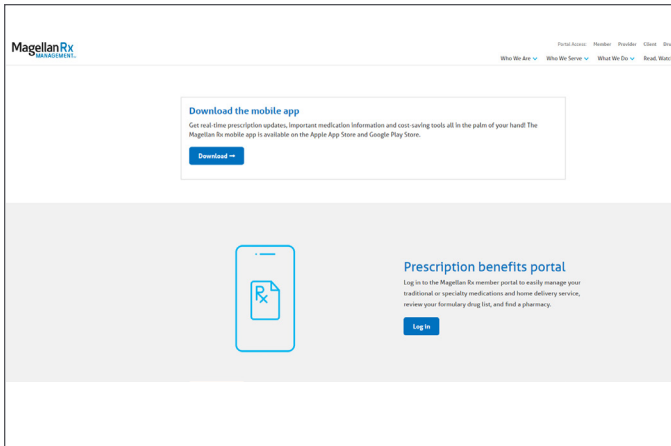


Member Portal Guide

Our secure member portal makes it easy for you to order refills, view claims and more!

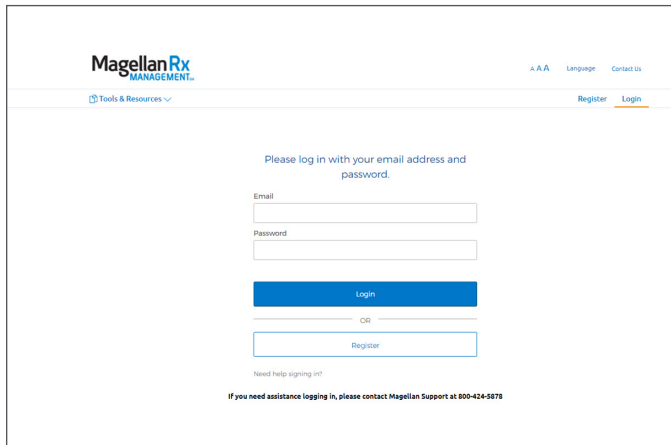


STEP ONE

Visit magellanrx.com and select **Portal Access: Member** at the top of the page.

Scroll down to the **Prescription benefits portal** and click on the blue **Log in** button.

Or, go directly to magellanrx.com/member/login.

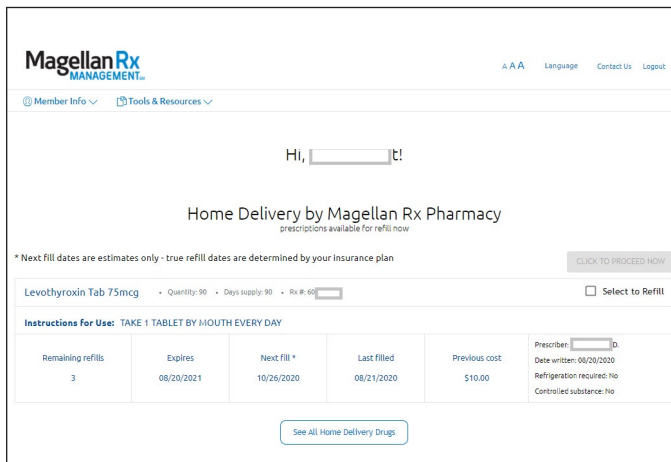


STEP TWO

Log in. You will need to complete the one-time registration process the first time you log in.

To register, fill out the registration form. Click on the confirmation link sent to the email you registered with within 24 hours. You will need to re-register if you don't click on the link within 24 hours.

The link will take you to the member login page. This completes your registration.



