

Psychotherapy Center for Children Adults and Families

204 Cherry St.

Milford, CT 06460

(203) 876-0545 FAX (203) 876-0814

Medication Refills & Office Policies

1. Refills will not be made after hours, on weekends or holidays. The on-call physician will not answer calls regarding medication refills.
2. Refill requests may be made during regular office hours. Please have refill requests faxed to 203-876-0814. Refill requests received after 3:00 pm will be filled the following work day.
3. Please check your bottles for refills. If you need refills, please call the pharmacy only. You do not need to call the physician's office.
4. Prescriptions that cannot be phoned in require a 24 hour notice to be refilled.
5. If a written prescription is to be picked up, you may do so during regular office hours.
6. Patients are responsible for their controlled substance medication. You will need to be seen in our office every four months for controlled medications.
7. Please remember to discuss any medication concerns and all refill requests you have with your physician at your regularly scheduled appointments. If you need refills and have an appointment, please request them at the time of your visit.
8. If you have a preferred medication, you **MUST** let our office know prior to the physician writing a prescription or calling in your medication. For example, if you want a brand name or need a less expensive medication, let our office know.

Due to rising costs and the amount of time involved in completing & processing, the following is a list of charges, charged to you (our patient's), effective Jan 1, 2016

1. Any and all disability forms \$100.00 per half hour
2. All FMLA forms \$100.00 per half hour
3. Prior authorizations \$25.00 per 15 minutes
4. Email correspondence \$15.00 per email
5. Mail prescriptions \$10.00 for first and \$2.00 each one after
6. Misc. clerical duties \$25.00 to \$50.00 depending on time spent