

MEDICATION REFILL POLICY

As a person receiving psychotropic medication from a TOPS, PC psychiatrist, you are responsible for your medical needs, including medication refills. When meeting with your psychiatrist, you are expected to obtain prescription refills or to make other refill arrangements at each appointment. Should you find yourself in need of a prescription refill and not have a scheduled appointment, you should contact your psychiatrist by email or phone *at least one week* before you run out of medication. Please be aware that refill requests may take up to three business days to process.

We appreciate your understanding and cooperation. Should you have any questions or concerns, please do not hesitate to raise them with your psychiatrist. Also, in order to ensure appropriate and correct prescriptions, the providers at TOPS, PC will not respond to refill requests from pharmacies without direct communication from you.