

# Guidelines for Triplicate Prescriptions

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In the state of Texas, prescriptions for controlled substances are monitored by the Texas Department of Public Safety (DPS). These prescriptions are written on special prescription pads (often called **triplicates**). Common medications that fall under these guidelines include stimulants used to treat ADHD and some pain medications.

## Guidelines for refilling these prescriptions:

- These medications may **NOT** be called into the pharmacy. They can **ONLY** be filled with a handwritten paper prescription, signed by a physician.
- These prescriptions must be filled within 21 days of the date written.
- Please call during normal office hours (512-628-1855) for a refill every month. Our office is unable to provide triplicate prescriptions after hours, on holidays, or on weekends. Do **NOT** use the emergency Medlink number to request triplicate refills after hours or during weekends.
- When leaving a message, please provide the following information:
  - Your child's name, including the spelling
  - Your child's date of birth
  - The name and dosage of the medication you are requesting
  - How well your child is doing on this medication
  - Whether you will be picking up the prescription (and specify which office location) or want it mailed
  - Your complete address if you want the prescription mailed

**Failure to provide any of the above information may delay your child's prescription.**

Refills are not allowed on triplicate prescriptions. Some insurance companies will allow a 90-day supply, but you will need to contact your insurance company for this information. If your child is on a stable dose of medication, a 90-day supply may be appropriate.

**DO NOT DESTROY** any triplicate prescription medications for any reason. Because these medications are regulated by the DPS, every triplicate must be accounted for and reported. If you fill a prescription but decide not to use it, please mail it to our office or drop it off. Failure to do so may result in the decision not to provide further triplicate prescriptions to your child.

**DO NOT LOSE** your child's triplicate prescription. Please drop it off immediately at the pharmacy or store it in a safe, secure place until you are able to fill it. If you lose a prescription, a report must be filled out through our office. Failure to report and document lost prescriptions may result in the decision not to provide further triplicate prescriptions to your child.

**Allow at least 2 days from the time you call to pick up the prescription at our main office and 7 days for mailing. If you wish to pick up the prescription at one of our outlying offices (Round Rock or Far West), the prescription may be delayed.**

A valid ID with photo and a signature are required when picking up a triplicate prescription.