

## 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's *First and Last Name, Date of Birth, Sex*
- Step 4:** **Contact** Section, enter patient's *Home address and Phone number*
- Step 5:** Click the **Submit** button
- Step 6:** Check for possible duplicates and click the **Add New Patients button**



### 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-Prescribing Portal

- 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; ; &#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

If your location does not appear in this drop-down menu:

- **Step 1:** Go to the top right corner and select your login name
- **Step 2:** Select **Switch Facility** from the drop-down menu
- **Step 3:** Search/Select your prescribing location
- **Step 4:** You can now prescribe from the selected location

## 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.