

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 Select Patient and Launch e-Prescribing Portal

Option 1:

Step 1: Find Patient, go to the grey **Rx** button  and click the down arrow

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

Option 2:

Step 1: **Search** for and **Select** the Patient

Step 2: Under **Quick Actions**, click the grey **Rx** button  and click the down arrow


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

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 Add a Patient using Failover Rx

Step 1: Click your username in the top right

Step 2: Select **Failover Rx**

Step 3: Enter the Patient's demographic information

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

Step 4: Click the **Add Patient and Send Rx** button

Note: *Patient Data added using the Failover Rx option does not migrate back to your PMS; you will need to add manually to your PMS.*

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How to Search for a Patient using Failover Rx

Step 1: Access the **Failover Rx** screen

Step 2: Click on the **Search Patients** button

Step 2: Enter Patient's Information

Note: The actions you have available are: **Edit, Remove, or Send Rx**

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

How to Change your Prescribing Location

Step 1: **Login** to your iCoreRx website

Step 2: On the login screen under **Practice**, click the **Select Practice** field

Step 3: Select the **Prescribing Location** you would like to work from

Doctor's Only Tasks

Step 1: To view Doctor's Only Tasks, the Doctor will log in, select a patient, and navigate to the **Compose Rx** page.

Step 2: Click on **Tasks** in the upper right-hand corner next to their name.

Step 3: Here you will see **Pharmacy Renewal Requests, Pharmacy Change Requests, Pending (Unsent) and Failed Prescriptions.**

Pharmacy Renewal Requests and Pharmacy Change Requests: The Doctor will be able to Approve, Deny, or Replace these requests from the Pharmacy

Pending (Unsent) Prescriptions: displays a list of Patients with **Pending or Unsent Prescriptions.** To transmit prescriptions, return to the Patient List and select the specific Patient's Profile; Repeat for each Patient.

Failed Prescriptions: displays a list of Patients with Prescriptions that Failed to transmit to the Pharmacy. From here, you can resend or cancel a prescription, report a prescription as missing, or request prior authorization.