

Make Request

In the patient chart:

1. Click on Clinical
2. Click on the Prescriptions tab
3. Highlight the medication to refill
4. Click Make Request

5. Verify the correct medication was selected
6. Click OK

7. Ensure the request is being sent to the correct provider
8. If the request was made by the patient, check the boxing indicating the patient made the request directly to the office
9. Verify or update the pharmacy the Rx will be sent to
10. Add any pertinent comments

12. The Information box will open, stating the request has been sent to the provider or a request has already been made for the prescription – Note: a duplicate request will not be made.
Click OK