

HEALTH AND HARMONY PSYCHIATRY

Medication Refills:

- I. All Non Stimulant medication prescriptions will be provided at the time of the appointment with enough refills to make it to the next scheduled appointment.
- II. We understand that things come up and you may need to reschedule your appointment. Please contact us immediately as we offer several ways to facilitate your visit
- III. The following is the fee for medication refills ordered outside of a designated clinic appointment:
 - o Medication refill for controlled substances - \$25
 - o Medication refill for regular medications - \$15
- IV. Please allow 48 hours for medications to be refilled
- V. If a patient does not follow the recommended time course for follow up or misses a scheduled appointment at no fault of Dr. McDade, then Dr. McDade reserves the right to refuse refilling the medication until the patient is seen in the office.

Controlled substance policy:

- I. If you lose your prescription, you must have a police report. We reserve the right to refuse any refill.
- II. If you are on a controlled substance, you can only refill 30 days from the date that you last filled your medication. We will not authorize any early refills.
- III. If you need medication adjustments, you must schedule an appointment.
- IV. Please allow 48 hours for medications to be refilled

Records Request:

- I. Within 1 week following written notice, records can be copied for pick up or mailed to the patient's address on file.
- II. The fee for copies is \$25 for up to 20 pages, and \$0.50 for each additional page.

Forms:

- I. School/work excuses and short forms (requiring less than 5 minutes) may be completed without charge during your appointment. Please notify your

psychiatrist at the beginning of your appointment if short forms/letters need to be completed or signed.

- II. Longer forms will be completed outside of your appointment time for the following fees (based upon the time required to complete the document).
 - 10-29 minutes - \$120
 - 30+ minutes - \$300/hour
- III. Dr. McDade does not complete or provide documents regarding custody/divorce disputes.
- IV. Dr. McDade reserves the right to refuse to complete certain forms.