## 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.

Select Pharmacy			
List O Practice List O Favorites List I All Lists Planmacy Type Ø Retail Mail Order Specialty Long Term Care In-House Dispensing Planmacy Options 124 hours IIPCS enabled	Name Address Zip	City Phose	State South Carolina V Fax
	Search Cancel		

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.

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

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

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Note: You are attempting to add a new pharmacy. Please doub	e check the pharmacy information to ensure that this is in fact a new pharmacy. All prescriptions will be sent via	fax until we can verify the vali	idity of this pharmacy.	
Add Pharmacy				
Name *	Add To:			
		<ul> <li></li> </ul>	24 hour pharmacy	Add to Favorite List
Address 1 *	Address 2		Cross Street	
City	State *		Zip *	
	South Carolina	~		
Phone *	Fax *		Email	
() -	() -			
	Save Cancel			