

ALTAMONTE PEDIATRIC ASSOCIATES

CONSULT GUIDELINES

The following information will explain the process and the policies of this office regarding consult evaluations. Please read the enclosed information carefully and return the signed forms to us to set up an appointment.

New consults are usually scheduled for at least 30 to 40 minutes. This time has been scheduled especially for you and your child. It is extremely disruptive to the schedule when patients do not show up for these extended consult visits. For this reason, any patients who fail to show for a new consult visit without notifying us 24 hours in advance will not have their consult rescheduled here in our office. While we will make every attempt to remind you of your appointment a few days before it is scheduled, you are ultimately responsible for the appointment even if we are unable to reach you. In addition, you will be charged for an office visit if you miss your scheduled recheck consult appointment and fail to notify us at least 24 hours in advance of your appointment. This charge will be your responsibility and will not be billed to your insurance company. Patients may be discharged from the practice for missing scheduled recheck appointments, for numerous cancellations of follow-up appointments, or for not adhering to office policies. Please provide us with a daytime phone number when you make your appointment. Thank you for your understanding.

The first step in the evaluation process is to do a complete physical on your child. All patients must have a complete physical within the last 12 months in our office before a consultation will be booked. At the time of your physical you will be given a consult packet.

The ADD packet contains (1) Abbreviated Symptom Questionnaires that should be filled out by each teacher (2) A Home Version Rating form and a Behavioral Rating form that should be filled out by parents. If parents are divorced, please request an additional Home Version Rating form, one to be filled out by each parent.

The following items are also needed at the time of the initial consultation:

1. All report cards and progress reports dating back to kindergarten and all progress reports.
2. Any psychological testing that has been done on your child (IQ, perceptual testing, school screening, etc.).
3. Any school testing that your child has undergone in the past years.

These questionnaires and reports are an important part of the evaluation process. Failure to bring them may result in having to reschedule your consult. Abbreviated Symptom Questionnaires filled out by each of your child's teachers are to be brought in with you at each recheck appointment as well as current progress and report cards.

If after evaluating your child and the doctor feels medication is indicated, you will be given a prescription for a 30-day supply.

1. **For refills a 72-hour notice is required.** Please call during routine office hours for refills as we will not process refills after hours or on weekends. Please call the office at ext. 702 and leave the following information: Child's name with date of birth, your name, daytime phone number and name of medication (dosage, times taken, pick-up, or mail). Most medication for ADD cannot be called into a pharmacy. The prescription must be picked up or mailed to your address. If you will be picking up your prescription please state which office you will be picking up the prescription from (Altamonte, Lake Mary, or Apopka). It is your responsibility to be aware of when your child will run out of medication. **Please call when your supply is down to 5 days.**
2. Prescriptions are written for 30 days at a time unless your insurance allows for a 90-day mail order prescription.
3. Any questions or problems – RE: medication and/or appointments should be directed to our ADD Coordinator at extension 440.

I have read and understand the policies listed above. I agree to follow them.

Date

Signature