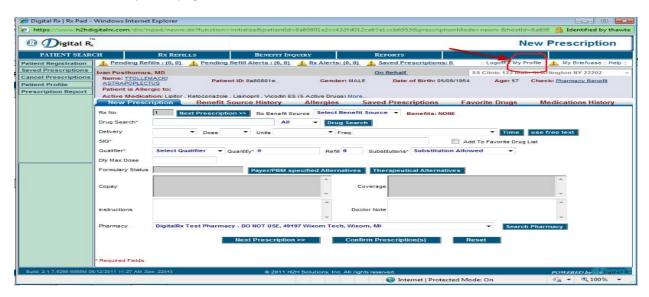
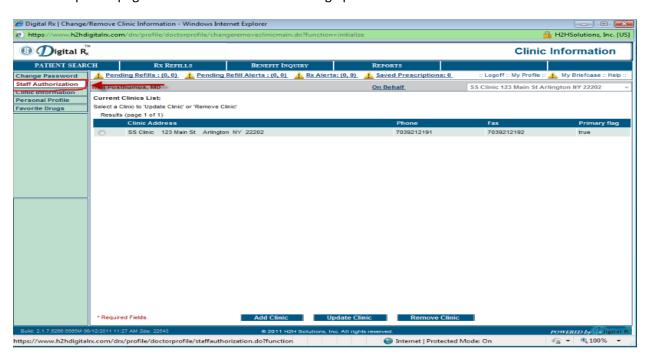
## ON BEHALF PRESCRIBING

The **Provider** will log into the application and choose 'My Profile' found in the top right side this will take the user to the profile page.

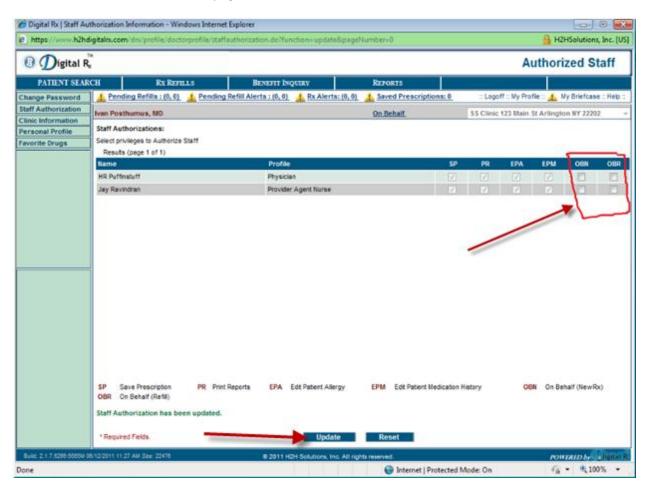


Inside the profile page on the left corner under change password select Staff Authorization.

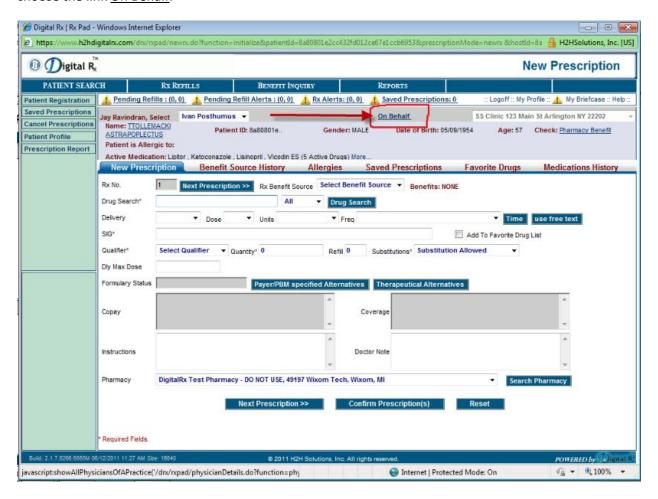


The screen will display all **Enrolled** users in the practice with check boxes for OBN and OBR. If the User will be sending refills on behalf of ONLY, click on OBR. If the User will be sending New Rx and Refills, click on OBN check box and both will be enabled. **Very Important** you will be **DENIED** access to submit

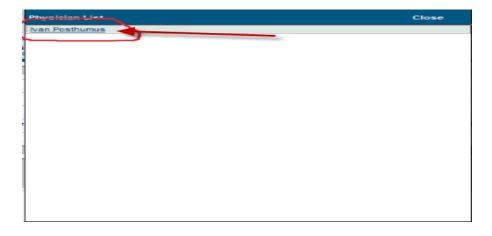
Prescriptions **ON BEHALF OF** if the proper boxes are not selected. Now Select Update option found at the bottom middle section of the page.



Now the Provider Agent (The person sending on behalf of the Provider) can sign in as themselves and choose the link On Behalf.



A pop up window will appear and you will be prompted to choose the Provider you are prescribing on behalf of.



The screen will now display the physician's name on whose behalf the user is working. Continue with the prescribing process and the confirm page will have the options to 'Send to pharmacy', 'Print' etc. enabled for the user.