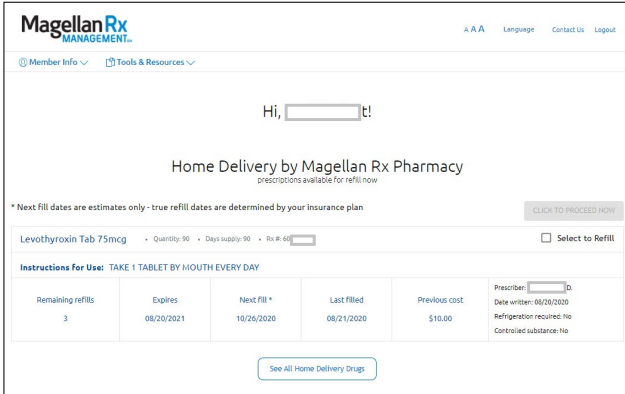
STEP THREE

Get to know your dashboard to:

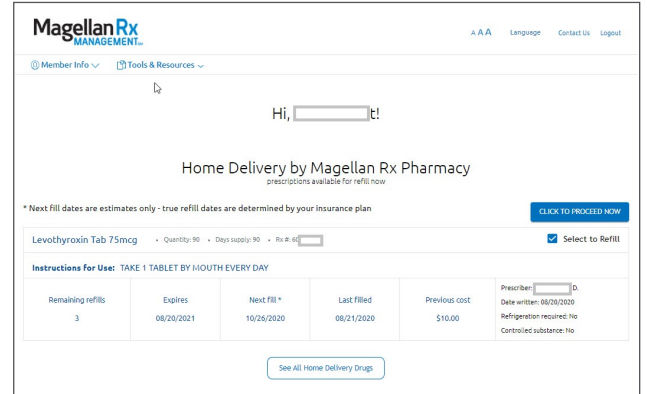
- Access your ID card
- View recent claims
- Renew and refill home delivery prescriptions
- Access your formulary, and more!

HOW TO REFILL A HOME DELIVERY PRESCRIPTION:

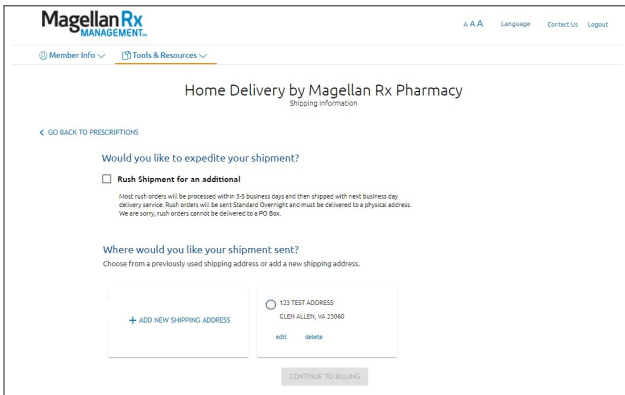
Home delivery through Magellan Rx Pharmacy may work well for you if you take drugs for long-term conditions. These conditions include arthritis, asthma, diabetes, high blood pressure and high cholesterol.



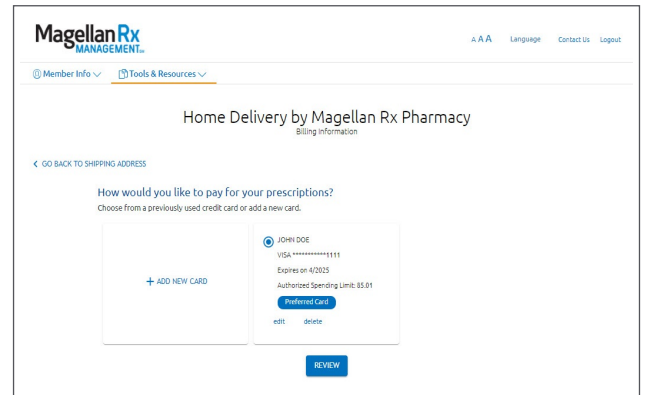
1. After a successful login to the secured member portal, you will see the **Dashboard** screen.



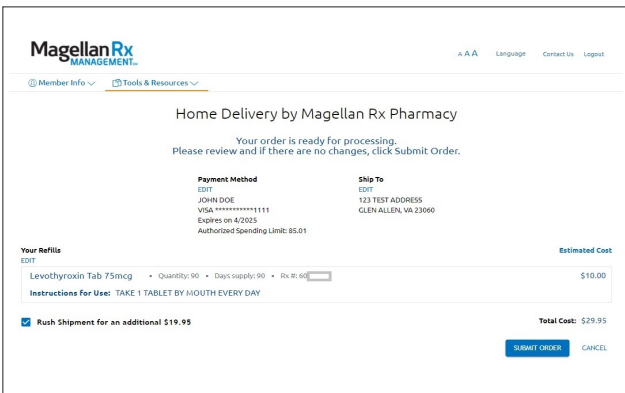
2. Choose the **Select to Refill** box next to each medicine you would like to refill, then choose the **CLICK TO PROCEED NOW** button.



