



# Our Engagement and Discharge Policy

During titration, you are required to engage with your prescriber regularly throughout the process. This leaflet explains what is expected of you, and how our discharge policy works.

## The titration process

At the start of titration, you will be sent a treatment plan with guidance on how and when to take your medication. The process typically takes 8 - 12 weeks. This allows your body to adjust to the new medication and find your optimal dose.

Throughout the titration process, you will be asked to monitor and record your blood pressure, pulse and weight on a regular basis. Your prescriber will regularly monitor your progress with your help by completion and submission of regular monitoring forms, as well as an Adult ADHD Self-Report Scale (ASRS) part way through your treatment.



**It is vital that, once you have begun titration, you continue to engage with your prescriber for the 8 - 12 weeks the process usually takes. If you fail to remain active it may become necessary to discharge you before titration is complete.**

## How it works

During the 8–12 week titration process, you will be asked to submit a regular monitoring form. It is essential that you adhere to this schedule, to ensure that we can see other patients waiting for our service as quickly as possible.

We operate a strict discharge policy. This means that, if you miss a monitoring form on three occasions, your prescriber will undertake a clinical review of your case, after which you may be discharged from our service.

To avoid this happening, should you be aware of any reason why you may not be able to submit any of your regular monitoring forms (e.g. you are going on holiday or having a planned surgical procedure), you must let your prescriber know about this in advance and it can be planned into the process for you.

**If you are having IT problems, you must report this at the earliest opportunity. There is additional advice below.**



**If you are unable to complete a form due to unforeseen circumstances, please inform your prescriber as soon as is practical and this will be taken into consideration.**

If the decision is made to discharge you from our titration service, you will be fully informed about how to safely discontinue treatment and seek a re-referral, if this is something that you would like to pursue.

## Hints and techniques

**1**

### **Set regular reminders**

You may find that regular calendar reminders or alarms on your phone will help to remind you to check your portal for the latest forms.

**2**

### **Communicate clearly with your prescriber**

In the event you miss a deadline for reasons outside your control, (ill health, IT problems already communicated to our IT teams, etc.), be honest with your prescriber so they can understand your unique situation.

**3**

### **Get ahead of disruptions**

If you believe you will find it difficult to complete your titration requirements in certain situations (ie. you are travelling for two weeks), plan ahead to make sure you have a course of action in mind. Try not to leave anything until the 'last minute'.

**4**

### **Download our MedQare Companion App**

Downloading the app allows you to get push notifications whenever a new form or note is added to your portal account, which can help to ensure you don't miss a form.

**5**

### **IT support**

If you need help resetting your password, [click here](#) for advice. If you need to reset two factor authentication (2FA), help is [available here](#). For all other IT issues, please contact us via our [Virtual Assistance](#) service, available from our website, your portal or the Companion App.