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| TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  SCHOOL OF MEDICINE  DIVISION OF PSYCHIATRY  CLINIC POLICY | REVIEW NO:  2 | NUMBER:  N 6 |
| PREPARED BY: APPROVED BY:  KARY BLAIR TERRY MCMAHON, MD | ORIGINAL APPROVAL DATE:  MAY 2000 | MOST RECENT REVIEW APPROVAL DATE:  DECEMBER 4, 2018 |
| TITLE:  Telephone Medication Refills | | PAGE:  1 of 2 |
| 1. **GENERAL STATEMENT OF POLICY:** 2. **SCOPE:**   This policy applies to the clinics operating within the Department of Psychiatry, Lubbock.   1. **ADMINISTRATION:**   Clinic Policies will be revised as needed or annually whichever occurs first. Clinic policies will be approved by the clinical faculty and the chair of the department. Allow two business days for refills to be processed.   1. **PROCEDURE:** 2. Patients will be provided with adequate prescription refills at the time of the clinic evaluation to last until their next appointment. 3. Verify that the patient has an appointment.    1. If the patient has an appointment, refill will be provided until the next appointment.    2. If the patient has no scheduled appointment, the patient is called and informed that they need an appointment with a physician. If they make an appointment, then orders from the last visit are used to refill medication until the next appointment. Inform the patient that no more refills will be provided until seen face-to-face by the physician. 4. Prescriptions must be pre-authorized by the signed note of a physician before refilling. 5. Prescriptions can only be refilled by authorized agents of the clinic. 6. The following are the classifications of medications that our clinic prescribes.   Antidepressants Anticonvulsants (mood stabilizers) Medications for Side Effects  Antipsychotics Antianxiety/Sedative/Hypnotics Stimulants (ADHD)   1. Attached is a list of all the medications, description of the medication and side effects to watch for. | | |
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| PREPARED BY: APPROVED BY:  KARY GREEN TERRY MCMAHON, MD | ORIGINAL APPROVAL DATE:  MAY 2000 | MOST RECENT REVIEW APPROVAL DATE:  OCTOBER 17, 2013 |
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| 1. **DISTRIBUTION:**   All holders of the Psychiatry Department Handbook.   1. **REVISION:**   It is the responsibility of the Administrator to initiate revisions to Clinic Policy and Procedure as necessary, in coordination with other department personnel. All revisions will be approved as indicated in Section C. | | |