Quick Steps to Send a Prescription

- Login to iCoreRx site
- Select the Patient.
- The **Compose Rx** page will open
- Enter the Drug Name **i**n the text field to the left of the green **Drug Search** button.

Quick Tip:
Search Tip: Use the Generic Drug Name and not the Brand Name Ex: Type *Acetaminophen* instead of *Tylenol*

- Select the box containing the drug's name from the search result list.
- Complete the electronic prescription pad; Left to right:
  - **Quantity** = Dosage (how many the patient should take at one time)
  - Select the **Frequency**
  - **Dispense** = Total amount to dispense (place inside bottle)

Quick Tip:
*Optional: Check the "**Save Sig to Doctor's List**" to add the prescription to your doctor's 'favorite' list.*

- Select the green **Save Rx** button.
- To Select a Pharmacy:
  - Go to the **Pt. Details** tab
  - Select the blue **Modify List** button in the middle of the page.
  - Search for the patient's pharmacy.
    - *Option 1:* Choose a pharmacy from your saved location list
    - *Option 2:* Search for a pharmacy using the blue Search button

Quick Tip:
Search Tip: Search Pharmacy by Zip Code or City State

- Select the checkbox to the left of the pharmacy name.
  - Click the green **Save Changes** button.
- Go to the **Compose Rx** tab.
- Click the **Review/Transmit** button above the blue drug name on the left side.
- Select the green **Proceed to Transmit** button.
  - Confirm you see the script with "VOID" watermarks, this means the pharmacy has received the prescription
- If prescribing a **Controlled Substance**
  - Enter the **4-Digit Pin** you created
  - Click the green **Validate Pin** button
  - Enter the 6-digit passcode obtained from either your **Authy** cellphone app or **Hardware Token**
  - Once the code has been entered click **Sign & Transmit Rx** to send the controlled substance
  - Confirm you see the script with "VOID" watermarks, this means the pharmacy has received the prescription.