



*Dr. Suzanne Gazda ❖ Dr. R. Braden Neiman*

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## **Medication Refill Policy**

You should first contact your pharmacy for medication refills. You may already have authorized refills, and most local pharmacies will contact our office for you if you do not have a refill. If you take a medication every day, you should initiate your refill request at least 5 days before the medication runs out. We will handle your request within 48 hours. It is impossible to handle refill requests in an urgent manner.

Our office handles medication refills during normal business hours **only**:

Monday through Thursday from 8:00a.m. to 4:00p.m.

Friday 8:00a.m. to 12:00p.m.

Dr. Gazda, Dr. Neiman, PA Vargas, and PA Vecera will not call in medications for conditions or complaints they have not treated. Also, if a provider has not treated you within a one-year period, you must have an office visit before your refill can be granted.

PLEASE NOTE: The Doctors Answering Service is reserved for emergency calls only. Dr. Gazda, Dr. Neiman, PA Vargas, and PA Vecera will not refill medication during the weekend.

Patient's Signature:\_\_\_\_\_

Date:\_\_\_\_\_