

Online Activation Process

Go to TRICAREONLINE.COM (TOL)

Log into account (or create account)

Click Rx Refill (will change to Prescriptions in the future)

On left side of screen click request Rx Refill (will change to Prescriptions in the future)

Click drop down menu for MTF and select AF-C-460th Med Grp-Buckley AFB

Click drop down menu for Request Rx Refill for (select person's name)

Click drop down menu for Pharmacy Pick up location (Refill Rx Buckley pharmacy for refill or New Rx Buckley pharmacy for new prescriptions)

Click the box next to the medication you are requesting to activate or refill

Click Send Refill Request Now (will change to Prescriptions in the future)

For activation of new prescription add contact phone number (include area code) at bottom of the screen so the pharmacy can contact you if there are any questions about your medications

If you have a prescription from an On Base Provider

- Urgent/acute need
 - Request your provider or clinic call the pharmacy to activate
- Non-urgent need
 - Will be ready in 3 hours

If you have a prescription from an Off Base Provider

- Hardcopy/Paper prescription
 - Physically drop off at the pharmacy
 - Acute needs medications filled same day
 - Non-acute needs ready the next day

Electronic prescription

- Call pharmacy @ 847-9355, option 4, option 3 to activate
 - Acute needs same day
 - Non-acute needs ready the next day
- Tricare On-line (TOL)
 - Once enrolled, you can activate your pending, new

prescriptions or process your refills

- New orders activated through TOL before 1600 will be ready the next duty day after 1200
- Refills ordered through TOL will be ready 3 duty days after request

Non-formulary / Special Order

- For all non-formulary medication orders pharmacy will work with your provider to complete all Prior Authorization Forms
- Requests will be processed and reviewed within 5 duty days