BE WELL MEDICAL CENTER  
PRESCRIPTION REFILL POLICY

Date: October 21, 2010

**Background:** To maintain an efficient office, provide quality medical care, and avoid any possible prescription abuses, an office policy should be maintained and followed for prescription refills. This policy needs to be clearly communicated to the entire staff and all patients.

**Policy:** All prescription refill requests should originate from the patient by contacting their pharmacist asking to request the refill electronically. All refill requests should be approved or disapproved by our office in 24 hours or less. The reason for any disapproval should be given electronically through RxNT. Routine prescription refills may not be fulfilled during the weekends, so patients need to plan ahead.

All chronic non-controlled medications should be given 5 refills unless instructed otherwise by the healthcare provider. Patients should have been seen in the last 6 months before a refill is given, however a one month courtesy prescription refill may be given as a standing order as long as the patient understands they need to be seen before another refill will be issued. This should be noted as a comment on the courtesy refill.

All controlled pain medications are to be prescribed for a maximum of 30 days with a maximum of one refill. Patients must be reevaluated in the office for controlled pain medication beyond 60 days. NO EXCEPTIONS. Patients being treated for attention deficit disorder or schedule 2 pain medications may pick up a refill for a one month supply of medication if they are stabilized on a satisfactory dosage and were seen in the office within the previous 30 days.