

Christian Psychotherapy Services



Medication Appointment Policies

Thank you for allowing us to help you with your medication needs. Please read completely and initial next to each policy that you have read and understand the policies below.

- I will not accept any controlled substances from another doctor without first consulting with my CPS provider.
- I will be responsible for making sure that I do not run out of my medication before my appointment.
- I understand that I must keep my medications in a safe place.
- I understand that the doctor/nurse practitioner will not supply or replace any additional prescriptions if it is lost or misplaced.
- I will not give my prescription to anyone else.
- I agree to refrain from any mood/mind altering/illicit/addicting drugs while taking my medications.
- All appointment times are allotted held for each patient. I understand as a patient if I am late for an appointment; I will not be seen by my scheduled provider.
- If I am late or do not attend my scheduled appointment I am aware I must pay a \$50 dollar no show fee before I am able to reschedule with any medication provider at Christian Psychotherapy Services. I understand I must provide 24 hour notice if I need to cancel an appointment.
- If I do not attend my scheduled medication appointment or I am late for my scheduled appointment I understand I will be charged 25 dollars for any medication refills that I may need prior to my next appointment. (Total not per prescription).
- I understand it is the responsibility of the patient to schedule medication refill appointments no more than three months apart.
- All medication refills must be requested 48 hours before the medication is needed.
- Medication refills will not be provided on Friday or over the weekend.
- I understand that I must have an appointment for letters/forms completed by my medication provider. All letters have 14-day turnaround time before they will be available for pick up.
- I must have my co-payment at the time of service.
- Legal Guardians must be present at all appointments. For follow up appointments: if a legal guardian is not available to bring the patient to their appointment, the patient may be accompanied by another adult as long as there is a permission letter from the legal guardian. The patient must present an updated permission letter for every follow up appointment.
- I understand that if I miss two medication appointments at Christian Psychotherapy Services within 12 months, I will be dismissed from the practice, unless I pay all missed appointment fees with all medication providers. I will be provided referrals to other professionals in the area and 30-day prescriptions following my dismissal as long as I have been compliant with treatment.

Printed name of patient/Legal Guardian/ Date

Signature of Patient/ Legal Guardian

Date

Witness

Date