

Manage Pharmacy Favorites

Last Modified on 03/28/2023 9:07 am EDT

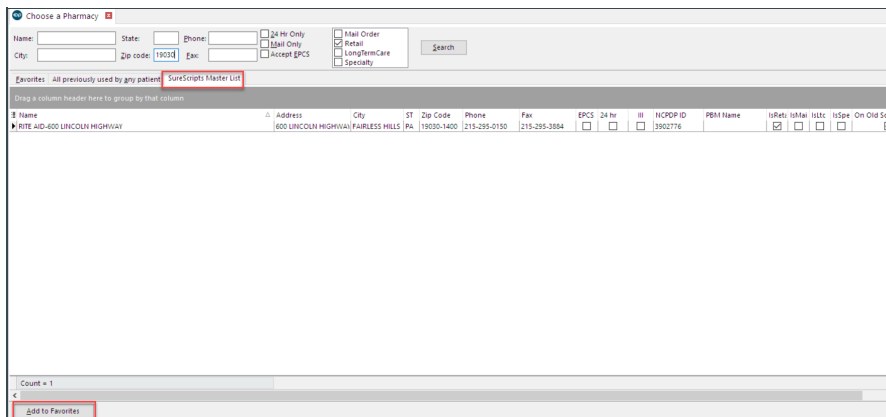
Version 20.12

Add a Pharmacy to Favorites from SureScripts Master List



Note: If you are unable to locate a pharmacy in the SureScripts Master List, contact the pharmacy. The pharmacy is responsible for contacting SureScripts and requesting to be added to the network. OP Support is not able to add a pharmacy to the SureScripts Master list.

1. Navigate to the Choose a Pharmacy window: **Clinical tab > Pharmacies**. The Choose a Pharmacy window is displayed.
2. Click the **SureScripts Master List** tab.
3. Search for a pharmacy by entering information in the top panel of the Choose a Pharmacy window.
4. Click the **Search** button.
5. Highlight the pharmacy to add to the favorites list.
6. Click the **Add to Favorites** button.



Name	Address	City	ST	Zip Code	Phone	Fax	EPCS	24 hr	II	NCPDP ID	PBM Name	isNet	isMail	isAcc	isDisp	On Ord Scrp
RITE AID-600 LINCOLN HIGHWAY	600 LINCOLN HIGHWAY	FAIRLESS HILLS	PA	19030-1420	215-295-0150	215-295-3884	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19902776		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. You will receive a pop-up window to confirm that you want to add the pharmacy to the practice favorite list. Click **Yes** to add the pharmacy.



Notes: You may select multiple pharmacies using the following:

- Select the first pharmacy in the list to add, scroll to the last pharmacy you wish to add, and press Shift + Click. Click the Add to Favorites button.
- Select a pharmacy in the list to add, locate the next pharmacy, and press Ctrl + Click. Continue through the list until you have all pharmacies selected, click the Add to Favorites button.

Add a Pharmacy to Favorites from All previously Used by Any Patient List

1. Navigate to the Choose a Pharmacy window: **Clinical tab > Pharmacies**. The Choose a Pharmacy window is displayed.
2. Click the **All previously used by any patient** tab.
3. Highlight the pharmacy to add to the favorites list.
4. Click the **Add to Favorites** button.

Choose a Pharmacy

Name: _____ State: _____ Phone: _____ 24 Hr Only Mail Order
 City: _____ Zip code: _____ Etc: _____ Retail
 Accept EPCS LongTermCare
 Inactive Pharmacy Specialty

Search

Favorites All previously used by any patient SureScripts Master List

Benefit Type	Pharmacy	Address	City	ST	Etc1	Etc2	24Hr1	Phone	Fax	PBM Name	Is Retail	Is Mail Ord.	Is Specialty	Is ECT	On Old Script Version	Last Updated
	LAWRENCE ACADEMY RX 10.6	235 Main St	GROTON	MA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9784514477	9784501122		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 5:20:53 AM
	MAIL ORDER PHARMACY	5725 NE 138th Ave	PORTLAND	OR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8005489809	8005489809		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/26/2021 9:34:43 AM
	MAIL ORDER PHARMACY 10.6	Address Lane 1234	ARLINGTON	VA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7039215367	7039214378		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 9:34:43 AM
	MEDI-BLUE RAPID CLINIC (000)	2165-B1 Northpoint Parkway	SANTA ROSA	CA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7076449578	7076465100		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/26/2021 9:34:43 AM
	ORLANDO PHARMACY	21312 98 street	MIAMI	VA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3053131121	3054834552		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 9:34:43 AM
	PEACHTREE HEMATOLOGY-ONCOLOGY CONSULTANTS	1800 Howell Mill Rd. Ste. 775	ATLANTA	GA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6782983228	6782983229		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/26/2021 5:20:53 AM
	QUALITY CARE PHARMACY AND COMPOUNDING OF WYVILLE	2300 W FM 544 Ste 130	WYVILLE	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9724425333	9724425356		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/26/2021 5:20:53 AM
	RITE AID-111 KRUGER ST	111 KRUGER STREET	WHEELING	WV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3042420273	3042428802		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 5:20:53 AM
	RITE AID-1655 NORTH CEDAR CRE	1655 NORTH CEDAR CREST BLVD.	ALLENSTOWN	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6103953671	6103954486		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 9:34:43 AM
	RITE AID-397 SUNRISE HIGHWAY	397 SUNRISE HIGHWAY	WEST PATCHOGUE	NH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6316541300	6316540755		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 5:20:53 AM
	RTBC TEST 44306	2000 Copley Rd	AKRON	OH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3304448888	3308804444		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 9:34:43 AM
	SHOLLBERGER PHARMACY	2022 S. McDowell Blvd Ext	PETALUMA	CA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7079845571	7079884744		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/26/2021 5:20:53 AM
	TEST	testedev.eurivv	TEST	GA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7709316134	7709316403		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/26/2021 5:20:53 AM

