

Huddle: 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: Click **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://huddle.icoreconnect.com>


Step 2: Sign in with **Google** (Gmail) or **Microsoft** (Outlook, Hotmail, Live) by clicking the button matching your email address

How to Search and Select a Patient not on today's schedule

Step 1: Click in the 'Search Patients' field, on top middle of the page

Step 2: Enter the Patient's Last Name, First Name

Step 3: Select the Patient's Name to open the "Patient Chart Information"

Step 4: To start a prescription, select the drop-down window on the "Rx" button 

How to look up a Patient

Step 1: Select the Name of the patient, opens the Patient Chart page

Step 2: Under Quick Actions click on the down arrow next to the Rx button.

Step 3: Click the Rx button to compose a prescription.

How to Add a Patient – Failover Rx

Step 1: Select "Failover Rx"

Step 2: Enter Patient's Information

Note: *First and Last Name, Date of Birth, Gender, Home Address, and Phone number are required fields*

How to Add a Patient – Failover Rx


Step 1: Select "Failover Rx"

Step 2: Enter Patient's Information

Note: *First and Last Name, Date of Birth, Gender, Home Address, and Phone number are required fields*

Huddle: Quick Reference Guide

How to Launch e-Prescribing

Step 1: Go to the grey Rx button 


Step 2: Select the **down arrow**

Step 3: Select **Inline** or **New Window**

Note: *Inline*, opens in the same Tab

New Window, opens in a New Tab

How to Access a Patient's PDMP Report

Step 1: On the Patient Schedule, click on the PMP icon  across from the desired patient.

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

How to Update Patients Information

Step 1: Patient's information can only be updated or changed from your practice management system

Step 2: Go to your practice management software and verify the Patient's information is correct; Edit as needed.

Step 3: Allow a few minutes for the change to take effect

Note: *You may need to log out of the iCoreRx site and log back in*