

iCoreRx: Quick Reference Guide for Staff

Staff First Time Logging In

- Step 1:** Log into your iCoreRx site.
- Step 2:** Select the Patient you wish to prescribe for.
- Step 3:** Navigate to the Med Entry tab.
- Step 4:** Click the drop-down arrow next to doctor in the upper right-hand side of the screen to select the doctor you will be staging for.

NOTE: If you are at a Practice with Multiple Doctors, you will need to change the Doctor you are prescribing for.

Stage a Prescription for the Doctor to Review/Transmit

- Option 1:** Select a medication from **Favorites** (has SIG written).
 - Click Favorites and choose a saved medication and sig.
- Option 2:** Search by **Drug Name**.
 - Type in a Drug Name and click **Drug Search**.
 - Choose the Drug and Form from the results list.
- Step 3:** Click **EDIT** across from the Drug Name.
 - Fill out the **Digital Prescription Pad**.
- Step 4:** Select **Add to Favorites** to add the adjusted prescription to the Doctor's (Favorites) List.
- Step 5:** Click the **Queue Rx** to leave the Drug in a pending status for the Doctor to review and transmit

Adding a Patient's Pharmacy

- Step 1:** Select the drop-down arrow next to **Pharmacy**
- Step 2:** Click **Add Pharmacy**.
- Step 3:** Select a Pharmacy from the **Location List**.
 - Or use the **Search** boxes to locate any **Pharmacy** in the USA.
 - Click the **Search** button on the left.
- Step 4:** Click the **Search** button next to the Pharmacy you wish to use
- Step 5:** The Pharmacy is now **Saved** for the Patient.
 - You will now see the Pharmacy is listed on the **Med Entry** page.

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.