

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:** On the top left, click the **Select Dr./Staff** tab.
- Step 4:** Under **Doctor/Mid-Level/Staff Selection**. Select your doctor from the list.
- Step 5:** Click the **Save** button on the right side.

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

- Step 2:** Go to the **Med Entry** Tab
 - Option 1:** Select a medication from the **Doctor's List** that has the Sig written.
 - Click the **Doctor's List** button.
 - Choose the **Drug** and **Form** from the list.
 - Click the **Select** button.
 - Option 2:** Search by **Drug Name**.
 - Enter the generic **Drug Name** and click **Drug Search**.
 - Choose the **Drug** and **Form** from the results list.
- Step 3:** Click **EDIT** across from the Drug Name to enter the **SIG**.
 - Fill out the **Digital Prescription Pad**.
- Step 4:** Click **Save Rx**.

Adding a Patient's Pharmacy

- Step 1:** Go to the **Pt. Details** Tab.
- Step 2:** Click **Modify List**.
- 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 All Pharmacies** button.
- Step 5:** Select desired pharmacies from the list and click **Save Changes**.
- Step 6:** Select the **Med Entry** tab to continue staging the prescription.

Review Rx and Leave for Doctor Review

- Step 1:** From the **Med Entry** Tab, review the **Pending Rx** for accuracy.
- Step 2:** When done, click the blue **Leave for Doctor Review** button.
- Step 3:** You will now see a message stating "**Prescriptions needing doctor action are now labeled DR**".