



TLC Pediatrics of Frisco
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ADD/ADHD/Controlled Substances Medication Policy

Dear Parents and Guardians:

Due to the importance of providing quality care to your child, TLC Pediatrics of Frisco will dispense controlled substances and other medications for ADD/ADHD and other conditions with the following rules and expectations:

1. Stimulant medications (ex. Ritalin, Adderall, Concerta, Vyvanse, etc.) are classified as controlled substances by the FDA.
2. You must allow a minimum of five business days for a prescription refill. This means that if you request a refill on Friday, it may not be available until the following Friday. **It is your responsibility to plan ahead - do not wait until you are out of medication before calling for a refill.**
3. Every patient taking such medications must have a yearly well child exam and an ADD follow-up visit **at least once every 3 months**. This means that, at a minimum, your child will need to be seen four times a year. We will monitor your child for proper growth and development, medication effectiveness, possible side effects, and potential need to change medication or dosage. Please note that an interim visit for a sick appointment (ex. cold, sore throat, or abdominal pain) *does not* replace the need for your child to be seen for a 3 month ADD follow-up. We need to schedule an appropriate amount of time for these visits in order to provide the best care for your child. If these visits are missed, it may be necessary for the physician to discontinue the medication.
4. We require monitoring of symptoms and side effects every 6 months via the use of the Vanderbilt questionnaires. In addition we require a behavioral checklist completed at each ADHD visit, and with each medication refill. These questionnaires are most easily accessed by both parents and teachers on our web site at www.tlcpedsfrisco.com, in the patient center. At times additional questionnaires may be assigned via www.chadis.com, the office staff will direct you on how to access these forms if they are necessary.
5. Please note that we must receive all Vanderbilt and other evaluation forms from parents/guardians and teachers prior to scheduling an initial ADHD evaluation or med check appt. For new patients, we must also have all old records prior to scheduling an appointment.
6. Please check with your insurance to see if there is a 90-day mail in option. If so, please let our office know if you want to use this service. This service can only be used if the dosage has been stable for at least 3 months, there are not frequent dosage changes, and your child is not having any current difficulties.

7. If a consulting specialist suggests a change in medication or dosage, a **WRITTEN** order must be sent to our office before any such change will be made.
8. Not all health insurances will cover initial or follow-up visits for ADHD. The parent/guardian bringing the child to the office for the visit is responsible for any charges not covered by the insurance. Just because your insurance does not cover recheck visits does not mean they are not a necessary part of care.
9. A parent or guardian (or school nurse at school) should give all medications and these medications should be locked up in your home.