1. Go to [http://rxrefill.bjc.org](http://rxrefill.bjc.org)

2. **Go to New Account**
   
   *Note: Home Pharmacy is the BJC Pharmacy where you get your prescriptions refilled. Most BJC Medical Plan Participants should select the Employee Pharmacy (mail-order).*

3. **Go to Patients and Prescriptions**
   
   - Click Add Prescription
   - Enter the required BJC Pharmacy prescription information:
     - Prescription number: Don’t have your prescription number? See your prescription bottle, prescription paperwork, Express-Scripts.com or call the pharmacy
     - Last four digits of the patient phone number: This must match the primary phone number in the pharmacy system. Not sure what number is on file? See your prescription paperwork, RxProfile.bjc.org or call the pharmacy
     - Patient date of birth
   - The prescription(s) entered must have been last filled at the Home Pharmacy you selected when creating the RxRefill account. To change the Home Pharmacy, click the tool icon in the upper right corner of the screen.
   - Multiple patients can be added to a single account. All required information must be entered for each prescription.
   - If you are unsuccessful adding a prescription, all customers should contact the BJC Employee Pharmacy, (314) 525-0411, M-F, 8 a.m.-4:30 p.m.

4. **Now you can:**
   
   - **Transfer a prescription** – select the Transfer a Prescription tab on the homepage. Once submitted, the transfer request is automatically sent to the BJC pharmacy staff. They will contact the current pharmacy and request the prescription be transferred to the BJC pharmacy you chose.
   - **Request a prescription refill** - select the Refill Prescriptions tab on homepage
   - **Check the status of a refill** - select the Check Refill Status tab on homepage
   - **Review/update your shipping address and payment information (for mail-order)** – select Update My Shipping Address or Update My Payment Info from the homepage. These tabs will take you to RxProfile.bjc.org.

Also on RxRefill: locate a BJC pharmacy, access information on various health topics and medications. *Note: you may also use RxRefill as a guest to order refills, check refill status or transfer a prescription. However, none of your prescription information will be retained for future reference.*