

May 22, 2019

Dear Parents,

You are receiving this letter because your child has been diagnosed with ADD/ADHD and our doctors are managing their care. Excellent communication between the physicians and the patient families is crucial to provide optimal care for all of our patients, especially those with ADD/ADHD. There are multiple factors involved when treating pediatric ADD/ADHD that offer unique challenges for the patient families and the care team. One important factor is the continuous re-evaluation of the management of your child's treatment as they grow and mature. Their academic and social challenges as they advance in school are ever changing factors as well.

Given the complexity of the diagnosis and management of ADD/ADHD, the physicians at Pediatric Associates of Austin frequently utilize peer-reviewed guidelines that are provided by the American Academy of Child and Adolescent Psychiatry and the American Academy of Pediatrics. The doctors feel that it is important to have close follow-up with our ADD/ADHD patients, especially when initiating treatment.

We are asking our families to help us with the management of the treatment of your child by following our practice's guidelines. What this will mean for you is the following:

- On initial evaluation, we will follow-up to check progress and monitor side-effects.
- At around 3 months after starting medication, a nurse evaluation will need to be carried out at the office to assess blood pressure, growth, and overall progress with the medication.
- At around 6 months after treatment initiation, a physician consultation at the office will be needed to re-assess the treatment plan and discuss any issues that may have arisen since starting treatment.
- If treatment is going well and an efficacious medication dose has been established, then the progress can be monitored at the child's next "well visit". If significant issues have developed either with the medication or the condition, then a consultation visit with the nurse or physician may be necessary.
- Once the treatment has been stable, then progress needs to be monitored twice a year (approximately 6 months apart) at the office with one of those visits being the "well visit". If your child is attending school out of town, we will discuss options to assure adequate follow-up.

Our office will refill prescriptions electronically. **We ask that you allow three business days for our staff to fulfill that electronic prescription.** PLEASE NOTE that the 6th month WILL NOT BE REFILLED VIA PHONE CALL. You will receive that prescription refill at the time of your follow-up appointment in the office with your preferred physician. We encourage you to schedule those appointments no less than two weeks prior to your prescription expiring in order to avoid any lapse in the medication.

If you have any questions or concerns, your physician will be happy to answer them at your next scheduled appointment. Thank you for entrusting us with your children's medical care.

Sincerely,

Doctors of Pediatric Associates of Austin, P.A.

# **Pediatric Associates of Austin**

## **ADD/ADHD MEDICATION AND REFILL REQUEST POLICY**

PLEASE READ THE POLICY BELOW REGARDING **REQUIRED** MED CHECKS AT LEAST EVERY SIX MONTHS.

Controlled substances, including narcotic pain medications and stimulants used to treat ADD/ADHD and other mental health issues, are medicines whose power we take very seriously and are closely monitored for overuse. The American Academy of Pediatrics guidelines and standards of good care dictate that we appropriately monitor their use, beneficial effects and potential side effects. Children who take these medicines should be seen at a minimum of every six months **without exception**.

Between annual physical exams and consultation visits, a nurse evaluation will be carried out every three months within the first year of the diagnosis, or when new medication changes occur. At these nurse visits, medication side effects will be monitored, school performance and family dynamics will be reviewed, and prescriptions will be refilled. We are particularly interested in blood pressure monitoring and growth assessment.

Consultation visits should be scheduled any time a problem develops related to the ADHD or the medication.

### **PRESCRIPTION REFILLS:**

1. Appropriate refill requests can be made via phone or email. When calling our office, choose the option for "prescription refills".
2. Provide our staff with the patient's name, date of birth, medication name, dosage needed, and the pharmacy name and location you would like it sent to.
3. Please allow our staff three business days from the date of request to fulfill the prescription refill.
4. We ask families to please time their refill requests accordingly.

### **When we receive a refill request for a patient's fifth month on a controlled substance, we will:**

1. Contact the family to set up their next med check or yearly physical exam.
2. If the patient does not have a med check or yearly physical set up when we receive a request for the sixth month, we will again contact the family to set up an appointment before the end of the sixth month.
3. At that point we will also notify the family on the prescription bottle itself, stating "NO MORE REFILLS UNTIL MED CHECK APPOINTMENT".
4. After that, we will not dispense any more refills until we have seen the patient.
5. If you are overdue for a med check and are requesting meds/an appointment, we will schedule you within two weeks for a med check appointment.

I understand the above policies and agree to the terms.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_