

# **Berkshire Psychiatric & Behavioral Health Services, P.C.**

716 N. Park Road, Wyomissing, PA 19610  
610-375-0544 FAX 610-378-9779

1800 N. 12th Street, Reading, PA 19604  
610-816-5728 FAX 610-816-5710

## ***PRESCRIPTION MEDICATION GUIDELINES***

*In order to provide you and others with the best possible care, we ask the following of all patients:*

- If you are currently taking medications, please make sure to bring a list of these with the correct dosage. This is necessary to determine the appropriate medications and dosage to prescribe for your individual case.
- Unless directed otherwise, we typically contact your primary care provider to inform them you have initiated treatment here. However, if you wish another specialist to be involved with your treatment, please be sure to let your prescriber know, so that we may have you sign a “Release of Information” form.
- Please arrive on time for your scheduled appointment. Follow-up appointments are brief medication checks (between 15 and 30 minutes). This time is reserved for you to make sure that you are getting what you need and are doing well. If you arrive more than 5 minutes late, we may not be able to see you that day, and you may be asked to reschedule your appointment.
- You will be charged for any appointments that are cancelled with less than 24 hours notice, or if you fail to appear for your scheduled appointment. The practice does not charge fees for weather related cancellations. If you have an emergency or unexpected illness, please contact the office as soon as possible, as waiver for such reasons may be considered.
- Although the practice is open Mondays through Thursdays 9am-8pm and Fridays 9am-5pm, office hours for the prescribers vary. Please ask the prescriber or the office staff for the days and times when the prescriber will be in the office.
- Should you have a question for your prescriber during regular business hours, please contact the office where you are seen, at the phone number above. Leave a message and your call will be returned by office staff or the prescriber at the earliest opportunity. After hours emergencies will be transferred to our answering service to be handled by the doctor on call.
- If you are prescribed a medication, and you require a refill, please contact the office where you are seen, at the phone number above, and leave a message. Please call at least one week prior to running out of the medication to allow sufficient processing time to your pharmacy.