



## **Ear, Nose and Throat Associates of Northern Colorado**

### Prescription Refill Policy

In order to provide quality care, medication refills are best addressed at the time of your visit with Dr. Smith. We understand, however, that sometimes this is not possible.

Please plan ahead. Call your pharmacy to request a refill five working days in advance. Most pharmacies will contact our office regarding the renewal of routine medication. Should your pharmacy decline your refill, please contact our office.

**To better serve you, please try to refrain from calling for routine prescriptions after 4:00 P.M. or on weekends, as Dr. Smith needs to review and approve all refills.**

Our office will only call you back regarding your prescription renewal if you have completely run out of your medication or you need to see Dr. Smith prior to a refill being authorized. If you have not seen Dr. Smith in one year, you will need to make an appointment to be seen. Please allow time for our office to accommodate you in our appointment schedule.

Help us help you. For your request to be effectively processed we will need from you the following information:

- Spell your first and last name
- Your date of birth
- Spell the name of the medication(s) to be refilled
- The name and location of your Pharmacy (their phone number is helpful)
- Telephone number where we can reach you

**Thank you**

**Bruce M. Smith M.D.**

2121 E Harmony Rd. Ste 350  
Ft. Collins, CO 80528  
Phone (970) 484-6373  
Fax (970) 484-0382