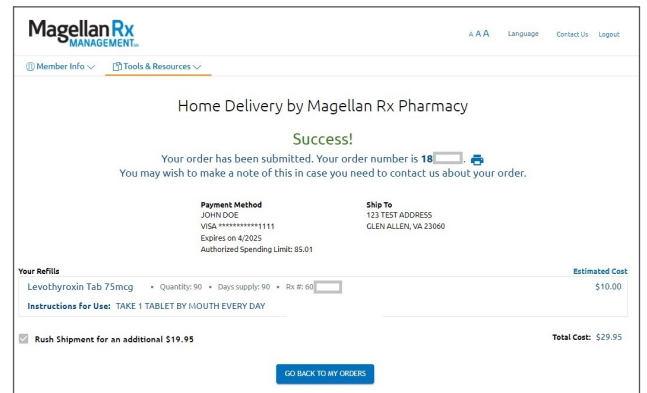
3. Select or enter your preferred **shipping address** and click **CONTINUE TO BILLING**. You also have the option to expedite your shipment, if needed.



4. Select or enter your **billing information** and click **REVIEW**.



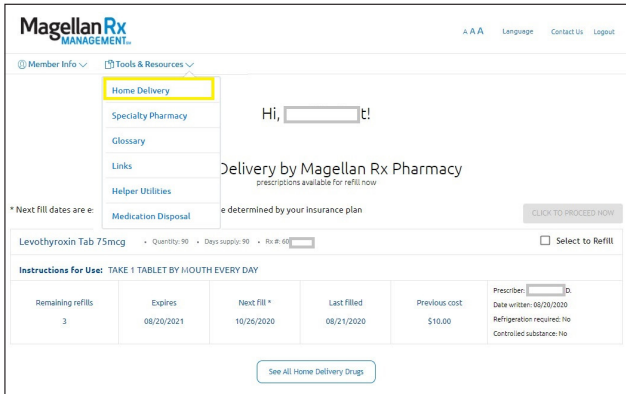
5. Review your **order details** and click **SUBMIT ORDER**.



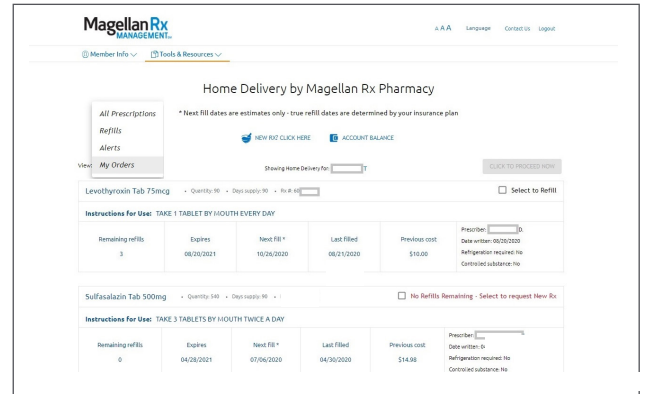
Success! Your order has been submitted. Please make a note of your order number.

HOW TO TRACK YOUR HOME DELIVERY ORDERS:

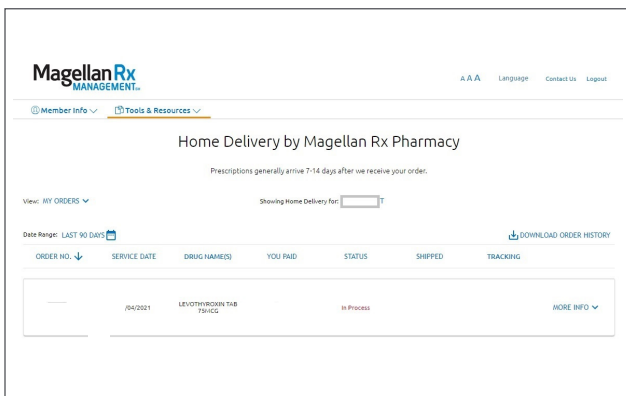
You can also track the status of your home delivery orders through your secure portal by following the steps below.



