



## **Prescription Refill Policy**

---

- No prescriptions will be refilled on Fridays, Saturdays, Sundays or Holidays.
- We require **72 business hours** minimum to process prescription(s) renewal and/or pick-up requests.
- The patient is responsible for knowing when medication(s) will need to be refilled (no early refills).
- Prescription phone-in/pick-up: Monday-Thursday during business hours **ONLY** (9 a.m. to 4:30 p.m.).
- Prescriptions will not be filled for unauthorized "walk-in" patients.
- Non-narcotic prescriptions require a follow up appointment every 6-12 months.
- Controlled-substances/narcotic prescriptions require regular follow up appointments.
- New symptoms and/or events require a clinic appointment. Providers will not diagnose via phone.
- No further refills will be given if medications are overused/abused/misused. You must follow prescription directions.
- No medication/prescription will be replaced if lost, stolen, misplaced or overused.
- Medications are for the prescribed individual's use only. It is illegal to "share" your medicine.
- ID must be presented at pickup by patient or designated/approved person.

These protocols are per recommendations of the Wyoming Board of Medical Examiners & DEA.

*We strive to offer the best services and care for each patient in a timely manner. The above "rules" are essential and necessary to efficiently manage your care. Thank you in advance for your cooperation and understanding.*

**I understand and accept the protocol listed above. Failure to comply may be subject to termination of prescriptive medications.**

Patient Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_