

Scheduling ADD/ADHD Appointments

- **Nurse ADD/ADHD** – needs to be scheduled in nurse column but only when their treating physician is in the office so they can write the prescription. When making the appointment be sure to select ADHD Nurse on appointment type and you do not need block reason below it. Be sure to verify that it should be with the nurse by reviewing the chart.
- **New ADD/ADHD** – when an established patient needs to be evaluated by physician, they must first be mailed the ADD/ADHD packet prior to scheduling their appointment with us. Tell the parent that once they have completed all testing and forms, then call to make the appointment with the appropriate primary physician. The parent will need to mail of copy of all tests and forms to the physician for review **prior** to the child’s appointment. Make the appointment with ADHD Doctor then place block “ADHD New Eval” to the right of the appointment and one below the appointment.
- **ADHD Doctor** – when established ADD/ADHD patient needs follow up with the physician, they must be scheduled with primary physician. When making the appointment you will need to ask the parent will this be routine refill or is the child having problems with the dosage or behavior that they need to discuss w/doctor. If routine refill, make with appointment type ADHD Doctor and you will not need a block reason with it. If problems, then make with appointment type ADHD Doctor and one block reason “ADHD Doctor” below the appointment.