Count = 46

Add to Favorites Inactivate Pharmacy

5. Click **Yes** on the Confirm window.

Remove a Pharmacy from the Favorites List

1. Click on the **Favorites** tab if not selected.
2. Highlight the pharmacy to remove from the Favorites list.
3. Click the **Remove from Favorites** button.

Choose a Pharmacy

Name: _____ State: _____ Phone: _____ 24 Hr Only Mail Order
 City: _____ Zip code: _____ Etc: _____ Retail
 Accept EPCS LongTermCare
 Inactive Pharmacy Specialty

Search

Favorites All previously used by any patient SureScripts Master List

Benefit Type	Pharmacy	Address	City	ST	Etc1	Etc2	24Hr1	Phone	Fax	Benef. Typ	Is Retail	Is Mail Ord.	Is Specialty	Is ECT	On Old Script Version	Last Updated
	BRANDED NAME MORE THANSEVENTY CHARACTERS FOR DEFECTIVE VALIDATI #51141	BRANDED NAME MORE THANSEVENTY CHARACTERS	1000 LAKEVIEW DRIVE	BANNOCKBURN	IL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8479148479	8479148479	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	BRANDED NAME MORE THANSEVENTY CHARACTERS FOR DEFECTIVE VALIDATI #51129	BRANDED NAME MORE THANSEVENTY CHARACTERS	1000 LAKEVIEW DRIVE	BANNOCKBURN	IL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8479148479	8479148479	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	CHANGE FOR OPEN STORE ALONE	change for open store alone	2020 lake street	BANNOCKBURN	IL	<input type="checkbox"/>	<input type="checkbox"/>	8479148479	8479148479	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	GARRI'S TEST STORE RELEASE 4.5		3500 Blue Lake Dr	BIRMINGHAM	AL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2054873156	2054873105	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	GIL DRUGS	GIL DRUGS	52 Lincolnway	VALPARAISO	IN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2194624146	2194642378	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	HITCHCOCK'S PHARMACY - NEWBERRY PHARMACY INC. - NEWBERRY, IL	Hitchcock's Pharmacy - Newberry Pharmacy	24220 W Newberry Rd	NEWBERRY	FL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3524728001	3524728076	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ORLANDO PHARMACY	ORLANDO PHARMACY	21312 98 street	MIAMI	VA	<input type="checkbox"/>	<input type="checkbox"/>	3053131121	3054834552	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	PEACHTREE HEMATOLOGY-ONCOLOGY CONSULTANTS	Peachtree Hematology-Oncology Consultant	1800 Howell Mill Rd. Ste. 775	ATLANTA	GA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6782983228	6782983229	Retail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	QUALITY CARE PHARMACY AND COMPOUNDING OF WYVILLE	Quality Care Pharmacy and Compounding of	2300 W FM 544 Ste 130	WYVILLE	TX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9724425333	9724425356	Retail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	RITE AID-111 KRUGER ST	RITE AID-111 KRUGER ST	111 KRUGER STREET	WHEELING	WV	<input type="checkbox"/>	<input type="checkbox"/>	3042420273	3042428802	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	RITE AID-397 SUNRISE HIGHWAY	RITE AID-397 SUNRISE HIGHWAY	397 SUNRISE HIGHWAY	WEST PATCHOGUE	NH	<input type="checkbox"/>	<input type="checkbox"/>	6316541300	6316540755	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SHOLLBERGER PHARMACY	SHOLLBERGER PHARMACY	2022 S. McDowell Blvd Ext	PETALUMA	CA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7079845571	7079884744	Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Count = 23

Remove from Favorites Inactivate Pharmacy

Note: Removing a pharmacy from the favorite list does not remove the pharmacy from OP. For information on deactivating a pharmacy click [here](#).

Adding a Friendly Name to a Pharmacy List

Sometimes the "official names" of pharmacies do not make them easy to identify in the Choose a Pharmacy window. What if you want to find "the Walgreens near the corner of Elm and Jefferson", but its physical address is on a side street, and its official SureScripts name is WALGREENS #2837? You can relabel pharmacies with "friendly names."

1. Press **F4** to open the Address Book.
2. Enter PHARMACY in the **Category descriptor** dropdown.
3. Locate the pharmacy to which you want to assign a friendly name. Highlight and double-click on it to edit it.
4. Change the **Last name/suffix** field to the friendly name. Keep the **Company** field as-is (this is updated automatically by SureScripts.)
5. Click the green check mark to keep your changes.

OP Edit Address

+ [trash] [edit] [checkbox] [close]

Name/Phone | Address | Staff/Provider | Hospitals | Specialties

Unique ID: 1990 OP Created Active

First/middle name: [] []

Last name/suffix: CVS Cookeville []

Company: CVS/pharmacy #2198

Work phone(s)/E : 9313727425 [] [] []

Fax: 9313722714

Cell phone: []

Home phone: []

Note: friendly name

official SureScripts name