

Poet's Walk Leesburg

Medication Ordering

New Resident Move-Ins

Fax the following:

- **Completed Enrollment Form** • **Face Sheet**
- **Copy of Insurance Cards** (front AND back)
- **List of Allergies** • **Signed, Valid Prescriptions**

(NOTE: missing any of these items may potentially cause a delay in service).

Refills

Please order refills when a 5-7 days' supply of medication remains as insurance or prescriber refill authorization may cause delays.

If a refill is needed urgently, please call the pharmacy after reordering.

Controlled Drug Orders

Physician must e-prescribe ALL CII controlled medications to the PharMerica pharmacy. Physician may call pharmacy to order any CIII-V medications.

Critical / STAT Medications or After-Hours Orders

Please FAX any emergency and/or after-hours prescriptions directly to the pharmacy, then CALL pharmacy and confirm receipt of fax to ensure accurate and timely delivery.

Please note: all times listed are based on your local time zone.

Pharmacy
Call: (800) 336-7874
Fax: (800) 448-3078

Hours of Operation

Medication Requests*

Monday-Friday	24/7
Saturday	24/7
Sunday	24/7

*For after-hours medication needs, please FAX emergency prescriptions directly to the pharmacy, then CALL pharmacy and confirm receipt of fax to ensure accurate and timely delivery.

eMAR Profile Requests**

Monday-Friday	24/7
Saturday	24/7
Sunday	24/7

**For after-hours eMAR profile needs, please defer to your community's policy on profile entry for your respective eMAR system

Other Hours

NEW ORDER CUT-OFF TIME	DELIVERY WINDOW
Monday-Friday 3:00PM	7:00PM - 9:00PM
Saturday 3:00PM	7:00PM 9:00PM
Sunday 3:00PM	7:00PM 9:00PM