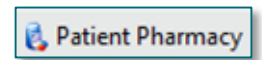


In order for ePrescribing to work efficiently, it is extremely important the Patient Preferred Pharmacy be kept up to date. Otherwise, unnecessary delays and customer frustration will result. The responsibility for obtaining and entering the patient's preferred pharmacy is shared between clinical staff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

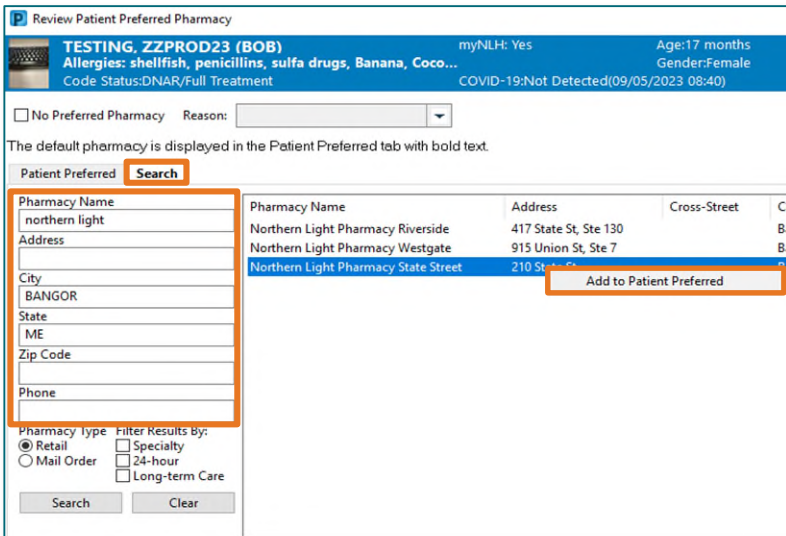
Updating Patient's Preferred Pharmacy

The Patient's Preferred Pharmacy may be updated a couple of ways, both have the same steps once the Patient Pharmacy icon is selected.

- Click the **Patient Pharmacy** icon in the toolbar or within the document medication by history window.
- The **Review Patient Preferred Pharmacy** window will open.



- Click **Search** tab.
 - The Search tab will automatically populate with the patient's city and state based on patient demographic information.
- Enter any information needed to filter results.



Review Patient Preferred Pharmacy

TESTING, ZZPROD23 (BOB) myNLH: Yes Age: 17 months
Allergies: shellfish, penicillins, sulfa drugs, Banana, Coco... Gender: Female
Code Status: DNAR/Full Treatment COVID-19: Not Detected (09/05/2023 08:40)

☐ No Preferred Pharmacy Reason: Reason

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
Northern Light Pharmacy Riverside	417 State St, Ste 130		BANGOR	ME		
Northern Light Pharmacy Westgate	915 Union St, Ste 7					
Northern Light Pharmacy State Street	210 State St					

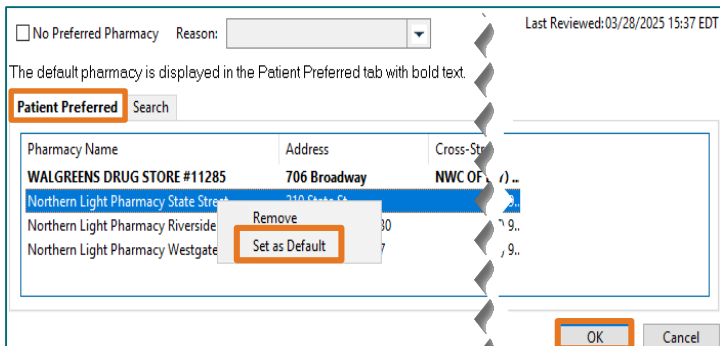
Add to Patient Preferred

Pharmacy Type: ☒ Retail ☐ Mail Order ☐ Specialty ☐ 24-hour ☐ Long-term Care

Search Clear

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

- Right-click the appropriate pharmacy.
- Click **Add to Patient Preferred**.
- Click the **Patient Preferred** tab to review that the pharmacy was added.
- Right-click the desired pharmacy and select **Set as Default**.
 - The default pharmacy will be listed in bold text.
- Click **OK**.



☐ No Preferred Pharmacy Reason: Reason Last Reviewed: 03/28/2025 15:37 EDT

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

Patient Preferred Search

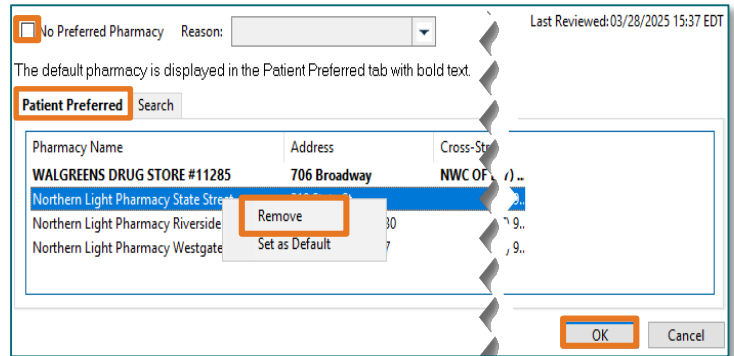
Pharmacy Name	Address	Cross-Street	City	State	Zip Code	Phone
WALGREENS DRUG STORE #11285	706 Broadway	NWC OF	BANGOR	ME	04401	
Northern Light Pharmacy State Street	210 State St					
Northern Light Pharmacy Riverside	417 State St, Ste 130					
Northern Light Pharmacy Westgate	915 Union St, Ste 7					

Remove Set as Default

OK Cancel

Remove a Patient Preferred Pharmacy

- Click the **Patient Pharmacy** icon.
- Click the **Patient Preferred** Pharmacy tab.
- Right-click the pharmacy to be removed.
- Click **Remove**.
- Click **OK**.



Document No Preferred Pharmacy

- Click **Patient Pharmacy** icon.
- Select **No Preferred Pharmacy** check box.

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

- Click **Reason** dropdown arrow, select appropriate reason.
- Click **OK**.