

Quick Steps to Send a Prescription

- Login to iCoreRx site
- Select the Patient
- Navigate to **Compose Rx** page
- Enter the Drug Name in the text field located to the left of the blue Drug Search button.

Quick Tip:

Search Tip: Use the Generic Drug Name and not the Brand Name
Ex: Type *Acetaminophen* instead of *Tylenol*

- Select the Drug Name to open the **Drug Form Options**.
- Select the Dosage amount and Dispense Form for the desired Drug
- Complete the electronic prescription pad from 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)

Quick Tip:

Optional: Check the “**Add to Quick Rx**” to save the prescription as a template, easily prescribe again without re-writing.

- Click the blue **Prescribe** button in the upper right-hand corner of the prescription pad.
- Review Prescription and **Select a Pharmacy** before transmitting
 - Click the Pharmacy drop-down and select “**Add Pharmacy**”
 - **Option 1:** Choose a pharmacy from your saved location list at the bottom of the page
 - **Option 2:** Search for a pharmacy using the search fields

Quick Tip:

Search Tip: Search Pharmacy by Zip Code or City State

- Select the blue **Transmit** button.
 - Confirm you see the script with “VOID” watermarks, this means the pharmacy has received the prescription
- 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**
 - Or the **ID.me** app (*if you have renewed your EPCS with ID.me, Authy and Hardware Token are no longer valid*)
 - 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