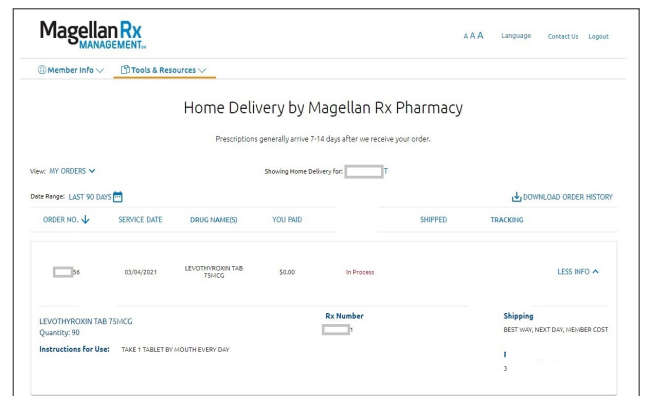
1. From the Dashboard, click on **Tools & Resources** and select Home Delivery.



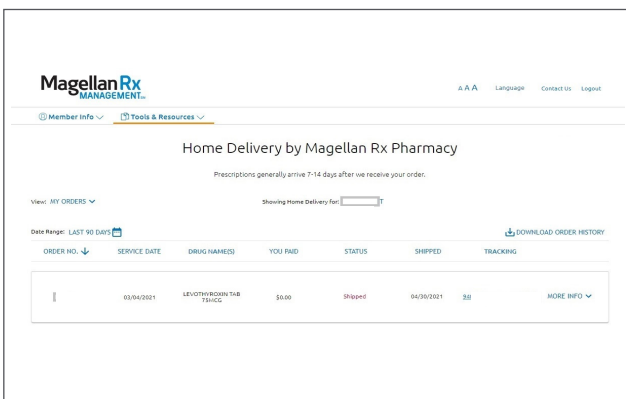
2. The view will default to All Prescriptions. To view your orders, select **My Orders** from the View drop-down menu.



3. To **view details** on a specific order, select MORE INFO.



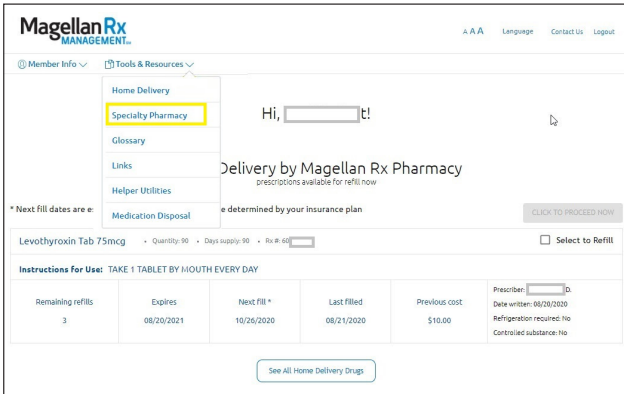
4. Here, you can review drug name, dosage, shipping information and more.



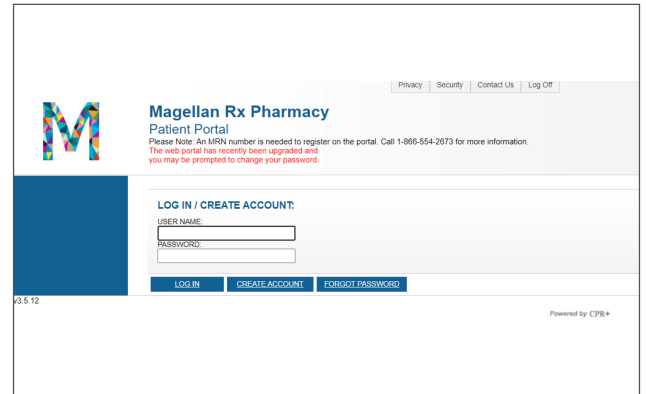
5. Once your order has been shipped, the status will change to Shipped and the tracking number will be available. To get up-to-date information on the **tracking status** of your order, click on the TRACKING link to be taken to the appropriate carrier site.

