

## MEDICATION REQUESTS

It is important for patients to keep their appointments to ensure proper medical treatment. However, we understand from time to time there will be a need for you to reschedule an appointment and we ask that you reschedule your appointment to a date prior to the original appointment. We reserve the right not call in medications for any patient that misses their appointment, cancels or reschedules after their original appointment date. It's important for the HealthQuest psychiatrist to evaluate each patient's progress and side effects before refilling medications. Patients calling in after missing an appointment will be scheduled on the next available appointment. We reserve the right not to refill medications until the patient is seen. If medications are called in, there will be a \$20.00 administrative fee for processing the refill request which will not be billed to your insurance company and payable only by the responsible party.

If you are having problems with your prescribed medications, please call within normal office hours so the psychiatrist may review your file. Patients that are in need of insurance prior authorization for medication prescribed by our office should contact their pharmacy insurance carrier and request an authorization form be faxed to our office. Please allow at least five business days for such authorizations, as this is an extensive process.

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## MISCELLANEOUS FORMS

Short Term Disability Forms, FLMA forms, Narratives, Letters, etc

We understand the need to have miscellaneous forms completed from time to time. However, the completion of these forms are not included in our reimbursement from your insurance company. Your insurance company will only cover the treatment provided to you. Therefore, HealthQuest charges \$80.00 for completion of any miscellaneous form and payment must be made prior to us accepting the form. Please allow at least 10 business days for completion.

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Patient/Responsible Party

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Date