

Electronic Renewal Request from Pharmacy

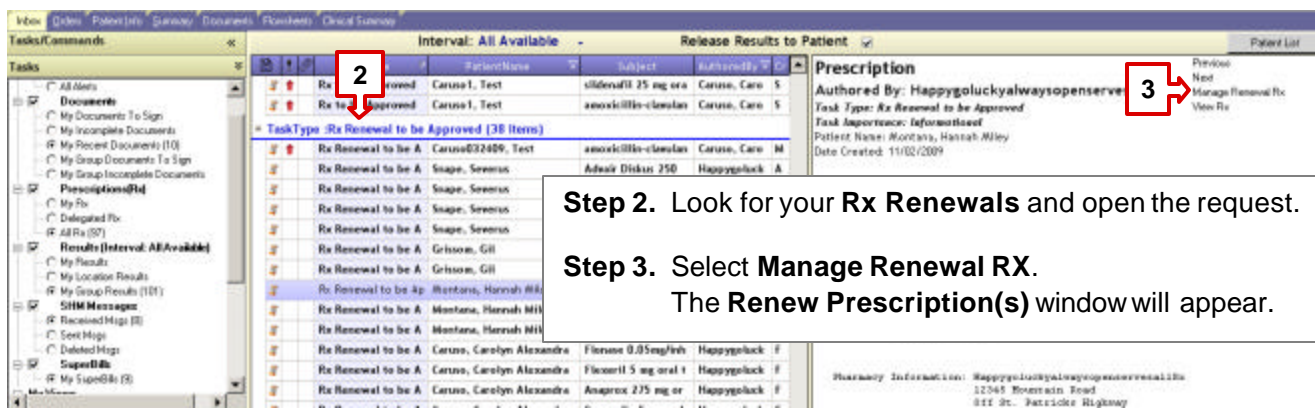
A Pharmacy can transmit a prescription renewal request. The request will appear in your Inbox when:

- The original prescription is one you submitted electronically
- The original prescription was submitted electronically on your behalf
- You are the prescription delegate for someone who received an electronic renewal request

When a request comes from a pharmacy, the name of the pharmacy will be listed in the **Authored By** column. The renewal request can be approved or denied and the response is immediately sent electronically to the originating pharmacy.

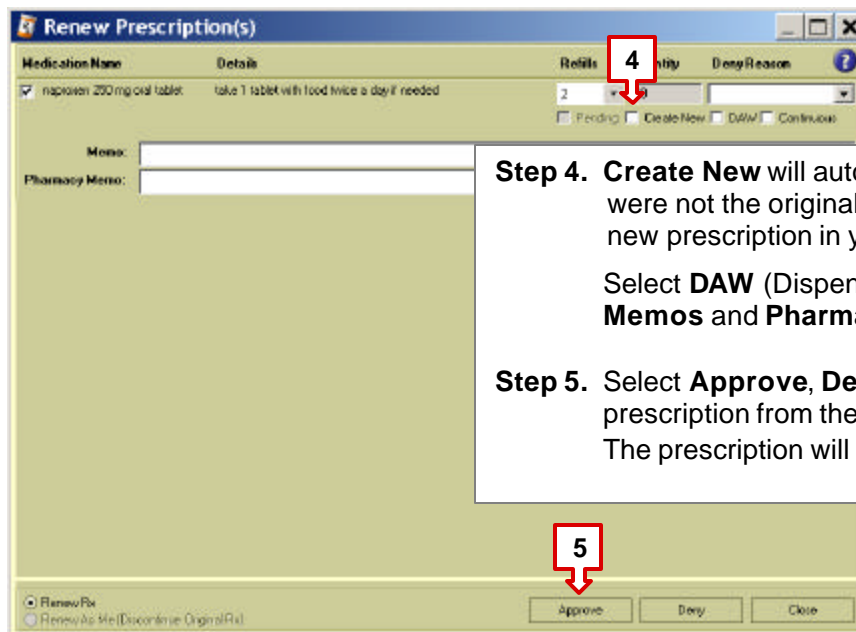
How to Renew a Prescription from the Inbox:

Step 1. Open your **Inbox**.



Step 2. Look for your **Rx Renewals** and open the request.

Step 3. Select **Manage Renewal RX**.
The **Renew Prescription(s)** window will appear.



Step 4. **Create New** will automatically be selected if you were not the original prescriber. This will create a new prescription in your name.

Select **DAW** (Dispense as Written), **Continuous**, and enter **Memos** and **Pharmacy Memos** as needed.

Step 5. Select **Approve**, **Deny** or **Deny and Create** a new prescription from the **Renew Prescription(s)** window. The prescription will be sent immediately to the pharmacy.