

# Mail Service Pharmacy

This program is a convenient way to receive the medications you use regularly by mail. It offers timely delivery and easy refills.

## How to Get Started

Ask your doctor to write two prescriptions:

- 1 One for a short-term supply (e.g., 30 days) that you can fill immediately at a participating retail pharmacy
- 2 The other for the maximum days' supply allowed by your plan (e.g., 90 days) with as many as three refills (if appropriate) to mail to Walgreens Mail Service

To maximize your pharmacy benefit, ask your doctor to write your prescription to allow for a generic substitution.

Select one of the following methods to submit the Mail Service Pharmacy order form to Walgreens Mail Service:

- **MAIL:** Print and complete the Registration and Prescription Order Form found on [www.wellmark.com](http://www.wellmark.com) along with your original prescription and copayment. (Select the *Health & Wellness* tab, choose *Drug Information*, and then select *Mail Service Prescriptions* to locate the order form.) You can also call Walgreens Mail Service at 1-866-611-5961 to have a form mailed to you.

OR

- **FAX:** Fill out your information on the Prescriber Fax Order section on the Registration and Prescription Order Form and ask your doctor to complete and fax the form. If you have not already registered with Walgreens Mail Service, this form will combine your registration and first order into one step.

## Refills

Getting refills for your prescription is easy. Just call the Walgreens Mail Service number listed on your prescription label, or order online by referencing the prescription (Rx) number listed on your drug container. Visit [www.walgreensmail.com/wellmark](http://www.walgreensmail.com/wellmark) to set up your account, which will be activated within 48 hours. After establishing your account, you can order refills, check order status, and view and print your prescription history. You must establish a separate online account for each eligible family member.

Please allow at least 10 business days from the time that you place your order to receive your prescription(s).

