



Refill Policy

Effective 7/1/2019

It is typically the physicians' practice to give prescriptions with refills for 12 months at a time. For hormone replacement therapy it is for 6-12 months. It is very important to request your prescriptions during your annual office visits. To ensure that you do not run out of your medications, please make sure to schedule an annual appointment at the end of your visit. If office visits are scheduled and kept on a regular basis, prescriptions are refilled at these visits. Requests for refills outside of office visits should rarely occur. If you need a refill on your birth control, you must have been seen within a year's time and have an appointment for your next annual exam already scheduled. Annual exams are required when you are taking or using any type of birth control. Please schedule your appointment a year in advance and keep that appointment to avoid a refill charge.

As of July 1, 2019, request made for prescriptions refills made outside of an office visit may be subject to a fee*:

\$15.00 may be charged for 1-3 prescription refills that are not requested during an office visit or outside of the timeframe of your visit. This fee will be collected by credit card over the phone prior to prescriptions being sent in to your pharmacy.

*This fee is not for a new medication that is deemed necessary over the phone by either the physician or the triage nurse. (i.e.- yeast infections, change in contraception)

To request a refill, please leave a detailed message on our refill request voicemail.

***Please allow 2 business days for refill request to be completed. ***

Ways to reduce unnecessary refill requests and medication errors:

1. We do require office visits on an annual basis for all of our patients taking prescription medication. Please be sure you have enough medication to last until your next scheduled visit.
2. Before you come to your annual appointment, please look over your medications, to determine if you need to request any new prescriptions at your appointments.
3. Please bring all of your prescription bottles and contraception packets with you to your appointment. This is important to make sure that you're taking the correct medications in the correct dosages. We will take the time to carefully review your medications and write for refills at your office visit.

Patient Signature: _____

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