

Quick Steps to Send a Prescription

1. Login to iCoreRx site
2. Select the Patient
3. Navigate to the **Compose Rx** page
 - Staff will have **MedEntry** page and can only save the prescription as a Pending Rx for the Provider.
4. Enter the Drug Name in the text field located to the left of the blue Drug Search button.
 - **Search Tip:** Use the Generic Drug Name and not the Brand Name
Example: Type *Acetaminophen* instead of *Tylenol*
5. Select the down arrow next to the drug name to open the **Drug Form Options**.
6. Select the Dosage amount and Form for the desired Drug
7. Complete the Electronic Prescription Pad; Left to right:
 - **Quantity** = Dosage (how many the patient should take at one time)
 - Select the **Frequency**
 - **Dispense** = Total amount to dispense (place inside bottle)
8. Click the blue **Prescribe** button in the upper right-hand corner of the prescription pad.
9. Review and Select a Pharmacy from the drop-down, before transmitting.
 - Pharmacy listed may not be the correct pharmacy for your Patient, Review the list of Pharmacies by clicking the drop-down.
 - Click **Add Pharmacy** if the pharmacy needed is not listed.
10. Select the blue **Transmit** button.
 - Confirm you see the script with “VOID” watermarks, this means the pharmacy has received the prescription
11. If prescribing a **Controlled Substance**:
 - Enter the **4-Digit Pin** you created during EPCS
 - Click the **Enter Pin** button
 - Enter the 6-digit passcode obtained from either your **Authy** cellphone app or **Hardware Token**
 - Once the code has been entered click **Sign & Transmit Rx** to send the controlled substance
 - Confirm you see the script with “VOID” watermarks, this means the pharmacy has received the prescription