

**Thank you for choosing the 96th Medical Group, Eglin AFB Pharmacy to fulfill your pharmacy needs. To make the process of transferring your existing prescriptions easier, please review the instructions below to help select the option that best describes your situation.**

**Before we begin:**

- 1. Please [click here](#) to update your address and other personal information in the Defense Enrollment Eligibility Reporting System, also known as DEERS, if you recently moved or changed your work or personal phone number(s). This information will be utilized by your military healthcare providers to contact you in reference to your healthcare needs. If the link does not work, cut and paste <https://www.dmdc.osd.mil/milconnect/> into your web browser to access the website.**
- 2. Active duty members will receive instructions/assistance on how to update TRICARE coverage and enrollment to a clinical team. For retirees and their eligible dependents, please follow the instructions listed in #3.**
- 3. All patients must be locally activated in 96th Medical Group's electronic healthcare record system known as the Composite Health Care System (CHCS). This allows the Pharmacy Staff to enter your newly transferred prescriptions without delay. This can be accomplished by contacting the Medical Group's Admissions & Dispositions via 850-883-8753 or 850-883-8251.**
- 4. Lastly, [click here](#) and follow the "View Our Formulary" link to review the formulary or a list of available medications. If you have questions regarding the availability of your prescription, please contact the Pharmacy Staff at 850-883-8000 or 850-883-9011. If the link does not work, cut and paste <http://www.airforcemedicine.af.mil/MTF/Eglin/Fill-and-Manage-Prescriptions/> into your web browser to access the website and follow the "View Our Formulary" link.**
- 5. Now that you are active in CHCS or have active prescriptions with Eglin's 96th Medical Group Pharmacy and wish to include others, let's transfer your prescriptions!**

To request a transfer of your prescriptions to be filled at Eglin AFB's 96th Medical Group Pharmacy for yourself and your family members, please follow the steps below and electronically submit or utilize the FAX number listed. Email and fax are the preferred methods for returning the prescription transfer requests, however, you may drop them off at the pharmacy as well.

#### **TO SUBMIT ELECTONICALLY VIA EMAIL**

Please ensure Adobe is updated for the 'SUBMIT' function to work properly.

If the 'SUBMIT' function is not working, please fill out the transfer form electronically and email to: [usaf.eafb.96-mdg.mbx.96mdsssgsdsate@mail.mil](mailto:usaf.eafb.96-mdg.mbx.96mdsssgsdsate@mail.mil)

1. Electronically Complete Section A of the Eglin AFB Pharmacy's transfer form
2. Click Submit or turn them in at the hospital's Main Outpatient Pharmacy (located on the 1st floor)
3. If you have any questions, please call 850-883-9011, or 850-883-8000
4. Your prescription will be ready at Eglin AFB's Main Pharmacy located on the 1st floor of the hospital within 72 hours
5. NOTE: The electronically submitted paperwork is received at an unencrypted email box that is only accessible by pharmacy staff

#### **TO SUBMIT VIA FAX**

1. Print all attachments (FAX & Transfer Paperwork)
2. Complete Section A of the Eglin AFB Pharmacy Prescription Transfer Template (print clearly)
3. FAX all attachments to 850-883-9003 or turn them in at the hospital's Main Outpatient Pharmacy (located on the 1st floor)
4. If you have any questions, please call 850-883-9011, or 850-883-8000
5. Your prescription will be ready at Eglin AFB's Main Pharmacy located on the 1st floor of the hospital within 72 hours

**Note: you will be contacted if your prescription transfer will exceed 72 hours**