

Instructions for requesting a medication refill

All medication refills need to be called into the pharmacy. Even if you are out of refills, the pharmacy will contact our office for authorization. Please allow up to 1 business day for refill requests. A photo ID is required to pick up written prescriptions. Pharmacy requests after office hours or during weekends or holidays will not be filled until the next business day.

Completing forms for school/daycare

Please bring forms to the appointment that you are needing completed by the physician. If you drop off forms without an office visit, the nurse and the doctor will decide if you need to be seen before the paperwork is filled out. Please allow 48 business hours for forms to be completed. Once forms are ready, our staff will contact you to pick up. Following HIPPA guidelines, some forms can be faxed or mailed. If this is your preference, please discuss with staff when forms are dropped off and include the fax number, recipient address, and/or mailing information.