

Dear Patients,

To ensure compliance with the latest health care reform laws as well as Federal and State mandates regarding Schedule II Controlled medications, it has become necessary for physician practices to closely manage the prescribing of many Schedule II narcotic and stimulant medications. Salem Pulmonary Associates and Sleep, P.C. adheres to a strict narcotic/stimulant prescription and refill policy to protect the health and welfare of our patients and that obeys the laws under which we operate. The goal of our medical practice is to provide these medications, when deemed medically appropriate, utilizing the guidelines of the Federation of State Medical Boards. By keeping you informed of these policies, we hope to continue working together to ensure safe and high quality medical care for all of the patients we serve.

**SALEM PULMONARY ASSOCIATES, PC & SLEEP CENTER
NARCOTIC/STIMULANT PRESCRIPTION and REFILL POLICY**

1. All patients receiving new Narcotic/Stimulant Schedule II medication prescriptions will be asked to read and sign the **SPA Informed Consent and Medication Contract** which will be scanned into their electronic medical record and updated annually.
2. Narcotic/Stimulant medication prescriptions are *ONLY* given for one month at a time. A new prescription will need to be picked up at the office each month. There will be no mailing, phoning nor faxing in of Narcotic/Stimulant medication prescriptions.
3. Patients are responsible for knowing when medications need to be refilled. Refill requests need to be submitted with a minimum of 1 weeks' notice *BEFORE* the medication is going to run out to give their provider a sufficient amount of time to respond to the request.
4. Medication refills will only be addressed during regular office hours (Monday-Friday 8am-5pm). No prescriptions will be refilled on Saturday, Sunday or Holidays.
5. Changes to current Narcotic/Stimulant medication prescriptions and/or refills will only be made during scheduled appointments and not via phone, at night, on weekends, or holidays.
6. Narcotic/Stimulant medications require a follow up appointment every 90 days. Renewals are contingent upon keeping these scheduled appointments. Failure to keep these appointments or repetitive rescheduling will result in your prescriptions not being renewed. There are no exceptions to this policy.
7. Early refills or replacement of lost or stolen prescriptions for Narcotic/Stimulant medication prescriptions will not be made. This policy will be strictly adhered to.
8. Prescriptions can only be picked up by the patient whose name is on the medicine, *UNLESS* we have a signed form noting a specific family member can pick up the prescription on behalf of the patient. Patients (or their delegates) will now be required to show Picture ID when picking up narcotic/stimulant medication prescriptions.
9. **Aggressive, abusive or threatening behavior or any other form of harassment directed towards staff members will not be tolerated.** Additionally, if there is any suspicious behavior including frequent, early refill requests or multiple "lost" prescriptions we have the right to terminate this agreement and refuse further prescription requests.
10. Violation of these policies will also be considered grounds for termination of the patient's care by SPA.