HOW TO ACCESS YOUR SPECIALTY PHARMACY INFORMATION:

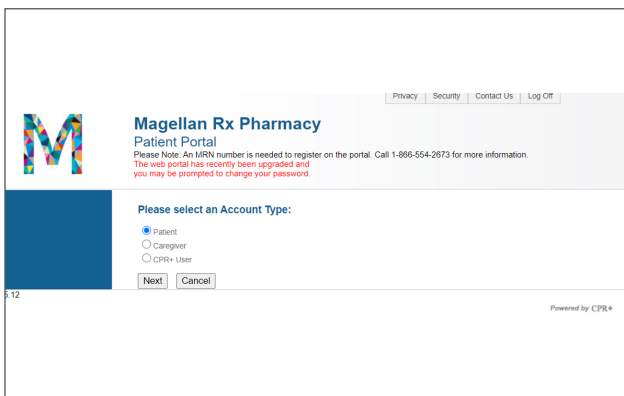
You will need to register if you receive a specialty drug through Magellan Rx Pharmacy. This will help you get the medicine you need and the personalized support and care to help manage your condition.



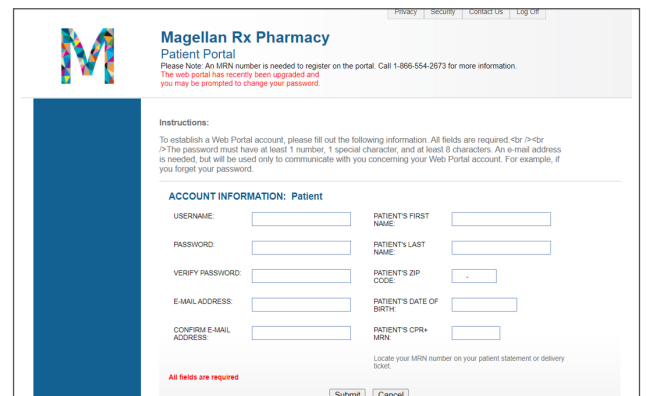
1. From the Dashboard, click on **Tools & Resources** and select Specialty Pharmacy.



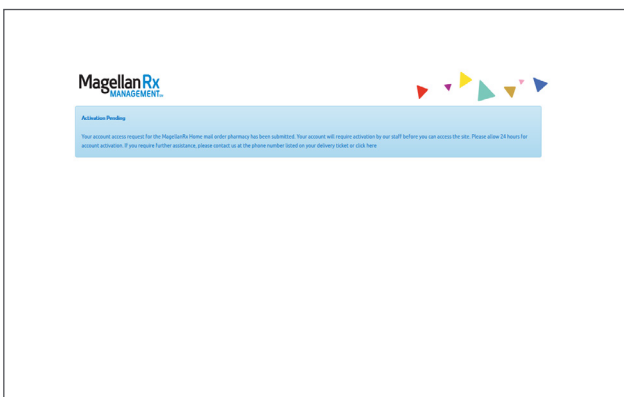
2. If this is your **first time** accessing the specialty pharmacy portal, select CREATE ACCOUNT.



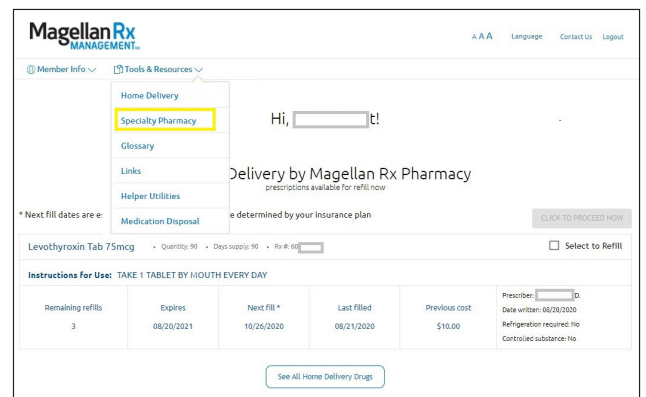
3. You will need to complete a **separate, one-time registration**. Select the Patient Account Type and click Next.



