Choose a Pharmacy

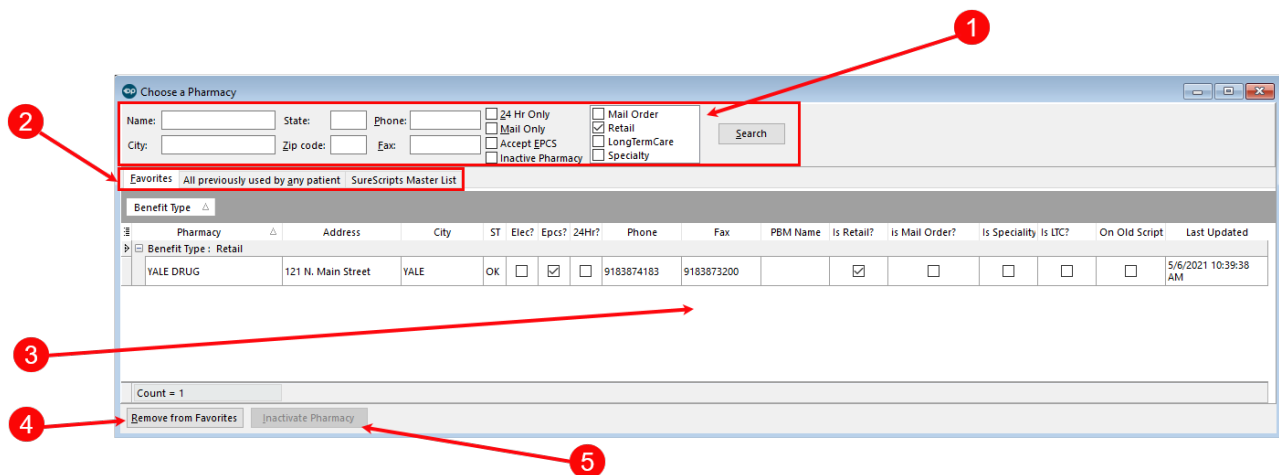Last Modified on 08/12/2021 8:41 am EDT

Version 20.13

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Choose a Pharmacy

> **Path: Clinical tab > Pharmacies**

> **Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Medications > New button > (Create Prescription) > Send button > (Select Pharmacy) > Send button**

The Choose a Pharmacy window allows you to locate pharmacies in the database based on selected search criteria. Here, you can build a favorite list that the staff can use to update the patient's selected pharmacy. This window is also displayed during the ePrescribing workflow to route the patient's prescription to the correct pharmacy.

Choose a Pharmacy Map

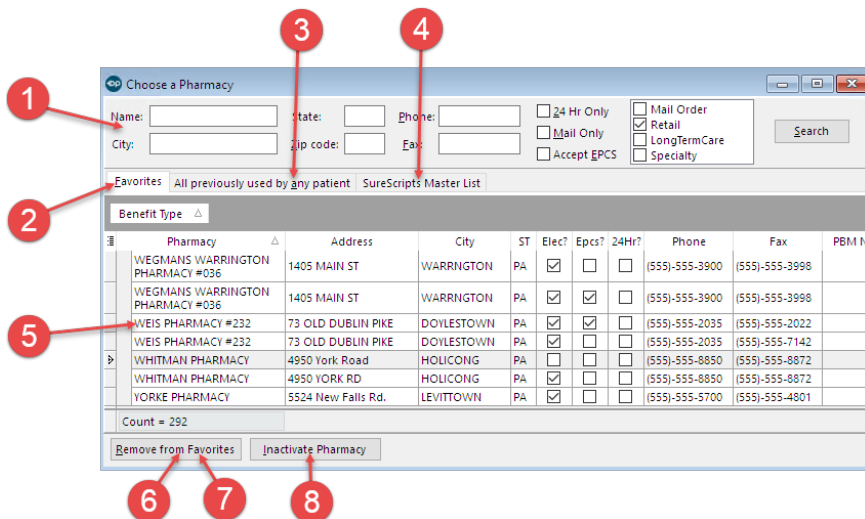| Number	Section	Description
1	Search Criteria	The Search Criteria fields narrow the pharmacy search results.
2	Pharmacy tabs	• **Favorites**: displays the pharmacy favorites list. Pharmacies can be removed from the favorites list in this tab. • **All previously used by any patient** lists the pharmacies that were used by any patient. Pharmacies can be added to the Favorites list in this tab. • **SureScripts Master List**: displays the pharmacy search results. It displays any pharmacy listed in SureScripts that matches the set search criteria. Pharmacies that appear on this list can be added to the Favorites list. • **Previously used by this patient** *(not included in the above image)*: displayed when the Choose a Pharmacy window is displayed during the ePrescribing workflow. This tab displays pharmacies used by the active patient.

3	Pharmacy List	Displays the list of pharmacies based on tab selection or search criteria. • The **Last Updated** column displays the last time the pharmacy record was updated via an automated updating process. This field requires no user interaction. • The **On Old Script Version** checkbox is for informational use only and indicates the pharmacy is on an older version/standard. Prescriptions will continue to be delivered if this checkbox is checked. This field requires no user interaction.
4	Add/Remove button	This button displays different options depending on the tab the user is viewing. • When in the **Favorites** tab, this button is labeled **Remove from Favorites** and is used to remove a pharmacy from the Favorites list. • When in the **All previously used by any patient** or **SureScripts Master List**, this button is labeled '**Add to Favorites**' to add the selected pharmacy to the Favorites list. • When in the **Previously used by this patient** tab, this button is labeled 'Remove from Patient' and is used to remove the pharmacy from the patient-specific pharmacy list.
5	Inactivate Pharmacy	The **Inactivate Pharmacy** button is used to change the pharmacy from Active to Inactive. When selecting the button, the Active checkbox for the pharmacy in the Address Book will be unchecked.

Version 20.12

About Choose a Pharmacy

> **Path: Clinical tab > Pharmacies**

The Choose a Pharmacy window allows you to locate pharmacies in the database based on selected search criteria. Here you can build a favorite list that the staff can use to update the patient's selected pharmacy. Pharmacies can be added and removed from a pharmacy favorites list in this window.

Choose a Pharmacy Map

Number	Section	Description
1	Search Criteria	The Search Criteria fields narrow the pharmacy search results.

2	Favorites tab	The Favorites tab displays the current pharmacy favorites list. Pharmacies can be removed from the favorites list in this tab.
3	All Previously Used by Any Patient tab	The All Previous Used by Any Patient tab lists the pharmacies that were used by any patient that has visited the practice. Pharmacies can be added to the Favorites list in this tab.
4	SureScripts Master List tab	The SureScripts Master List tab displays the pharmacy search results. It displays any pharmacy listed in SureScripts that matches the set search criteria. Pharmacies that appear on this list can be added to the Favorites list.
5	Pharmacy List	Displays the Pharmacies in this grid based on tab selection or search criteria.
6	Add to Favorites button	The **Add to Favorites** button is found on the **All Previously Used by Any Patient** tab and the SureScripts Master List tab. Add a pharmacy to the favorites list by highlighting the pharmacy and clicking the **Add to Favorites** button. The Pharmacy will then appear in the Favorites list.
7	Remove from Favorites button	The **Remove from Favorites** button is found on the Favorites tab. To remove a pharmacy from the Favorites list, highlight the pharmacy while in the Favorites tab and click the **Remove from Favorites** button.
8	Inactivate Pharmacy	The **Inactivate Pharmacy** button is used to change the pharmacy from Active to Inactive. When selecting the button the Active checkbox for the pharmacy in the Address Book will be unchecked.