

## CENTRAL PA TEAMSTERS HEALTH AND WELFARE FUND

### Mail Order On-line Rx Refill Information

- Please note that the web mail order service may be used for *refills only*. You must continue to submit your new mail order prescriptions through the mail to GPP. Contact the Health and Welfare Fund for prescription mail order forms for new prescriptions.
- To register for the mail order prescription refill program, click on the PPS Pharmacy Refill Mail Order Service link. Click on “patient profile,” and then “Sign Up.” Have your Central PA Teamsters Health and Welfare Fund Prescription Drug Program ID card, valid e-mail address, and a prescription that currently has a refill available.
- You will be asked to enter your Group Number, Member ID and Person Number (located to the left of your name on your Prescription ID Card). You will then be asked to enter a prescription number with a refill available that was filled at any time within the last 18 months. You will also be asked to create a username and password.
- Each time you wish to refill a prescription, visit the PPS Pharmacy Refill Mail Order Service site, sign in with your established username and password, and follow the prompts. Please be sure to have your prescription number as well as your Discover, MasterCard or VISA card available.
- To see the status of a refill, click the “Order Status” link on the menu bar at the top right of the page. Enter the prescription number. Click on the “Submit” button. The status for the prescriptions matching the information entered will be displayed.
- If you have any questions or are unable to register or request a refill, contact the PPS Pharmacy Refill Mail Order Service at 1-800-314-2234.

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