



World Trade Center Health Program: Mail Service Prescriber Fax Form

To provide better service for obtaining prescriptions through the World Trade Center Health Program (WTCHP), a new mail order prescription program is being offered. Members may receive medications through the mail by having prescriptions filled by Walgreens mail order services. Walgreens provides an easy method for obtaining both new prescriptions as well as refills.

You may submit your prescriptions to Walgreens via fax (faxes must be sent directly from your doctor's office) or you may send your paper prescription in the mail to Walgreens at:

Walgreens Mail Service
PO Box 29061
Phoenix, AZ 85038-9061

To submit prescriptions directly from your doctor's office, your doctor may fax a completed Mail Service Prescriber Fax Form to Walgreens at 800-332-9581.

Please follow the instructions below to complete the Prescriber Fax Form. Print clearly using black ink and uppercase letters.

Patient Section

Please ensure that the patient has entered the member ID number, phone number, and full address.

Prescriber Section

- Enter the patient's full name
- Fill in the patient's date of birth in the MM/DD/YYYY format
- In the table, please provide information on up to two (2) prescribed medications.
 - Enter the name of the prescribed medication(s)
 - Enter the strength of the prescribed medication(s)
 - Provide any directions for the patient
 - Fill in the quantity of prescribed medication(s)
 - Enter the number of authorized refills
 - Check the box in the "DAW" field to dispense the prescribed medication(s) as written
- Enter the date
- Enter your NPI number
- If you are prescribing a controlled substance, please provide the DEA number
- Provide your signature
- Enter your full name
- Provide your full address, including the city, state and zip code
- Enter your phone and fax number



- If this is the first time you are completing this form or your fax number has changed, please check the designated box

If you have any questions, please call the Walgreens Customer Care Center at 888-516-8010. The Customer Care Center is open 8:00am – 10:00pm EST, Monday through Friday, and 8:00am – 5:00pm EST Saturday and Sunday.