



**Concord Children's Clinic**  
1040 Vinehaven Drive, Concord, NC 28025

### **Procedures and Policies for ADD/ ADHD or Behavioral Appointments**

- **Initial Evaluation of ADD/ADHD patients**  
Before setting up the first appointment for ADD/ADHD evaluation, parent evaluation and teacher evaluation forms (by Vanderbilt) have to be completed and returned to the clinic for the doctor to review.  
After the provider has reviewed the paperwork someone from Concord Children's Clinic will call the parent to set up the appointment.  
Since it is a long appointment it is advisable not to bring siblings for this visit so that the provider can get the child and the parent's undivided attention.  
A follow up appointment has to be scheduled for 4 weeks if the physician has put the child on medication.
- **Follow up appointments for ADD/ADHD patients**  
Before the follow up appointment is scheduled teacher follow up forms have to be completed and sent to the clinic for the doctor to review.  
Follow up appointment for ADD/ADHD has to be scheduled every 3-4 months. If there are any parental concerns then the appointment can be scheduled sooner.
- **No Show Policy for ADD/ADHD and behavioral appointments**  
Since these are long appointments we ask that you call at least 24 hours before the scheduled appointment if you need to reschedule. The clinic will charge \$25.00 fee if the appointment is not kept. Frequent no shows for these appointments can lead to patient discharge.
- **Medication refills for ADD/ADHD and behavioral patients**  
Please keep in mind that you need to call at least 3 days in advance for prescription refills.  
Since these medications are classified as controlled substances not all of them can be called in the pharmacy. Prescriptions can either be picked up from the clinic during regular office hours or we will be happy to mail you the prescription if you provide us with a self addressed, stamped envelope.  
Please remember to bring a photo id with you when you come to pick up your child's prescription.  
No refills on weekends or after hours.