



Office: 702 S. Main St.  
Cottonwood, AZ 86326  
Phone: (928) 649 – 0269  
Fax: (866) 644 – 6363  
office@breakthroughmed.com

**LETTER OF UNDERSTANDING FOR PRESCRIPTIONS 2017 | 2018**

**Policy for Medication Renewal and Controlled Substances:**

Dr. Shaída Sina

- will only prescribe **controlled substances** during a scheduled appointment:
- If you run out of medication and you do not have a visit scheduled or **there are no openings**, it is up to Dr. Sina’s discretion to authorize that **controlled substance**.
- Hydrocodone now requires an in-office visit, drug test, and contract. Prescription will only be for 30-day supply of medication with no refills.
- Dr. Sina will only prescribe a **controlled substance up to a maximum of 3 months except for bio-identical combination creams with Testosterone**.
- Any patient who is prescribed a **controlled substance** will be reviewed as part of a controlled substance monitoring system which also includes recommendations for Medical Marijuana, and testosterone.

*Arizona Department of Health Services and Arizona Pharmacy Board, due to abuse of certain medication have strongly encouraged physicians to adhere to a standard of care around prescribing controlled substance.*

**Controlled substances** include but are not limited to: injectable Testosterone; prescription medications for sleep (i.e. Lunesta, Ambien...), anxiety (i.e. Xanax, Valium, Ativan...), pain (i.e. Hydrocodone...), muscle relaxants (i.e. Soma...), etc.

***My signature below indicates that I have read and understood this letter:***

\_\_\_\_\_  
Patient’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Patient

***To reduce stress around running out of medication, we recommend that you schedule a follow up appointment prior to running out of medication.*** For example, if you are given a 30-day supply of medication with 2 refills, you will run out in 90 days. We recommend that you schedule a follow up and do any recommended testing prior to running low on medicine. It's your responsibility to keep track of the number of refills you have left. Be aware that compound medications and controlled substances generally expire at 6 months from the time the prescription was written.

### **Emergency Prescription Medication Refill Request:**

- (1) Please call the office to let us know you need an *Emergency Prescription Medication Refill*. Corresponding by email does not ensure we got your message.** If the office is closed leave a message, we will contact you on our next business day. If we are open, but do not pick up the phone, we may be with a patient, please leave a message.

It will be required that you fill out an ***Emergency Prescription Re-Authorization Request Form*** which can be emailed to you, or you can come to the office to fill out the paperwork. When you submit the form to the office, and pay your fee for processing, you will be put on the schedule. This does not necessarily mean you will get your prescription that day. If it is a medical emergency and you need your medication immediately go to Urgent Care or the Emergency Room.

**There is a \$50 charge for prescription refill requests that occurs outside of an appointment.** To process a emergency prescription requires Dr. Sina time to review your chart and write orders, call or fax a prescription, and possible review your use of medication through the Arizona Controlled Substance Monitoring System. If you have run out of medication which is a ***controlled substance***, you may only get a limited prescription for one week, which is considered standard of care

Please allow 7 -10 days for compounded prescription refills. This longer time is because compounding pharmacies are generally not open on weekends or holiday and will need to mail your prescription.

***My signature below indicates that I have read and understood this letter:***

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Patient