

Mandatory Mail Order Forms

Mandatory Mail Order

These are the instructions for completing your RX mail order.

Patient Profile Form

This needs to be completed for Prescription Mart, the company filling your prescription. A patient profile form is needed on the employee when filling a mail order for the first time. The top portion of form and the Certification Statement refers to information about the employee and the bottom portion labeled **“List all eligible dependents below:”** is where you’ll fill in your spouse and children’s information. You’ll only have to complete this each time a NEW RX is prescribed by doctor.

Prescription Request Form

This is where the RX’s being filled need to be entered. The top portion of form and the Certification Statement refers to information about the employee and the bottom portion labeled **“Prescription Mart Refills”** is where you fill in the patient’s information (i.e. You, Spouse or Children), the RX# and the Medication Name.

Please note for NEW prescriptions (first time filling) which you’ll enclose with order you’ll need to complete the very bottom section (i.e. Patient Name and Date of Birth).

Upon completion of forms Mail To: **PRESCRIPTION MART**
 P.O. BOX 12607
 BEAUMONT, TX 77726-2607

If you still need assistance please call **Prescription Mart’s Customer Service Department at 1-800-880-9988.**