

## Guidelines Regarding the Management of ADHD

Dear Parent(s),

Your child has been diagnosed with Attention Deficit Hyperactivity Disorder (ADHD). This disorder is treated with a variety of medications, many which are controlled substances. In order to avoid any confusion our office has developed the following guidelines for treatment and prescription refills.

1. Each child must have rechecks every three months, or as requested by the physician. Please schedule these appointments as you leave or at least **4** weeks in advance.
2. It is important for the physician to continue to monitor your child while he/she is on medications. Visits are more frequent at the start of a new medication or a dosing change. If he/she does not attend these visits, it may be necessary for the doctor to discontinue the medication.
3. We **cannot** refill any medication if the child has not been in for scheduled recheck appointments.
4. A well child visit is required yearly. If your child is doing well on the current treatment for ADHD and no changes are needed, the ADHD and well visits can be combined per physician discretion. If changes might be needed it is best to dedicate a separate visit each for the ADHD and well visits.
5. All physicians requested information (i.e., teacher evaluations, psychologist letters) must be obtained prior to your child's scheduled recheck or medication **cannot** be refilled.
6. We require a behavioral response checklist completed at each ADHD visit. This helps to ensure effective medication dosing and evaluation of side effects.
7. By law we are able to write stimulant prescriptions for up to 90 days once a child is stable on a medication dose. This is done with a three month mail-in prescription or three consecutive prescriptions to be filled monthly.
8. Ritalin, Metadate, Adderall, Focalin, Concerta, and Vyvanase are examples of controlled substances, closely regulated by the government. These prescriptions **cannot** be called or faxed to any pharmacy.
9. If a prescription for a stimulant medication is lost, stolen or discarded it may not be able to be reprinted at this office until the next scheduled recheck. Please ensure safe keeping of these closely regulated prescriptions.
10. Medication dosage cannot be increased without checking with the physician first. In most instances, if you feel the medication needs to be increased your child will need to be seen by their physician.
11. A parent or guardian should give all medications.
12. Please lock all medications that are in your home.
13. There will not be any exceptions granted.