The following policies and guidelines are made in accordance with the rules and regulations set forth by the government and insurance companies. Noncompliance with any of the policies and guidelines below will result in the patient being released from our care for ADD/ADHD, and/or being referred out.

Please know that it is Tots To Teens Medical Center's goal to provide the highest quality of care for our patients. In order to achieve this goal, we must abide by the laws and guidelines set by the government and insurance companies. Thank you for allowing us to care for your child.

ADHD Policies and Guidelines

- ✓ Patients **CANNOT** miss **any** ADHD appointment. Appointments that need to be rescheduled must be done with a 24 hour notice.
- ✓ Parent/caregiver must bring patient to all ADHD appointments.
- ✓ ADHD Parent Forms must be completed by parent/caregiver that lives with patient.
- ✓ Teacher forms must be completed by teachers prior to **every** ADHD appointment. It is the responsibility of the **parent/caregiver** to ensure all teacher forms are completed and at Tots To Teens prior to each visit.
- ✓ Teacher forms must be faxed to **(912) 376-9650** or brought to the appointment by the parent before each appointment.
- ✓ Patient must abide by follow up schedule:

Follow Up Schedule

Initial Visit / Medication Change	Follow Up Visit / No Medication Change
Follow Up Within 30 days	Follow Up Within 90 days

- ✓ Medication prescriptions must be taken to the pharmacy immediately once picked up.
- ✓ A 24 hour notice must be given to receive a refill on medication. Please contact a front staff member or nurse to request refills.
- ✓ Notify Tots To Teens immediately if patient has any side effects to the medication.
- ✓ Patients must stay up-to-date with all health checks and annual visits required by the insurance companies.

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Parent/Caregiver Signature Date