

## Transcript for the iCoreRx2 Quick Start Video

My computer does not have speakers.

1. Open the video from your mobile phone.
2. Or print/open this transcript to follow along with the video.

### LOGIN

- From your internet browser, type [huddle.icoreconnect.com](http://huddle.icoreconnect.com)  
You'll want to 'favorite' or bookmark this address on any device where you'll be prescribing.
- Click the **"Sign in"** button that corresponds with your email account that you provided to us during registration (either Gmail or Microsoft).
- Your home page lists the patients you have scheduled today.  
Jump to any other date by clicking the date field.  
Search for any unscheduled patient by name here in the search bar.
- Find the "Rx" button to the right of your patient and select "Inline" to open in the current window... or "New Window", your preference.
- Doing so automatically loads that patient's demographics and place of service into the prescription module.

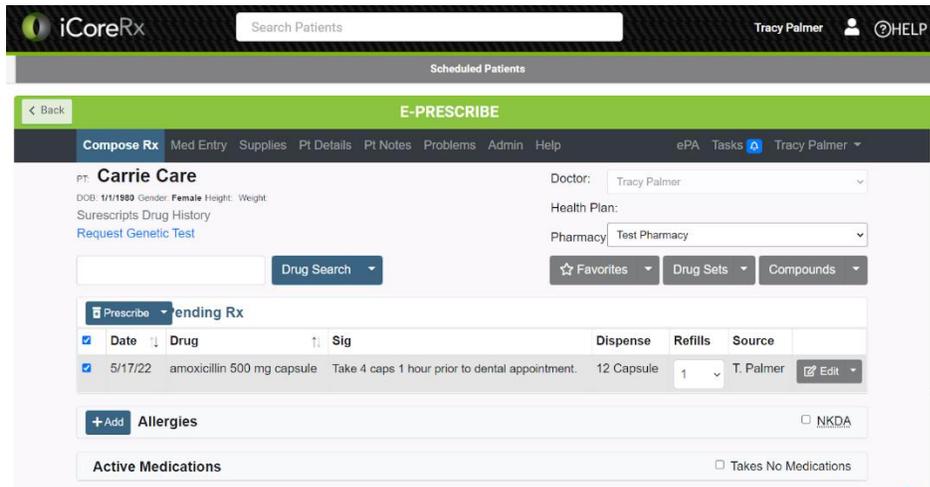
## The 3 CORE STEPS to iCoreRx



There are just 3 **essential** steps to electronically transmit a prescription.

Doctors begin in the **COMPOSE Rx** tab.

\*Note that staff members will stage scripts from the **MED ENTRY** tab and leave in Queue for the DR. In either case, everything you need is in one place!



### First, We'll Choose a Medication

Select from your Favorites Templates for speed and accuracy - you may also save Sets or Compounds for multiple medications. Today, we'll create a new prescription, and we'll add it to our Favorites list while we're there!

- Type the drug name in the Drug Search field. Helpful tips here:
  - Enter the first four to five letters to return the best results.
  - Use the ingredient name, such as acetaminophen and not Tylenol.
  - **Tap Drug Search...**
- In search results, the categories will be minimized by default. Click to expand for specific formulations.
- Select the preferred form in blue font to open the Sig Builder. Note that any already saved favorites are also visible in your search results. To select your already created sig, click the black sig link.

ALSO, in the results window you'll find the **Monograph** link which will take you directly to Lexicomp, your online Physicians' desk reference!

- **Now, we'll CLICK our preferred form to open the sig builder.**

Complete the digital prescription pad from left to right.

- This med defaults to 1 capsule by mouth.
  - Edit quantity here...
  - Use the DAW/DNS checkbox to indicate the brand is medically necessary.
  - Use the PRN checkbox to indicate the med is to be taken 'as needed.'
  - Frequency options are next - We'll select TID.
  - Type the total dispense number or select the # of days to auto calculate the quantity for you.
  - Edit packaging or refills if needed.
- **Additional directives for the patient's label** are added in the Addtl' Sig box:  
Such as Ex. Take with food.

If you'd prefer to enter the entire sig manually in text such as a premed **EX**. "Take 4 capsules 1 hour prior to appt" you'll highlight **ADDTL SIG** above, both in quantity and frequency dropdowns to indicate that you're handwriting those details.

- **Add a private note to the pharmacist** ... Ex. No Childproof Caps
- **Save as a Template**  
Just check this box to add this prescription to your Favorite's List! In this way you can populate your favorite's list while you prescribe for the first few weeks. If you prefer, you can sit down and enter them all at once.

And anytime you are using a favorite template you always have this EDIT option should you want to jump back into the digital pad to personalize the template for a particular patient, such as adding a refill or a message to the pharmacist.

- The Doctor will then tap **PRESCRIBE**.

Staff may prepare or 'Queue up' prescriptions to this point for the provider to simply login and release them. If so, the doctor will then login and tap the **TASKS** tab to see 1 or more staff staged prescriptions.



The currently selected patient pharmacy is highlighted in blue. If you want to add or change the receiving pharmacy, you can do so below.

Use the “Show Location Pharmacies” checkbox - for a list of the pharmacies you’ve used in the past.

Or click **Search** to quickly locate any pharmacy in the US by a particular data point, such as a phone # or Zip Code.

It’s worth noting that you may manage a patient’s pharmacy anytime from any page here in the pharmacy dropdown.



Lastly, we’re ready to select the **“Transmit”** button. It functions as a doctor’s digital signature. **CLICK**

You’ll immediately receive a transmission receipt which is your confirmation that it was successfully sent to the patient’s pharmacy.

**NOTE: If you are subscribed to transmit scheduled drugs**, the doctor will have received one-on-one EPCS registration and training.

At this point, the system will pop up your 2-step verification; it first will ask for your 4-digit pin and 2) offer you a choice to send a push notification to your mobile device in the Authy App, or... you may select the hardware token.

Either will provide you with the 6-digit passcode needed to release a controlled substance.

### Let’s review!

Once you are set up, the core steps are just a few clicks from start to finish! Here is a doctor workflow doing all three steps:

From the Compose tab...

- We will choose one of our Favorite templates.
- Tap Prescribe
- Confirm the pharmacy & transmit!

Here is our confirmation.

**Those are the 3 essential steps. You are ready to prescribe!**