4. You will be asked for your **Member Record Number (MRN)**. To obtain your MRN, please call 866.554.2673.



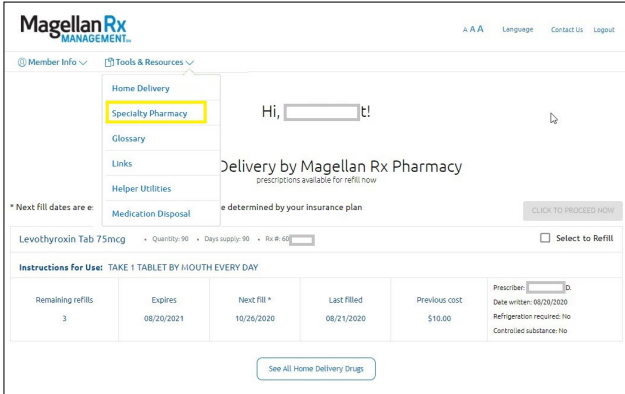
5. There is a manual **activation period** of 24 hours. You will receive an email once your activation is complete.



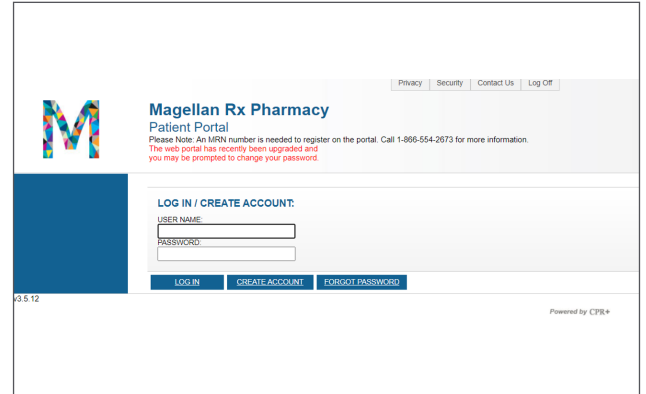
6. Once activation is complete, follow steps 1-2 from page 1 of this guide and select Specialty Pharmacy under Tools & Resources to log in to your specialty pharmacy portal.

HOW TO TRACK YOUR SPECIALTY PHARMACY ORDERS:

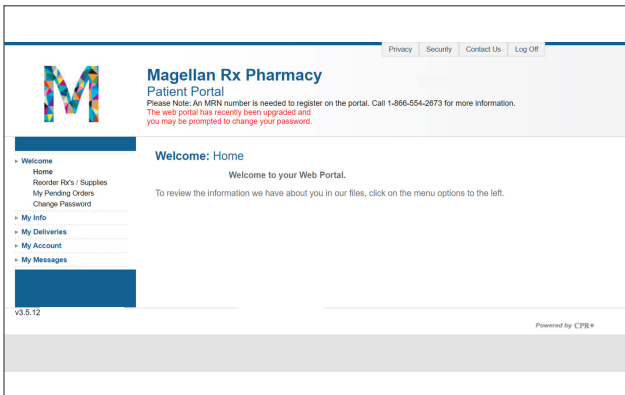
You can also track the status of your specialty pharmacy orders by following the steps below. Be sure to log in to your secure member portal first, following steps 1-2 on page 1 of this guide.



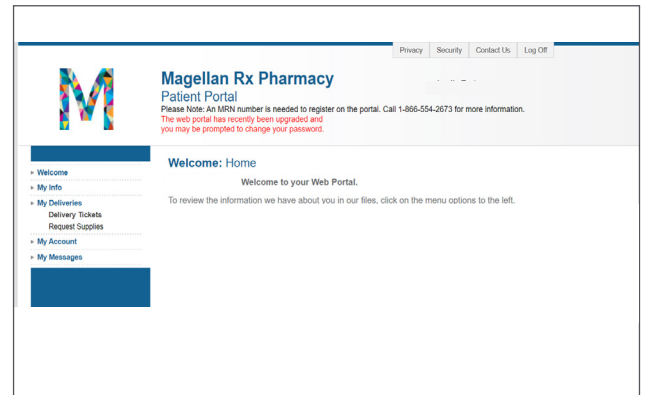
1. From the Dashboard, click on **Tools & Resources** and select Specialty Pharmacy.



