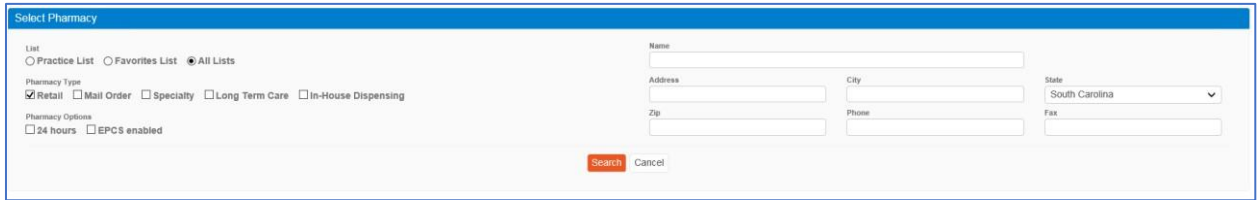


Assigning a Pharmacy to a Patient

1. If no pharmacy is assigned to a patient, there will be an orange warning box in DrFirst. Users will select the blue hyper link asking users to set to default pharmacy.

No pharmacy is selected for this patient. [Please set the default pharmacy.](#)

2. Upon entry, users may enter search criteria to find the patient's pharmacy and select 'search'. Users then must click on the choice of pharmacy for the patient.



3. If a patient would like to change their pharmacy, users can select the magnifying glass at the top center, and search for the new pharmacy to add. Again, clicking on the pharmacy will add it to the patient's chart and remove the previous added pharmacy.



If a pharmacy you search for is not in the system, select 'my pharmacy is not listed'.

My pharmacy is not listed

4. Enter all of the data in the fields and select 'save'.

