Add, Edit, or Remove a Client's Pharmacy in DrFirst

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Path: Main Menu > Treatment Planning Menu > Medication Plan > DrFirst button

About

Within DrFirst you are able to set a client's default pharmacy, add additional pharmacies to the client list and delete pharmacies from the client list.

- Set a Client's Default Pharmacy
- Add Additional Pharmacies for a Client
- Remove a Pharmacy for a Client

Set a Client's Default Pharmacy

From within DrFirst, if a default pharmacy has not been selected for a client, there will be a red message at the top of the window that says, "No pharmacy is selected for this patient. Please set the default pharmacy".

1. Navigate to DrFirst by following the path above.
2. Click the **Please set the default pharmacy** link at the top of the Patient Summary or in the Patient section, click the **Search** icon to search for a Pharmacy.
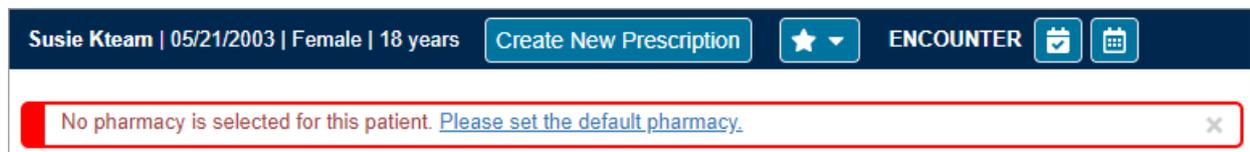
Or
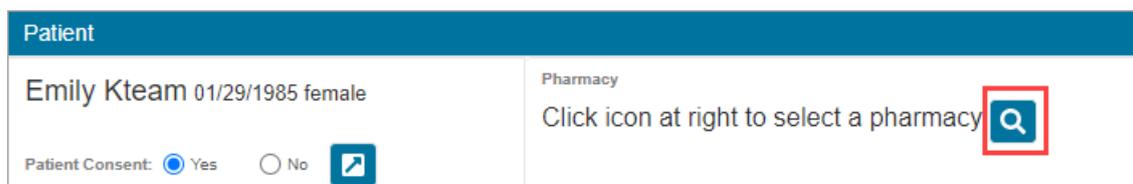
3. Within the Select Pharmacy section, select one of the following radio buttons:

- **Practice List:** search for a pharmacy in your Agency Pharmacy favorites list.
- **Favorites List:** search for a pharmacy in your own personal pharmacy favorites list.
- **All Lists:** search all pharmacies in the database.

4. *(Optional)* Select the checkbox(es) of the **Pharmacy Type** to narrow down your search.
5. *(Optional)* Select the checkbox(es) of the **Pharmacy Options** to narrow down your search.
6. Enter any combination of **Name**, **Address**, **City**, **State**, **Zip**, **Phone,** and **Fax**.
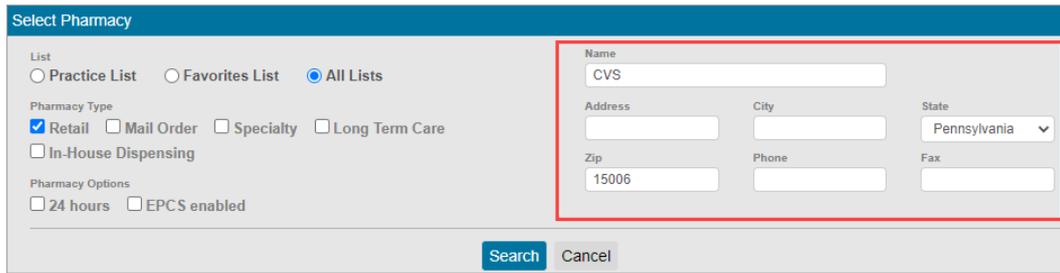
7. Click the **Search** button.
8. Select the pharmacy to add to the client's list.

> 📌 **Note**: If additional pharmacies are added to the client list, the last one that is added is set as the defaultTo set another pharmacy as default, click the **Pharmacy** drop-down and select the pharmacy from the client's list. A message is displayed that the default pharmacy was updated.
>
> The patient's default pharmacy was changed to CVS Pharmacy # 3150.

Add Additional Pharmacies for a Client

1. Within DrFirst, from the Patient section of the Patient Summary, click on the**Search** button.

2. Follow Steps 3-8 in **Set a Client's Default Pharmacy**.

> 📌 **Note**: After the pharmacy is added to the client's list, it is automatically set as default. To set another pharmacy as default, click the **Pharmacy** drop-down and select the pharmacy from the client's list. A message is displayed that the default pharmacy was updated.
>
> The patient's default pharmacy was changed to CVS Pharmacy # 3150.

Remove a Pharmacy for a Client

1. Within DrFirst, from the Patient section of the Patient Summary, click on the**Pharmacy** drop-down and select a pharmacy.
2. Click the **Remove Patient Pharmacy** button.

3. A prompt is displayed, "Are you certain that you wish to remove this pharmacy from the patient's list?" Click the**Confirm Delete** button.