



All Ritter Center providers participate in electronic prescribing directly to your local and mail order pharmacies. Our goal is to assist patients with prescription requests in an efficient manner. In order to process requests as quickly as possible, please review and sign the details of our policy.

- Prescription refills require close monitoring by your provider to ensure the safe continuation of the appropriate dose, frequency and term of that medication. Your provider will prescribe the appropriate number of prescription refills to last you until your next scheduled appointment.
- It is the patient's responsibility to schedule your next appointment in advance and with adequate time to receive a prescription refill.
- As prescriptions are prescribed with the number of refills needed until the next appointment, almost all requests for prescription refills between regularly scheduled appointments will require an appointment in the office prior to authorization. The clinician will review the request from the pharmacy, as well as the patient's medical record, to determine appointment needs. The patient will be contacted by the staff to schedule such appointment, if necessary.
- Medications will not be re-filled or continued to be prescribed if you have not had a follow up appointment for 90 days.
- In the event that you require an emergency refill, prescriptions refill requests should be electronically submitted from the pharmacy directly to the office. If approved by your provider, an appropriate refill will be submitted to your local pharmacy. If your prescription refill is not approved, please contact your provider's office to schedule an appointment.
- Patients requesting new prescriptions must be seen for an appointment by a clinician.
- Maintaining current pharmacy information is the responsibility of the patient. Please confirm with our practice that your correct local pharmacy address and phone number or mail order pharmacy information is on file.
- Prescriptions classified as controlled substances are not processed after hours or on the weekends.
- **Please allow 48–72 hours to process prescription requests.** Medications requiring pre-authorization may require additional time to process. Please plan ahead for refills during holidays and when traveling.

By signing I agree and understand these conditions to process prescription refills efficiently:

---

Signature

---

Date



## Controlled Substance Prescription Policy

At Ritter Center we are committed to provide evidence-based therapies and medication management. We understand that some mental health conditions are treated with controlled substance prescriptions either in the short or long term. While these medications have benefits, they also have risks associated with them. To promote safe, evidenced based prescribing we have developed policies surrounding the diagnosis and treatment associated with their use.

### **Attention Deficit/Hyperactivity Disorder:**

Assessment of Adult ADHD can often require more than one visit to assess:

- 1) core symptoms
- 2) functional impairment
- 3) history of substance use
- 4) other mental health conditions
- 5) physical health
- 6) previous records
- 7) information from others, i.e. family members, educators

### **Anxiety, Panic, and Insomnia Disorders:**

Research supports the use of counseling, or psychotherapy, and/or non-benzodiazepine medications as first line treatment for these disorders. Controlled substances prescribed for these issues can reduce symptoms but often do not treat the underlying causes and can sometimes cause worsening symptoms and/or the development of a substance use disorder. Therefore, prescribing of benzodiazepines or other controlled substances for these disorders at Ritter Center are only utilized in two ways:

1. Short term in acute situations where the need to control symptoms immediately greatly outweighs the risk of this class of medications.
2. Long term when there is clear evidence that long term treatment with a benzodiazepine is indicated due to the failure of other, safer alternatives, including medications and psychotherapy, to effectively treat symptoms

### **Treatment guidelines are as follows:**

1. In-person initial assessment by the referring primary care provider within the last 30 days or in-person initial assessment by prescribing clinician.
2. In-person follow-up visit at least every 3 months by the prescribing clinician or by the assigned primary care provider.
3. Consent to prior psychiatric records.
4. Record of having trialed and failed other, more appropriate medications and/or psychotherapy.

5. Consent to medical assessment, including labs and urine drug screening.
6. Psychotherapy treatment adjunct to medication therapy is highly encouraged.  
Routine medical assessments and random urine drug screening

Your clinical team reserves the right to stop a controlled substance based on the following: 1.  
Failing to adhere with drug screening as requested.

2. Having drug screening results that raise concern for unsafe and/or ineffective conditions for ongoing prescription of a controlled substance.
3. Evidence of misusing sedating medications, including non-controlled substances.
4. Evidence of diverting prescribed medications.

Unless there are major medical concerns about an abrupt stoppage of a controlled substance:

- **No lost prescriptions will be replaced.**
- **No early re-fills will be given.**

**NOTE: Compliance with guidelines does not guarantee the prescription of controlled medications.**

I understand the above stated in regards to controlled substance prescriptions:

---

Signature

---

Date