

iCoreRx: Quick Reference Guide

How to Bookmark iCoreRx Site

Google Chrome, Firefox or Microsoft Edge:

- Step 1:** Click the **Star** in the URL bar at the top of the screen, on the right
- Step 2:** Rename the bookmark and Click **Done**.

Safari:

- Step 1:** Go to the top toolbar and select **Bookmarks**
- Step 2:** Select **Add Bookmark**
- Step 3:** Select **Favorites** in the drop-down menu
- Step 4:** Rename the favorite and click **Add**

How to Login iCoreRx Site

- Step 1:** Go to: <https://icorerx.icoreconnect.com>
- Step 2:** Sign in with your Email and Password


How to Add a Patient- Custom Forms

- Step 1:** Select "Custom Forms" from the left menu
- Step 2:** Select "Add New Patient"
- Step 3:** 'Patient Info' Section, enter patient *First and Last Name, Date of Birth, Sex*
- Step 4:** 'Contact' Section, enter patient *Home address and Phone number*



How to Search for a Patient

- Step 1:** Click on the Search Patient field on top right of the page
- Step 2:** Enter the Patient's Last Name, First Name
- Step 3:** Select the Patient's Name to open the "Patient Summary"



How to Update the Patient's Information

- Step 1:** In the "Patient Summary", go to the "Demographics" module
- Step 2:** Select the green button , top right corner of module, to edit
- Step 3:** Enter patient's correct information on appropriate tab

How to Add an Allergy

- Step 1:** In the "Patient Summary", go to the "Allergies" module
- Step 2:** Select the green button , top left corner of module, to add
- Step 3:** "Allergy" and "Reaction (SNOMED)" are required
- Step 4:** In the "Severity" field, select from drop down box
- Step 5:** Click the green  button to save

How to Add an Alert

- Step 1:** In the "Patient Summary", go to the "Alerts" module
- Step 2:** Select the green button , top left corner of module, to add
- Step 3:** "Title", "Description", "Alert Type" and "Modules" are required
 - Note:** *Alert Type: Active- will allow alert to pop-up*
 - Passive- will not pop-up*
- Step 4:** Click the green  button to save

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How to Access a Patient's PDMP Report

Step 1: Select a patient to view the "Patient Summary"

Step 2: Select "PDMP" from the left menu

Note: Patient's PDMP report can be viewed once every 24 hours


How to Launch e-Prescribe

Step 1: Select a Patient to access the "Patient Summary"

Step 2: Select "iCorePrescribe" from the left menu

How to Resolve a Technical Error

Step 1: In the "Patient Summary", go to the "Demographics" module

Step 2: Select the green button , top right corner of module, to edit

Step 3: Enter patient's correct information on appropriate tab

```
A technical error has been automatically reported to your EMR/PM vendor. Contact them for more information. MSG 3 - RxInput XML parse error: Please check the specified element name and value below for unusual characters and leading or trailing spaces. Error The &#39; &#39; element is invalid - The value &#39;&#39; is invalid according to its datatype &#39; :AlphaNumericRequired_30&#39; - The Pattern constraint failed. Error The &#39; &#39; element is invalid - The value &#39;&#39; is invalid according to its datatype &#39; &#39; - The Pattern constraint failed.
```

How to Change your Prescribing Location

Step 1: Select a Patient to access the "Patient Summary"

Step 2: Select "iCorePrescribe" from the left menu

Step 3: Select you current prescribing location, from drop down menu

Step 4: Click the green "Submit" button