**In order for ePrescribing to work efficiently, it is extremely important the Patient Preferred Pharmacy be kept up to date. Otherwise, unnecessary delays and customer frustration will result. The responsibility for obtaining and entering the patients' preferred pharmacy information is shared between clinical staff and providers.**

Updating the Patient's Preferred Pharmacy

The Patient's Preferred Pharmacy may be updated using the following steps:

STEP 1: Click the **Patient Pharmacy** icon in the toolbar at the top of the screen.
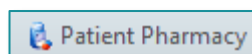
STEP 2: The **Review Patient Preferred Pharmacy** window will open.

- Click the **Search** tab.
- Enter any information needed to help filter the results

NOTE: **If the list is empty, the tool will default open to the Search tab.**

NOTE: **The Search tab will automatically populate with the patient's City and State based on the patient's demographic information.**
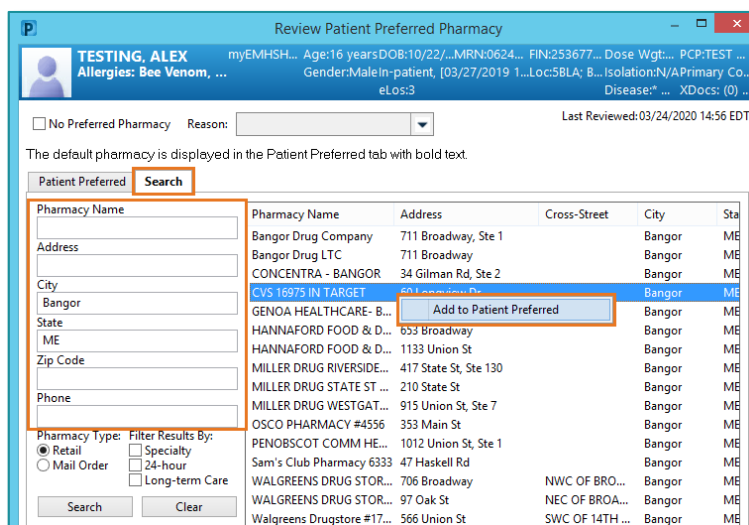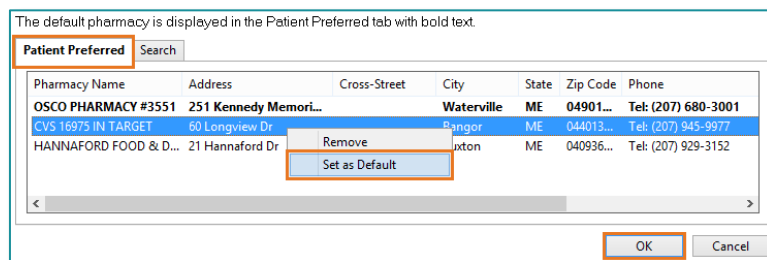

STEP 3: Right-click the appropriate pharmacy.

STEP 4: Click **Add to Patient Preferred.**

STEP 5: Click the **Patient Preferred tab** to review that the pharmacy was added.

STEP 6: To set a default preferred pharmacy, right-click the desired pharmacy and Select **Set as Default.**
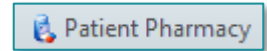
- The default pharmacy will be listed in bold text.

STEP 7: Click **OK.**

Remove a Patient Preferred Pharmacy

STEP 1: From within the patient's chart, click **Patient Pharmacy** from the toolbar.
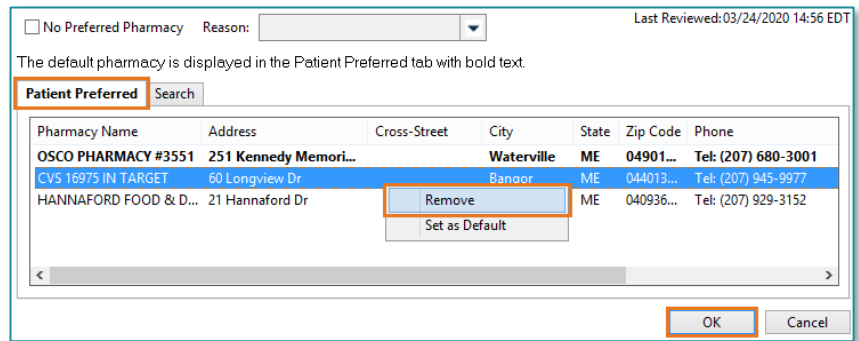
STEP 2: Click the **Patient Preferred** tab.

STEP 3: Right-click the pharmacy to be removed.

STEP 4: Click **Remove**.

STEP 5: Click **OK**.

Document No Preferred Pharmacy

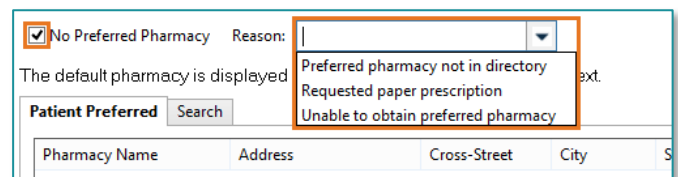**STEP 1:** From within the patient's chart, click **Patient Pharmacy** from the toolbar.

STEP 2: Select the **No Preferred Pharmacy** check box.

> **NOTE:** Only prescriptions within the United States can be submitted electronically. Out of the country pharmacies will not populate in a pharmacy search, there are also pharmacies not in the system. Document No Preferred Pharmacy in these situations.

STEP 3: Click the **Reason** drop-down arrow; click the appropriate Reason.

STEP 4: Click **OK**.