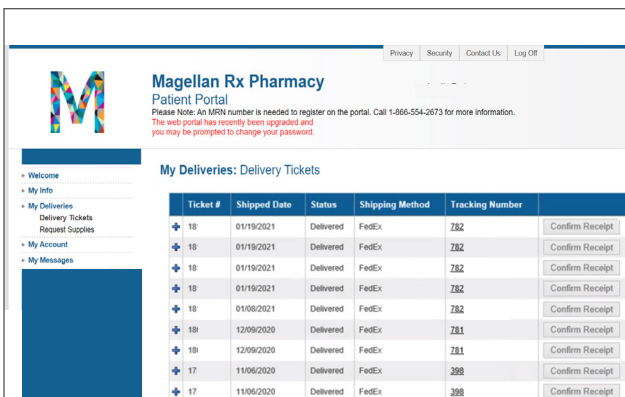
2. **Log in** using the information you submitted when completing your separate specialty pharmacy registration.



3. Once logged in, get to know your dashboard by selecting different options from the menu on the left side of the page.



4. To view your order history, select **My Deliveries** then **Delivery Tickets** from the menu.



5. To get up-to-date information on the tracking status of your order, click on the **Tracking Number** link to be taken to the appropriate carrier site.

ADDITIONAL RESOURCES:

Pharmacy Name	Address	Phone	Distance	Other Info	Default Pharmacy
MARTINS PHARMACY	10250 STAPLES HILL ROAD GLEN ALLEN, VA 23060	804-755-4207	0.46		<input type="checkbox"/>
RITE AID PHARMACY 11245	9101 STAPLES HILL ROAD RICHMOND, VA 23228	804-501-2275	1.44		<input type="checkbox"/>
CVS PHARMACY	9167 STAPLES HILL RD RICHMOND, VA 23228	804-672-6613	1.70		<input type="checkbox"/>
WAL-MART PHARMACY 10-1523	11400 WEST BROAD STREET RD GLEN ALLEN, VA 23060	804-360-0792	1.80		<input type="checkbox"/>
TARGET PHARMACY	9001 STAPLES HILL RD, RICHMOND, VA 23228	804-672-3350	1.88		<input type="checkbox"/>
KROGER PHARMACY 8519	9000 STAPLES HILL RD HENRICO, VA 23228	804-977-9515	1.93	Drive Thru	<input type="checkbox"/>

Smart Pharmacy Locator

- Locate pharmacies in your area
- Set default pharmacy

MagellanRx MANAGEMENT

Tools & Resources

Formulary and Clinical Documents

Optimal Member Education

PLAN INFORMATION
[View the Pharmacy Network List](#)
[How to Safely Dispose of Sharps, Syringes, Needles, Lancets](#)

STANDARD FORMULARY
[View the Standard Drug Look Up](#)
[View the Standard Specialty Drug List](#)

PRECISION FORMULARY
[View the Precision Drug Look Up](#)
[View the Precision Exclusion List by Drug Class](#)
[View the Precision Specialty Drug List](#)

The benefits information provided is a brief summary, not a complete description of benefits. For more information, contact the plan. Limitations, copayments, and restrictions may apply. Benefits, formulary, pharmacy network, provider network, premium and/or copayments/co-insurance may change year to year.

Drug Lookup Tool

- View formulary drug lists
- Look up specific drug details
- Find out if there are any special requirements for your medications, like step therapy or prior authorization

MagellanRx MANAGEMENT

Price a Drug

SEARCH

SEARCH FOR DRUG: CAPSULE 200 MG

ENTER QUANTITY AND UNIT SOURCE: CAPSULE 200 MG 30

SEARCH PHARMACIES FOR PRICING

You can select up to 5 pharmacies for pricing

Map

Price a Drug

- Auto-complete feature assists in searching for a drug
- Ability to select from previously filled drug and see dosage and strength options based on the drug selected
- Comparative drug pricing for up to three retail pharmacies
- Drug pricing messages in clear, understandable language

Login today at magellanrx.com.

If you have any questions about your prescription benefits, please call us at 1.800.424.0472.