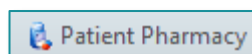


In order for ePrescribing to work efficiently, it is extremely important the Patient Preferred Pharmacy be kept up to date. Otherwise, unnecessary delays and customer frustration will result. The responsibility for obtaining and entering the patients' preferred pharmacy information is shared between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

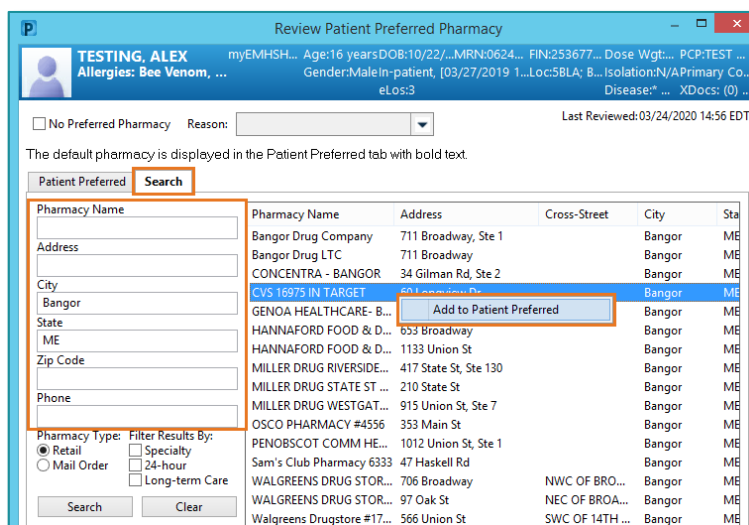
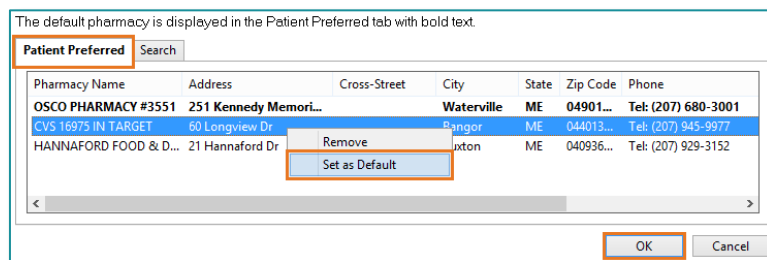
STEP 4: Click Add to Patient Preferred.

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.

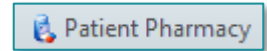
- The default pharmacy will be listed in bold text.

STEP 7: Click OK.

Remove a Patient Preferred Pharmacy

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

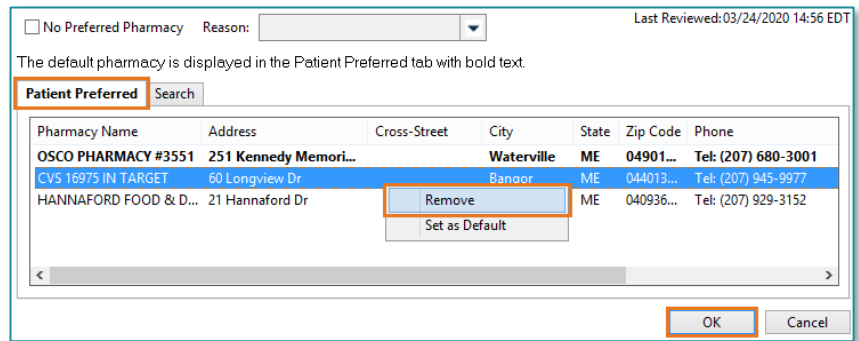


STEP 2: Click the **Patient Preferred** tab.

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

STEP 4: Click **Remove**.

STEP 5: Click **OK**.



No Preferred Pharmacy Reason: Reason Last Reviewed: 03/24/2020 14:56 EDT

The default pharmacy is displayed in the Patient Preferred tab with bold text.

Patient Preferred Search

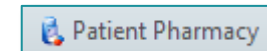
Pharmacy Name	Address	Cross-Street	City	State	Zip Code	Phone
OSCO PHARMACY #3551	251 Kennedy Memori...		Waterville	ME	04901...	Tel: (207) 680-3001
CVS 16975 IN TARGET	60 Longview Dr		Banoor	ME	044013...	Tel: (207) 945-9977
HANNAFORD FOOD & D...	21 Hannaford Dr			ME	040936...	Tel: (207) 929-3152

Remove
Set as Default

OK Cancel

Document No Preferred Pharmacy

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

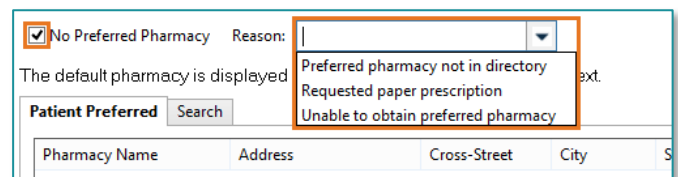


STEP 2: Select the **No Preferred Pharmacy** check box.

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**.



No Preferred Pharmacy Reason: Reason Last Reviewed: 03/24/2020 14:56 EDT

The default pharmacy is displayed in the Patient Preferred tab with bold text.

Patient Preferred Search

Pharmacy Name	Address	Cross-Street	City	State	Zip Code	Phone
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Preferred pharmacy not in directory
Requested paper prescription
Unable to obtain preferred pharmacy

OK Cancel