



ALLIANCE
MENTAL HEALTH SPECIALISTS

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Medication Policy

If you are prescribed medication during your care and treatment, there are several guidelines which you must follow.

1. The medication given to you should be taken as prescribed by your doctor. The medications may not be used for any other purposes than that for which they were given to you. These medications may not be given or sold to **any** other individual.
2. You will be given a specific amount of medications to last a specific length of time. **You must keep track of your medications to make sure you do not run out before the specific time.** It is **your responsibility** to make sure you do not run out before the specified time. It is **your responsibility** to have follow-up appointments scheduled far enough in advance, so you do not run out of medications. Our schedules are usually booked 2 weeks out. We generally **do not** have same day appointments.
3. If the medication you're prescribed requires a Prior Authorization. This process may take a few days. It is a necessary process initiated by your insurance company. It generally takes 3-5 business days to process. There is no need to continuously call the pharmacy and our office as we work closely with the pharmacies and insurance companies to get the medications approved in a timely manner.
4. Requests for medication refills will only be considered during regular office hours. No refills will be given after regular business hours, on weekends or on holidays. In addition, please be advised: No refills are processed on Friday afternoons.
5. Requests for medication refills should be initiated through your pharmacy first who will in turn contact our office. **Please allow 48 hours for this process. If you have not been seen in over 60 days, your request must be reviewed by your provider and may be denied until you are seen.**
6. No new refills or medication changes will be given if you have not been seen in more than 3 months. It is your responsibility to make a follow-up appointment with our office.
7. If the medications prescribed are **not working, you will need to be seen** in order for the provider to make any changes.

8. If you call for medication or refills outside of our regular office hours, you will be instructed to go to the nearest emergency room. There you will be evaluated by an emergency room physician who will decide if they can refill your medications or not. Emergency room regulations on medications are very strict and there is no guarantee that you will get your refill.

Breaking these rules may be grounds for your termination of your treatment in our office.

Please read and sign below that you understand and accept the policies outlined above regarding the medications you have been prescribed.

Signature _____ Date: _____

Printed Name _____

Staff Witness _____