

# Attorney's Process

Thank you for allowing Hill's Drug Store to service you and your clients. We are currently revising our program in an effort to make things easier for everyone and cut down on the phone calls. Here is how our program works now. **Fill out the account sheet below.**

**Law Firm:** \_\_\_\_\_  
**Attorneys First Name:** \_\_\_\_\_ **Attorneys Last Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Attorneys Bar Card Number:** \_\_\_\_\_ **Attorneys State License Number:** \_\_\_\_\_

- 1.) Please make sure that liability has been established.
- 2.) Please make sure that you or your clients have filled out the new client demographic and agreement sheet on page 4 of this website. You may also submit the form from this site or you may fax or e-mail it to our office. Fax # (210) 226.2637 – e-mail [clarissa@hillsdrugs.com](mailto:clarissa@hillsdrugs.com) or upload them as well
- 3.) Auto Accidents and Personal Injury accounts will be opened up with the amount stipulated on your letter of protection or the pharmacy standard of \$350.00 as will the Workman's Compensation accounts and as part of our practice our staff will contact your office very time your client returns for medication refills until the opening account is reached. An additional letter of protection will be needed to continue charging once the 1<sup>st</sup> \$ 350.00 has been reached. Slip and fall clients will be limited a one-time \$200.00 account limit.
- 4.) Please make sure that your client is in possession of a letter of protection from your office or your office may fax or e-mail the letter of protection prior to your client's arrival to Fax #: (210) 225.7283 – e-mail [clarrisa@hillsdrugs.com](mailto:clarrisa@hillsdrugs.com) or upload them as well.
- 5.) Unless your clients have the prescription(s) in their hand, please have them call our pharmacy to make sure that we have received their prescriptions form their doctor or hospital.
- 6.) Once all the proper paperwork is completed and received by our office we will open the appropriate account for your client.
- 7.) The attorney's will now have several ways in which to request or check a client's balance which are all located within this site.
- 8.) It is common practice for this office to run daily totals on every patient that comes in for either new or refill prescriptions for inventory purposes which in turn are mailed to the attorney of record on a weekly basis. No Reduction or Discount will be considered on any bill under \$ 150.00.