Electronic Refill Requests-Filing

Instructions for filing electronic refill requests in patient chart.

Click on **Documents**.

le Reports	Patient Bill	ng Insurance	e Processing	Patient Activity	Appointmen	nts Clinica	Documen/	s Communi	cations Table:	s Tools
Patient Activ	rity Clinica	al								
Profile	HPI R	S Genera	ADHD		Chest	i Heart	Breasts	Abd Re	ctal Pelvic	Ortho
	PT Lab	s Imaging	Referral In	struct Handout	R _x Meds	Msg	Note A	BP Clos	e Intake	Alert
Account:		9								
DOB:	Age:									
Last: Next:	Sex									
<u></u>				_						

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



Click on Electronic Refill Request icon.

File Reports Patient Billing	Insurance Processing P	atient Activity Appointments	Clinical Documen	ts Communications	Tables Tools	
Patient Activity Clinical	Documents					
I4 4 ► ► 🗘 Order: Priority 🔽 17	× ‰ ≥ ≫ ∦) 25 Blackw	🚳 🖺 Open Tasks	• • •	🔏 💪 🕑 🗹	🖻 🗊 🖆	, 😡 🛋 🔿 🔗
Inbox My Tasks A	ssigned Tasks Sent	D Nurse Tasks	Coverage N	lurse Secretary	Misc	

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.

Requests				×
	All Provid	ers 💌		
t	Date	Medication	Prv	
, MA	01/19/17	SYNTHROID 50 MCG TABLET	CC	4
				*
	t , MA	All Provid Date , MA 01/19/17	All Providers	All Providers <u>Date Medication Prv</u> , MA 01/19/17 SYNTHROID 50 MCG TABLET CC

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

Select P	Patient	
Accou	nt	
Docum	nent Tag:	
Name:	PIERCE, MAURA	
ID:		
SSN:		
DOB:	02/20/62	Sex: F
<u>_</u>	<u>D</u> K <u>S</u> kip <u>D</u> elete	Cancel

Double click on correct patient.

Select Patie	ent			
P	В	12/04/90	11747	
P	C	03/13/63	12226	
Pi	Ma	02/20/62	11342	
Pi	S	04/07/63	12222	Medication Prv
Pie	A	03/24/65	10974	ect Patient
Pie	М	04/25/66	11236	Account: PI
				Jocument Tag:
		1.27		ame: PI , MA
	New Patie	ent <u>C</u> ancel		ID:
				SSN:
				DOB: 02/20/62 Sex: F
-				QK <u>Skip</u> Delete <u>C</u> ancel

Select Patient Window will populate with patient info. OK

Account: 11342	Mai Pi
Document Tag:	
Name: PI , MA I ID:	
SSN:	
DOB: 02/20/62	Sex: F

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