

Siyon Clinical Corporation

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Medication Refill Policy

Requests for medication refills may take up to 72 hours for a response.

Plan Ahead:

1. Contact us **three (3) days** before medication is due to run out, or **fourteen (14)** if you use mail order company.
2. It may take up to **three (3) business days** to refill your prescription as we must follow this process:
 - a. Review your medical records.
 - b. Check for expiration dates.
 - c. Verify the number of refills and ensure refill eligibility.
 - d. Run CURES report when appropriate.
 - e. Final authorization sent to pharmacy.
3. Refill requests must be made through your pharmacy. Please have your pharmacy fax us a refill request form to 707-206-7254.
4. We utilize strict controls for controlled substance medication, and some cannot be called in to the pharmacy for refills. The patient must be seen in the office at provider's discretion for non-refillable medications to be refilled. We **WILL NOT** renew any controlled substance prescriptions if not seen face to face with the provider in our office within 30 days.
5. Refills on medications can only be authorized on medications prescribed by our providers.

x _____
Signature of patient or Parent/Guardian (if Minor or Disabled)

Date