

How to Attach Doctors to Additional Locations

***THIS IS ONLY NECESSARY FOR DOCTORS WRITING CONTROLLED SUBSTANCES. ***

NOTE: This **MUST** be done for every additional location you would like to prescribe from.

- Login to iCoreRx and access the e-prescribing site with your **New Location** selected.
- Select the Patient.
- Select the **Admin** tab on the top menu bar.
- Under **EPCS User Controls**, click on the **EPCS Registration** link.
- Enter your Name and Home Address exactly the way it appears on your driver's license. Enter your Email Address and click **Continue**.
- Click the **Practice Address** button.
- Click the blue **Order Token** button.
 - You will see this alert "**Possible Duplicate Registration**"

Quick Tip:

Repeat these steps for each additional location where you will be prescribing.

Note: You will not receive a new Hardware Token. Use the same Hardware Token and Authy App to prescribe Controlled Substances

- Send an email to implementation@icoreconnect.com to notify this step has been completed and a ticket will be created for your request to be processed.
- Once you receive confirmation that this action has been completed, you may begin prescribing at your **New Location**.