



**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 parent will receive a call from Concord Children's Clinic to set up the initial ADD/ADHD appointment.  
Since it is a long appointment, we advise that you do not bring siblings for this visit so that the provider can get the patient and the parent's undivided attention.  
A follow up appointment must be scheduled within 4 weeks if medication is prescribed for this condition.
- **Follow up appointments for ADD/ADHD patients**  
Before the follow up appointment is scheduled teacher follow up forms must be completed and sent to the clinic for the doctor to review.  
Follow up appointment for ADD/ADHD must be scheduled every 3-4 months. If there are any concerns, then the appointment needs to be scheduled sooner.
- **No Show Policy for ADD/ADHD and behavioral appointments**  
Since the clinic allocates more time to these appointments, we ask that in case you cannot keep an appointment to please call the clinic at least 24 hours before the appointment time or it will be considered a no show. The clinic will charge \$50 no show fee for the initial ADD/ ADHD appointment missed and \$25 for each ADD/ADHD follow up appointment missed. Frequent no shows for these appointments can lead to patient being discharged from the clinic.
- **Medication refills for ADD/ADHD and behavioral patients**  
Please keep in mind that you need to call at least 3 business 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.