

## 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.