



Evansville Multi-Specialty Clinic, PC

Prescription Policy

At the time of registration each patient will choose a pharmacy and sign the following policy regarding all prescriptions. Our policy is in place to protect both the patient and the prescribing provider.

Regarding prescription refills, please note the following:

- **Please call your pharmacy for all refill requests** except for controlled substances. **We require at least 48 hours notice** for all prescription refill requests.
- Prescription requests submitted after 3:00 pm will not be called in until the next day.
- **We do NOT refill prescriptions over the weekend or after-hours.** If you leave a message with the after-hours service, you may be charged a fee. It is for emergencies only.
- If your provider is not in the office, you may have to wait until he/she returns for controlled substances refills.
- If you fail to keep more than one appointment, no refills will be authorized until you are seen by one of our providers.

Narcotic and Controlled Substance Policy

It is extremely dangerous to receive prescriptions for narcotics and other controlled substances from several providers at the same time. Therefore, patients who do seek narcotic prescriptions through this office agree that, unless otherwise indicated by Evansville Clinic, we are to be the sole prescribing providers for the patient. Furthermore, patients desiring prescriptions for controlled substances from our clinic agree to grant us permission to contact pharmacies and other providers in order to ensure compliance with this policy. By signing this policy, the patient also agrees to the following regulations in order to protect the patient and prescribing providers:

- Random urine drug screens to track the usage of the controlled substance.
- **Using only ONE pharmacy** that is determined when signing this policy. Any change in pharmacies must be done in writing and before the refills are due.
- Using only the prescribed dosage for the controlled substance, if pain is not controlled with current dosage patient needs to contact clinic to seek other alternatives. Patient is not advised to self-medicate.
- Refills will only be given at the appropriate time; **no early refills will be given regardless of the reason (i.e. stolen, lost, misplaced, using more than prescribed dosage, etc.)**
- Prescriptions cannot be refilled or filled initially by emergency room physicians unless instructed by our clinic. If the patient chooses to seek care in the emergency room, controlled substances have to be authorized by our clinic.
- Allowing our staff to do random inquiries with INspect, Indiana's Prescription monitoring program.

If we determine that any of the above policies have been violated, we will immediately cease all orders for any of these prescriptions and dismiss the patient from this office.

ACKNOWLEDGEMENT OF PRESCRIPTION POLICY

TODAY'S DATE _____

I have read and understand Evansville Clinic's policies regarding prescriptions. **I agree to the terms involved** in the Prescription policies and have received a copy of this policy. I understand that if any of the above policies are violated or I choose not to adhere to these policies I will be dismissed from this clinic and will not receive any refills from the physicians. I also understand that I must choose a pharmacy at this time and will not switch the pharmacy unless I submit a written request.

Pharmacy _____ Location _____

(Print Name of Patient)

(Signature of Patient/Patient Representative)