



**FLOWER MOUND
FAMILY PHYSICIANS**

PRESCRIPTION REFILL POLICY

This policy outlines the process of refilling prescriptions.

- We can only refill prescriptions originally issued by our office. If another doctor prescribed the medication to you, please contact that office for refills.
- All prescription refills are approved by Dr. Malick. If you have an upcoming appointment or need to be seen, the amount refilled may be adjusted until you are seen in follow-up.

We strongly recommend that you bring an updated medication list to every appointment (that also accounts for how many pills you have remaining) so that we may coordinate your refills to last until your next appointment.

- Ten days prior to running out of your medication, call your pharmacy to see if you have any available refills left.
 - * If yes, have the pharmacy fill it
 - * If no, please **do not** have the pharmacy contact us. We request that you (the patient) call our office and request the medication to be refilled. All refill requests are to be left on our message line for the Medical Assistants. Please be sure to list the following information:
 1. Patient name and date of birth
 2. The name of the medication you are requesting the refill on
 3. The strength of the medication
 4. How you are taking the medication each day
 5. The pharmacy information where you want the refill sent

Messages left with incomplete information will not be processed

Please allow 72 hours to process all medication refill requests.

By signing below, I acknowledge that I have received a copy and have read the Prescription Refill Policy by Flower Mound Family Physicians.

Patient Name

_____/_____/_____
Date of Birth

Signature of patient or patient's legal representative

_____/_____/_____
Date

Print Name and relationship to patient