



Prescriptions that deliver in every way.

Walgreens mail service pharmacy

As a member of Employee Health Insurance Management (EHIM), you are eligible to enroll in Walgreens mail service pharmacy, offering you convenient delivery of your ongoing maintenance medications from Walgreens to the location of your choice.

It's easy to register and order prescriptions, just have the following ready:

- Member ID Number (Located on ID Card)
- Group Number
- Payment Information

Select the option that works for you and follow the steps to get started.

	Online	Fax	Mail	Phone
1 REGISTER	Register or Sign In at Walgreens.com/MailService. Follow the prompts to complete enrollment.	Not available.	Send completed <i>Registration and Prescription Order Form</i> to: Walgreens Mail Service P.O. Box 29061 Phoenix, AZ 85038	Call 800-345-1985 and ask to be registered for Walgreens mail service. Please have your insurance information handy.
2 ORDER your first prescription.	Ask your doctor if he or she can prescribe your medications electronically. If he or she is unable, select an alternative option.	Have your doctor complete and fax the <i>Prescriber Fax Form</i> to: 800-332-9581*	Send completed <i>Registration and Prescription Order Form</i> along with your original prescription to: Walgreens Mail Service P.O. Box 29061 Phoenix, AZ 85038	Call 800-345-1985 and request that Walgreens reach out to your doctor for a new prescription.†
3 REFILL ‡	Prescriptions eligible for refills are listed in your member profile at Walgreens.com/MailService.	Not available.	Send completed <i>Preprinted Refill Order Form</i> enclosed with your last order to: Walgreens Mail Service P.O. Box 29061 Phoenix, AZ 85038	Call 800-345-1985 and select “refill a prescription” or ask to speak with a customer service representative.

*By law, prescriber fax forms and e-prescriptions are valid only if sent from a prescriber's office.

†You will need to provide your doctor's contact information as well as the name and dosage of your medication. Walgreens will notify you if your doctor doesn't respond.

‡To automatically receive refills of your medications, select the "Auto Refill" option in your online profile or on the *Registration and Prescription Order Form*.

§Scripts that cannot be transferred and require a new written prescription include: expired prescriptions, no refills remaining, controlled substances & compound medications.