

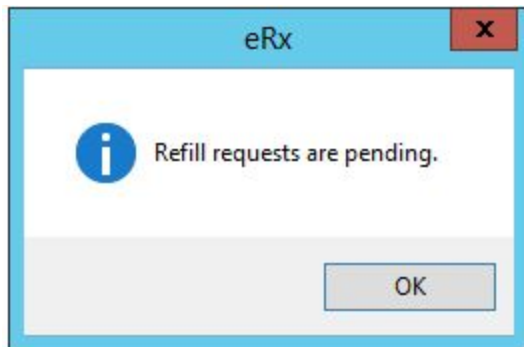
Electronic Refill Requests-Filing

Instructions for filing electronic refill requests in patient chart.

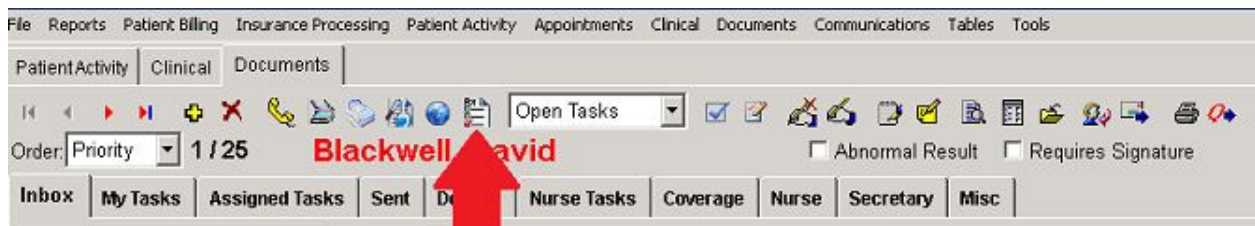
Click on **Documents**.



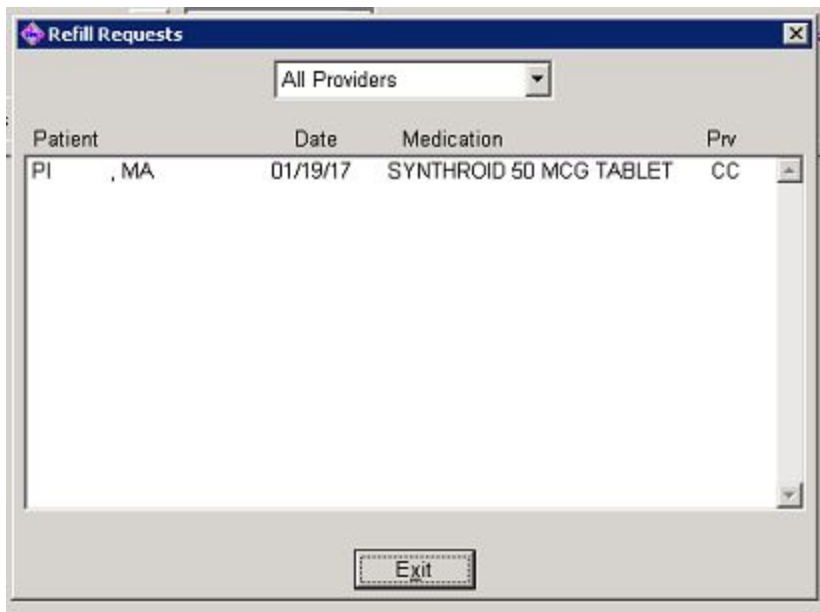
Pop up system notifications show what documents need to processed including refill requests.
OK



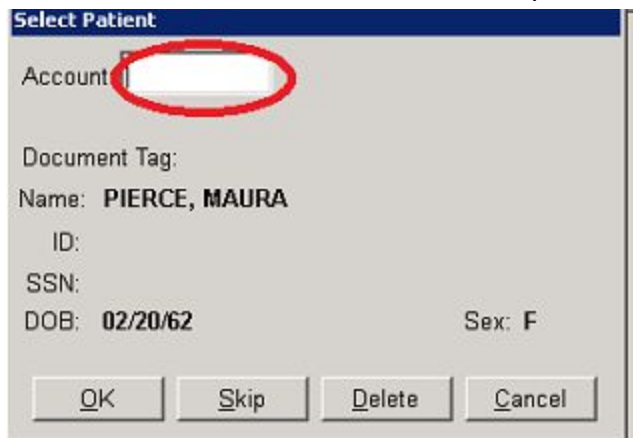
Click on **Electronic Refill Request** icon.



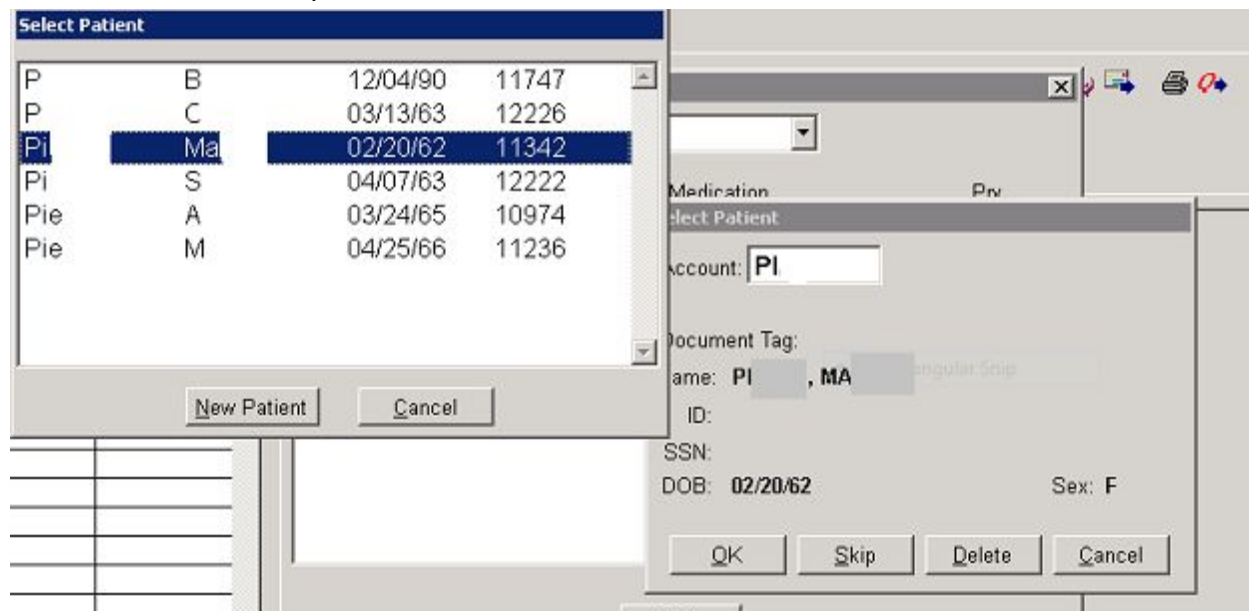
Refill Request window will open showing all patients who have submitted a refill request. Click on drop down box, if you wish to choose a specific provider. Click on first patient.



From **Select Patient** window, search for patient chart by Account # or last name. Enter.



Double click on correct patient.



Select Patient Window will populate with patient info. OK



The refill request has now been attached to the patient chart and has been sent to the provider. Continue with the next refill request.