements for Schedule II medications, **there is a \$10 processing fee per controlled substance refill.** This is regardless of quantity filled. These are not covered services by your insurance company
 - *Example: 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 electronic refill that is generated. If the pharmacy is out of medication or you do not pick up the medication in the mandated window, there will be a new charge for each refill generated. *Consider confirming 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 not incur a processing fee
- If we make an error processing your request, such as the wrong dose, you will not be charged the refill processing fee

5. Communication with the Provider

- Parents should report any side effects, behavioral changes, or concerns about medication effectiveness. These may be reported by phone but generally initiate a follow-up visit to adjust as appropriate

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 clinical judgement of the prescribing provider

8. 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 (see office policies)
- Prescribing for teenagers in college across state lines may be subject to the laws within the state in which they reside