

# ADHD Management Protocol

1. At the onset, newly diagnosed patients will be seen several times: Initial visit, 3 weeks, 1 month, and 3 months. Once stable on their medication, your child will be seen every 3 to 6 months for a medication recheck. If there is a change in your child's medication, behavior or symptoms, a temporary increase in office visits may occur.
2. We suggest you make your ADHD appointments with the same provider to help facilitate continuity of care. **As of March 27, 2016, all prescriptions will be sent to your pharmacy electronically.**
3. **Medication refill requests can ONLY be made by the parent/caregiver through our website, patient portal or by contacting our office and choosing prompt #3 for the ADHD refill line.** Please keep in mind that request can take 4 to 5 business days (**weekends and holidays excluded**) to process. We highly suggest you make your request at least 1 week in advance. **NEVER wait until you have only 1 or 2 pills left. WE DO NOT ACCEPT REFILL REQUESTS FROM YOUR PHARMACY.**
4. When leaving a message on the ADHD refill line, please leave your child's name, date of birth, name of medication(s) you are requesting, pharmacy information, and the best phone number to contact you. **We WILL NOT call you to confirm your request unless we have a question or a concern. Please call YOUR PHARMACY in 3 to 5 business days to check the status of your refill.**
5. If concerns arise, please **DO NOT LEAVE A MESSAGE** on the refill line as it is not checked daily. Call and speak with an ADHD care coordinator or a nurse.
6. If your child receives any mental health services outside of our office, please sign a release in their office to have all reports forwarded to your child's primary doctor. Our fax number is (716) 332-3543.
7. Should you have any question or concerns, you may call our office at (716) 884-0230 and speak to one of our ADHD care coordinators, Kim Banks, Jill Orlandi, and Jennifer Rott LPN.