



**Jay Medical & Rehab Works, PC**  
3457 Lawrenceville-Suwanee Rd., Suite C  
Suwanee, GA 30024  
678-714-8522 / Fax.678-714-8542

## PRESCRIPTION REFILL POLICY

**PURPOSE:** This policy is to inform patients of Jay Medical And Rehab Works, PC policy for processing of medication refill request.

**POLICY:** Refills will be processed within 2 business days (no weekends or holidays) of receipt of the request. Refill requests received on Fridays will be processed the following week and will be completed by Tuesday.

- Unless otherwise directed by your provider, maintenance medications such as Blood pressure, Diabetes, Cholesterol and Thyroid will be approved if patient has had an office visit within the last 3 months.
- Narcotics, other controlled substances such as ADD/ADHD medication, and sleep aids will require a mandatory visit every 3 months unless otherwise directed by provider.
- Antibiotics will not be called in as an office visit is required.