

Postage Required Post Office will not deliver without proper postage.

**How to Order New Prescriptions**

If you take the same medication for months at a time. You'll often find that getting your prescription through the mail will be easier and less expensive than getting them from your local pharmacy. **However, prescription mail order services should not be used for medications you need immediately (sooner than two weeks.)**



For maintenance medications you need to start taking right away: you may ask your doctor for two prescriptions. One for a small supply to be filled at your local pharmacy for immediate use, and one for the mail service pharmacy. Remember to ask the doctor to write the mail order prescription for the maximum quantity your plan allows and for one year of refills (if the law allows). Then mail them to Postal Prescription Services following these easy steps:

1. On the front of each new prescription, *print clearly*:
  - The member's name and relationship to the primary covered person (e.g., self, spouse, child).
  - The member's ID number from the primary covered person's plan.
2. Be sure the prescribing doctor's name is clearly indicated.
3. Complete the order form including payment information.



4. Provide a street address for delivery. Some medications, such as narcotics and drugs requiring refrigeration are restricted from delivery to a post office box.
5. Send your prescriptions, completed order form, and a co-pay in the envelope provided. A new order form and envelope will be returned with each Postal Prescription Service delivery.



**How to Order Refills**

If your doctor has prescribed a refill, then Postal Prescription Service will send you a refill slip with your medication order. When you need the refill, just detach the refill slip and mail it back with your completed order form and co-pay.



If you cannot locate your refill slip, list the prescription numbers and the names of the medication on the order form. The prescription number is located in the upper left-hand corner of the label on your medication container.

Refills may also be ordered by phone by calling the toll-free number listed in this brochure. Please remember to have your credit card information and the prescription numbers you would like to order ready. You can also order refills through our website at [www.ppsrx.com](http://www.ppsrx.com).

**Refills too soon?**

Refer to the reorder date on your refill slip. For your safety, refill orders placed too early cannot be filled and may be returned.

**Generic Drugs**

Generic medications will be substituted for brand-name medications when available and allowed by the prescribing physician. PPS utilizes only those generic medications rated highest by the FDA.

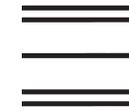
**Service & Safety**

Postal Prescription Services' registered Pharmacists review each prescription for accuracy before dispensing, and perform checks to assure all prescriptions are dispensed correctly. We maintain computerized patient profiles to prevent adverse reactions with other prescriptions you are receiving from Postal Prescription Services. Should any questions arise regarding potential adverse reactions, our pharmacist will contact your doctor or you, before dispensing the medication.



**Delivery Time**

**Please allow two weeks for delivery from the date you mail your order.** Your order will be delivered to the address you requested by United Parcel Services or first class US mail. In case of emergency, prescriptions can be shipped overnight for an additional charge to you. Postal Prescription Service is open for business Monday through Friday 6:00 a.m. to 6:00 p.m. and Saturday 9:00 a.m. to 2:00 p.m., Pacific Time.



**To Order Prescriptions By Mail, Use the Convenient Order Form Enclosed.**

**To Order by Phone:**  
**1-800-552-6694**  
**In Portland, Oregon:**  
**(503) 797-2100**  
**Visit Our Website:**  
**[www.ppsrx.com](http://www.ppsrx.com)**

FROM \_\_\_\_\_

PPS PRESCRIPTION SERVICES  
 PO BOX 2718  
 PORTLAND OR 97208-2718





Date I mailed my order \_\_\_\_\_ Co-pay Amount Enclosed \$ \_\_\_\_\_

**Questions?**

call: 1-800-552-6694  
in Portland, Oregon:  
(503) 797-2100

**Tear here, and keep this stub for your records.**

**Health Care Plan Information**

Health Care Plan \_\_\_\_\_

Employer Name (if applicable) \_\_\_\_\_

Insured's I.D. Number \_\_\_\_\_

Insured's Name \_\_\_\_\_

**If possible, please enclose a copy of your insurance card when placing your initial order or when changing insurance.**

**Patient Information**

**✓ Drug Allergies / Health Condition**

**Primary**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Date of Birth \_\_\_\_\_  Male  Female

Doctor/Prescriber name and Phone No. \_\_\_\_\_

- NONE  CODEINE  PENICILLIN  SULFA
- ASPIRIN  OTHER \_\_\_\_\_
- ASTHMA  DIABETES  HIGH BLOOD PRESSURE
- HEART DISEASE  HYPERLIPIDEMIA
- OTHER \_\_\_\_\_

**Spouse**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Date of Birth \_\_\_\_\_  Male  Female

Doctor/Prescriber name and Phone No. \_\_\_\_\_

- NONE  CODEINE  PENICILLIN  SULFA
- ASPIRIN  OTHER \_\_\_\_\_
- ASTHMA  DIABETES  HIGH BLOOD PRESSURE
- HEART DISEASE  HYPERLIPIDEMIA
- OTHER \_\_\_\_\_

**Dependent**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Date of Birth \_\_\_\_\_  Male  Female

Doctor/Prescriber name and Phone No. \_\_\_\_\_

- NONE  CODEINE  PENICILLIN  SULFA
- ASPIRIN  OTHER \_\_\_\_\_
- ASTHMA  DIABETES  HIGH BLOOD PRESSURE
- HEART DISEASE  HYPERLIPIDEMIA
- OTHER \_\_\_\_\_

**Ship To This Address**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_

**Thank You.  
We appreciate your business!**

• Order *prescription refills* or transfers here by enclosing refill slips or filling out this section

✓ For *new prescriptions*, enclose the prescription in the envelope provided and check here.

Qty.	Prescription No.	Name of Medication	Strength	Pharmacy Name	Pharmacy Phone	Doctor's Name & Phone	Price or Co-Pay

**Total: \$** \_\_\_\_\_

**Non-Safety Cap Request Information:**

Federal law requires that your prescription shall be dispensed in a container with a child resistant or safety cap unless you request otherwise. If you would like your prescription with an "easy-open" lid please sign below. **I do not want safety caps:**

**Method of Payment:**

Check  Money Order  Visa/MasterCard  Discover  Am. Express

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

**Make check or money order payable to:**



**X** \_\_\_\_\_  
Patient's Signature Here

\_\_\_\_\_ Date

**X** \_\_\_\_\_  
Cardholder's Signature