

BEHAVIORAL & EMOTIONAL HEALTH POLICY

Our goal at Raybon Pediatrics is to provide our patients with the best comprehensive pediatric care possible. Our ADHD/Behavioral & Emotional Health care plans have been developed based on AAP guidelines and DEA restrictions. This plan is then personalized by the physician, in conjunction with the family, as appropriate for your child. As we are beginning to see and manage many more behavioral health concerns, we believe it important to review some very important policies that we must follow in order to keep our clinic smooth and running on time.

To accomplish a fluid program, we have the following requirements in place:

All Behavioral & Emotional Health visits have longer appointment times designated for a proper and thorough evaluation. Because of the complexity of these issues, we regret that we cannot couple Behavioral & Emotional Health visits with well child exams. If you are concerned that your child may have the possible diagnosis of anxiety, depression, panic disorder, learning disorder, autism, developmental delays, ODD, conduct disorder or ADD/ADHD, we ask that you make a separate appointment with the physician for a thorough initial evaluation. **Initial** _____

ADD/ADHD/Behavioral Health Guidelines

EVALUATION PHASE: If your physician determines that your child may have a Behavioral Health diagnosis such as ADD/ADHD, we will then ask you and your child's teacher(s) to complete the Vanderbilt questionnaire to establish a correct diagnosis. You will be given the appropriate surveys for your child, with instructions. These surveys must be turned in at least **48 hours prior** to your child's visit, or we will have to reschedule the appointment as these need to be scored and reviewed to ensure we have appropriate time to address your concerns. Initial diagnosis will also include labs to rule out other medical problems. Survey & lab completion are required for initiation of medication. **Initial** _____

TREATMENT INITIATION: During the initiation phase of treatment, visits will need to occur **monthly** as the medication regimen is fine-tuned for your child. For ADHD/ADD, this will include ADHD/ADD recheck questionnaire at each visit to closely follow the effectiveness of their treatment regimen as well as monitor their weight, growth, blood pressure and potential side effects that may be seen. *This means that the adult who brings in the child needs to be able to fill out the questionnaire.* ADHD/ADD recheck questionnaire will also be available on your child's patient portal and can be printed & completed at home. **Initial** _____

Stimulant medications are a **FEDERALLY CONTROLLED** substance requiring the pharmacist to have a "hard copy" written on special paper with an original physician signature (no stamps). Legally, we are **unable to call in** these medications. By law, the state board tracks our prescription numbers for controlled substances and requires us to return unfilled scripts. Therefore, if you lose your prescription or the medication, a **\$10.00 rewrite** fee per prescription will apply. I will do 1 rewrite per 12-month period. We cannot refill behavioral medications outside of normal business hours and, we reserve the right to require a follow-up appointment before writing a prescription. **Initial** _____

MAINTENANCE PHASE: Because of the time needed to assess not only his or her response to medication but also his or her performance in school, at home, and during extracurricular activities **follow-up visits "i.e. med checks" will need to occur independently of your child's annual physical exam.** Once your child's symptoms are stable on the treatment, the visits can be spaced out and will generally occur every three months with ADHD/ADD recheck questionnaire reviewed at each visit to monitor the effectiveness of their treatment regimen. *This means that the adult who brings in the child needs to know how the child is doing at home and at school in order to be able to fill out the questionnaire.* The physician will repeat Vanderbilt follow-up forms from both a parent/guardian and a teacher on an intermittent basis (1 to 2 times per year), to be determined at recheck visits. These forms allow both parents and teachers to communicate concerns privately to the physicians. Follow-up labs will also be done once yearly. **Initial** _____

(continued)

Emotional Health Guidelines

Emotional Health visits often have an initial visit that is on an urgent basis. At those times, we will take the extra time to fully assess your child’s symptoms. This may include screening surveys for depression or anxiety. After ascertaining what your child’s needs are, medication may or may not be prescribed. Medications for emotional issues also have differing requirements for prescribing and follow-up. have appointments at a different rate of recurrence; the frequency of appointments is at the discretion of the physician. Most of these medications are of the type that *should not be stopped abruptly*. Because of this, you will usually be given 1 extra refill, just in case. Because emotional problems carry significant risk to the child and treatment does not always show immediate resolution of symptoms, failure to comply with the treatment plan can result in dismissal from the practice.

Follow-up visits will usually include questionnaires to assess your child’s progress and monitor for side effects. These questionnaires will be available on your patient portal and can be printed & completed at home. We strongly encourage doing the questionnaires prior to coming in, as they are lengthy.

Also, be aware that Dr. Raybon is neither a psychiatrist nor a counselor. For many emotional health issues, counseling is an important part of the treatment plan. If she deems your child’s needs to be more than can be managed by a Pediatrician, we will do all that we can to assist you in getting your child established somewhere that your child’s needs can be met. However, there are little to no pediatric Mental Health providers in Putnam County and the surrounding areas.

Initial _____

APPOINTMENT SCHEDULING:

We provide after-school slots; however, since these are often **the most popular appointment** times and tend to book up first, it is **STRONGLY** recommended that you schedule your child’s follow-up appointment PRIOR to leaving the office after your visit. If you elect not to schedule your appointment prior to leaving the office, only 1 emergency refill per patient and will only extend through any one of the physicians’ first available appointment for this concern. Patients who do not schedule an appointment prior to leaving will be worked in according to the physicians’ schedule and will not have as many options; should you not accept what is available, we may not write additional prescription to get through to your appointment. Any medication dosage change **REQUIRES** an office visit for review of progress and will not be subject to this emergency refill.

Initial _____

NO SHOW and CANCELLATIONS: No shows will be counted in the Now Show Protocol. However, appointments cancelled less than 4 hours in advance will be considered a no show. This is because behavioral health appointments take more time on the schedule than a well child or acute sick appointment, so a no show puts a large hole in the physicians’ schedule where they could have seen other patients needing care. A 2nd No-Show for Behavioral or Emotional Health in 12 months will have a **\$25 fee** paid in cash before the child will be seen again.

Initial _____

Thank you for allowing us to participate in the care of your child. We look forward to a smooth and successful journey together!

By signing below, I acknowledge that I have read the entire Behavioral and Emotional Health policy and was provided a copy. I understand the fees involved for lost prescriptions, no shows and cancelled appointments.

Patient Name

Date of Birth

Parent Name (Print)

Today’s Date

Parent Signature