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Saint Francis *MyChart* Tip Sheets

Prescription Refill Request

To refill a prescription through MyChart, the following steps will show how to complete the request.

1. Log into MyChart.
2. From the home page, two options are available to get the prescription refill request.
Option 1: Click the “Refill your medications” button. Continue to Step 4.
Option 2: Click the “Messaging” tab and select “Request Rx Refill.”
3. Select the medication to be refilled from the “Request Rx Refill” form.
4. If the medication(s) is not available on the list, select “Other” and type in the medication name.
5. Enter any necessary information in the comments box and select “Continue.”
6. Select the pharmacy to use from the drop-down menu.
7. Select the delivery method, pickup date and pickup time.
8. Click “Submit Request.”
9. A confirmation page is displayed and the request is complete.

Call **573-331-5024** for assistance, Monday-Friday, 8 am to 5 pm, or visit sfmc.net/MyChart to learn more.