

**THE WOMEN'S GROUP OF GWINNETT, P.C.**

**MEDICATION PRESCRIPTION POLICY**

The physicians at The Women's Group of Gwinnett are happy to help you with your prescription needs. This includes supplying needed medication for our patients. We do have certain guidelines for refilling your medications prescribed by our physicians.

1. If you need a refill on your medication, we ask that you call your pharmacy at least 5-7 days prior to your refill and tell them which medication you need refilled. They in turn will contact us with all of the information we need to be able to refill the medicine.
2. **We do not refill medication after business hours or on weekends.** Our physicians do not have access to your medical records after business hours. Please make sure you contact your pharmacy before you take all your medication to allow time for the refill to be processed. All refills are authorized by the physician, so we must have ample time to contact the physician for authorization.
3. Any calls for medication received after 3:00 PM will not be addressed until the following business day. **If you call the answering service after hours for medication refills, the physician on call will not be paged.**
4. It is the policy of this office that a patient only receives narcotics from one treating physician. If you are receiving narcotic medications from another physician, we will not prescribe these for you.

I have read and understand the above policy on medication refills.

Patient name: please print \_\_\_\_\_

Patient signature: \_\_\_\_\_ Date: \_\_\_\_\_