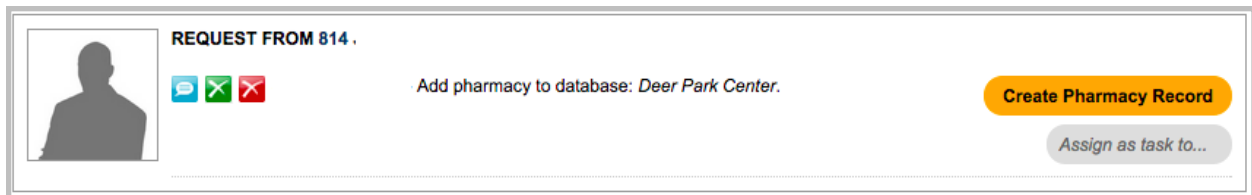# Add Pharmacies to Database

PURPOSE:

1. Process incoming requests promptly.
2. Ensure charts are being completed with information that will be needed in the future.
3. Create continuity with labeling.

PROCEDURE:

Expected Time Frame: As they appear in the PPQ.
Requests to add pharmacies to our database of pharmacies appear as below:

1. Click "create pharmacy record."
2. The "add new pharmacy" box comes up with the information the patient filled in for the pharmacy.
3. Go to the patient's chart and edit the green Facilities/Specialists box.
4. Click "assign pharmacy."
5. Start typing in the pharmacy the patient wants to add. If it comes up, click "assign pharmacy," then go back to the PPQ and close out the request (DO NOT click "add this pharmacy," otherwise it creates a duplicate pharmacy record.) Skip to step 15.
6. In the box that's open in the PPQ, choose the correct Pharmacy Type. If you do not see anything in the box that has the pharmacy name, use Google to search the address, and it should tell you the business that's associated with the address.
7. Review the information. Make sure the address is typed appropriately (capital letters where needed, not whole words in caps, etc.).
8. Make sure there is a phone AND fax number in the following format: (xxx) xxx-xxxx. If there is no fax number, call the pharmacy to obtain it.
   1. If the information is missing or the format is incorrect, hover on Admin, then Manage, then click on Pharmacy Listings.
   2. Find the pharmacy you need to edit and click on the name. Edit the information, then click "edit pharmacy" and close the Manage Pharmacies box.
9. Reference Name: type the name of the city. If the Pharmacy Type was "other," you should first list the name of the pharmacy here (such as "Publix Miami").
10. Click "add this pharmacy."

11. Go to the patient's chart and make sure there are no sticky notes about rxs waiting on a pharmacy.

12. Also check recent appointments that have prescriptions to make sure they were sent in.

13. In the PPQ, click to archive the message.