

# Prescription Refill Policy

*This is a sample policy only. Physicians Insurance provides this sample for use as an idea springboard for offices developing or reviewing their own forms and policies.*

## **POLICY:**

Renewing prescriptions for patients on chronic medical therapy provides an opportunity to evaluate patient compliance with prescribed therapy, monitor therapeutic blood levels, and assess the need for follow-up office visits.

## **PROCEDURES:**

1. We ask 24-48 hours notice for prescription refills to be completed.
2. After receiving a refill request from a patient or pharmacy, pull the patient's chart.
3. Determine the date of the patient's last office visit. Patients on chronic medical therapy need to be evaluated by their health care provider on a yearly basis.
4. All narcotics and benzodiazepines require provider authorization.
5. Note the last therapeutic blood level or laboratory screening for patients requesting refills of medications requiring the same.
6. Renew medications for six months if the patient is routinely coming to the office, blood levels are therapeutic, the patient is compliant with laboratory screening as required, and/or there is no chart note indicating the need for other interim follow-up care.
7. Renew a one-month supply of medication if the patient is lacking one of the above. Inform the patient and/or pharmacy that the patient needs to be evaluated by their health care provider before further refills will be authorized.
8. Document the prescription refill on the medication flowsheet and/or in a progress note entry if indicated.
9. Always consult the attending or covering provider if you have any questions regarding a refill request.