

Steps for Resending a Script to a Different Pharmacy

1. **Important.** Call the original pharmacy and tell them the patient wants the med sent to a different pharmacy. The pharmacy may be able to send it themselves or will at least need to know not to fill it for the patient.
2. Next, click Reprint/Resend, either by right clicking on the medication or using the button at the bottom. **Do NOT click Commit yet.**

The screenshot shows a medical software interface with a list of medications. The 'Diclofenac Sodium 1% Transdermal Gel (Voltaren)' medication is highlighted with a red box. A red circle highlights the 'Reprint Rx/Resend Rx' button at the bottom right of the medication list. The interface includes a top navigation bar with 'Commit' and 'Pat Loc' buttons, and a main area with tabs for 'Vital Signs', 'Meds', 'Med Flowsheet', 'Orders', 'Allergies', 'Immunizations', 'Flowsheets', 'HMP/Reminders', and 'Growth Chart'. The 'Meds' tab is active, showing a list of medications with their details, including 'Diclofenac Sodium 1% Transdermal Gel (Voltaren)' which is highlighted with a red box. The 'Reprint Rx/Resend Rx' button is circled in red at the bottom right of the medication list.

3. Right click on the medication and choose Edit.

The screenshot shows a medical software interface with a right-click context menu open over a medication entry. The 'Edit' option is highlighted in yellow. The context menu includes options such as 'View in new window', 'Edit', 'Edit Selected', 'Enter Result', 'Enter next Result', 'Send eReferral Response', 'Annotate', 'View Annotations', 'Renew', 'Renew with changes', 'Void', 'Authorize', 'Resign Failed EPCS Signature', 'Void Failed CS and Order New Rx', 'Print CS after transmit failure', 'Print Coupon', 'Continue', 'Add On Orders', 'Complete Today', and 'Complete On'. The medication entry being right-clicked is 'Diclofenac Sodium 1% Transdermal Gel (Voltaren)'. The 'Edit' option is highlighted in yellow.

4. Change the script to **Send to Mail Order** and search for the correct pharmacy.

Save as default for selected SIG

Send To Retail | FOOD CITY PHARMACY #669 | None | Split Rx

Call Rx
Dispense Sample
Print Rx
Record
Send To Mail Order
Send To Retail

Cite Result

Ordered By: Reece,Blair

5. Click **Ok** after you have made the change and then **Commit**.

Save as default for selected SIG

Send To Mail Order | ADVANCERX.COM | None | Split Rx

Additional Details

Pharmacy Instructions: (210 chars)

Cite Result

Ordered By: Reece,Blair

DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)

Allergic To: Codeine Derivatives, Keflex TABS, Ilevofloxacin TABS, Tiazac | No Known Environmental Allergies, No Known Food Allergies

Audit | OK | Cancel