

# RxOrderly

User Manual

*Effortless medication management. Total peace of mind.*

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## CHAPTER 1

### Welcome to RxOrderly

What this app does and how to get the most from it

#### What RxOrderly Does

RxOrderly is a personal medication management app designed to bring calm, clarity, and

confidence to your daily medication routine. Whether you take two medications or twenty, RxOrderly keeps everything organized in one private, easy-to-use place — so you always know what you have, when to refill, and how to walk into your next doctor's appointment fully prepared.

RxOrderly is not a medical app. It does not diagnose, prescribe, or provide clinical guidance of any kind. Think of it as the world's most organized medication notebook — one that never loses a page, always knows what you have left, and reminds you before you run out.

## The Golden Rule: Complete Setup Pays Dividends

### THE MOST IMPORTANT IDEA IN THIS MANUAL

The more complete the information you enter when you first set up RxOrderly, the more the app can do for you automatically. After the initial setup, day-to-day data entry becomes minimal — RxOrderly remembers everything and uses what it knows to keep you informed, organized, and ready.

Here's what that means in practice: when you add a medication and include its dose, your prescriber, your preferred pharmacy, and your typical fill quantity, RxOrderly can automatically calculate your supply, predict when you'll run out, populate your refill requests with the right details, and include that medication in your doctor visit prep — all without you lifting a finger. The app works hardest for the people who set it up most completely.

Don't worry if you can't fill in everything at once. You can add and update information as you go. But the more you give RxOrderly to work with, the more it gives back.

## Free vs. Premium

RxOrderly offers a generous free tier and an optional Premium upgrade. The free tier lets you track up to 5 items — medications and care activities combined — with full supply tracking, refill reminders, and alerts. Premium unlocks unlimited medications and care activities, the Medical ID card generator, Doctor Visit Prep, Drug Research, and Find Savings. Throughout this manual, Premium features are marked with **[PREMIUM]**.

## CHAPTER 2

# Getting Started

Installation and first launch

## Installing the App

RxOrderly is available on the Apple App Store (iPhone and iPad) and Google Play (Android). Search for RxOrderly and tap Install. The app is free to download.

## The Welcome Screen

The first time you open RxOrderly you'll see the Welcome screen. Tap **Get Started** to begin. Two quick steps follow before you reach the main app.

## Allowing Notifications

### WHY THIS MATTERS

Medication reminders are most effective when they arrive at the right time automatically. Allowing notifications means RxOrderly can do this for you without you having to remember to check the app.

RxOrderly will ask permission to send you notifications. We strongly recommend tapping **Allow Reminders**. Without notifications, the app cannot alert you when it's time to take a medication or when a refill is coming due. You can adjust notification preferences at any time in Settings.

## Adding Your First Medication

After the notification step, you'll arrive on the Add Medication screen. This is your first opportunity to apply the Golden Rule — the more information you enter here, the more RxOrderly can automate for you immediately. See Chapter 4 for a full guide.

### CHAPTER 3

## Your Dashboard

Your home base in RxOrderly

### Dashboard Overview

The Dashboard is the first screen you see every time you open RxOrderly. It gives you an at-a-glance view of your medication situation and provides quick access to every feature in the app. Along the top is the RxOrderly logo and a Settings gear icon. Below that is a grid of feature tiles.

### Dashboard Tiles

## Supply on Hand

Shows the current supply count for all your medications. Tap to see a detailed breakdown of every medication and how many days of supply remain.

## Manage Alerts

View and manage your medication reminders. Tap to see all active alerts and adjust their timing or frequency.

## Request Refill

Quickly request a prescription refill. RxOrderly pre-fills the details from your medication records — you simply review and confirm.

## Log Medication Supply

Record when you pick up a prescription, make a manual inventory adjustment, or log an over-the-counter purchase. Every entry keeps your supply count accurate.

## Medications, Prescribers & Retailers

The master management screen for all your medications, prescribing doctors, and pharmacies. The foundation of everything RxOrderly does for you.

## My Profile & Medical ID

Manage your personal and medical information, generate your wallet Medical ID card, and store insurance cards and government IDs.

## The Task Bar

At the bottom of every main screen is the Task Bar — five icons that give you instant access to RxOrderly's most powerful features from anywhere in the app:

- **Home** — Returns you to the Dashboard from any screen.
- **Drug Research** — Look up official drug information from FDA and NLM databases.
- **Find Savings** — Check savings eligibility and track your prescription spending.
- **Doctor Visits** — Access Mental Notes, Doctor Visit Prep, and appointment tools.
- **Mental Notes** — Capture questions and concerns to bring to your next appointment.

### CHAPTER 4

## Medications, Prescribers & Pharmacies

The foundation of everything — build it thoroughly

### THIS CHAPTER IS THE MOST IMPORTANT IN THE MANUAL

Every feature in RxOrderly draws from the information you enter here. Supply tracking, refill requests, visit prep, and Medical ID cards all depend on complete medication records. A few extra minutes of setup today saves hours of manual effort and unlocks RxOrderly's full automation.

## Adding a Medication

Go to the Dashboard and tap **Medications, Prescribers & Retailers**, then tap the **+** button. For each medication, fill in as many fields as possible:

- **Medication name** — Used everywhere in the app and on your Medical ID card.
- **Dose / strength** — e.g. 10mg. Helps your care team and appears on your Medical ID.
- **Form** — Tablet, capsule, liquid, patch, injection, etc.
- **Prescriber** — Link to a prescriber record to enable one-tap refill requests.
- **Preferred pharmacy** — Link to a pharmacy record — pre-filled on every refill request.
- **Typical fill quantity** — Pills or units per fill. Critical for calculating supply and predicting your run-out date.
- **Doses per day** — How often you take this medication. Used for all supply calculations.
- **Purpose / notes** — Optional but valuable on your Medical ID card and visit prep sheets.
- **Active status** — Mark medications inactive when discontinued — history is preserved, active views stay clean.

## Adding a Prescriber

Select the **Prescribers** tab and tap **+**. Complete records include:

- Full name and specialty
- Office phone and fax numbers
- Practice name and address
- Notes (e.g. preferred contact method, after-hours line)

## Adding a Pharmacy / Retailer

### WHY THIS MATTERS

When you link a prescriber to a medication, RxOrderly pre-populates refill requests with their contact details. You spend seconds instead of minutes on each request — and never have to look up a phone number again.

Select the **Retailers** tab and tap + to add a pharmacy or supplier. Include the name, phone number, and address. When linked to a medication, this information is pre-filled on every refill request automatically.

### Why Complete Records Matter

Here's a concrete example: add a medication with its fill quantity, daily dose frequency, linked prescriber, and linked pharmacy. Log a refill when you pick it up. From that point on, RxOrderly calculates your remaining supply every day, alerts you at exactly the right time, and lets you request the next refill with a single tap — already knowing who to call and where the prescription goes. That's the payoff of complete setup.

## CHAPTER 5

### Supply on Hand

Always know exactly what you have

#### How Supply Tracking Works

##### THE BENEFIT

You never have to pick up a bottle and count tablets again. RxOrderly tracks your supply continuously and alerts you well before you run out — giving you comfortable lead time to request a refill without stress or rushing.

RxOrderly uses smart supply tracking to calculate how much of each medication you have at any given moment. When you log a refill or receipt, the app records the quantity. Each day it deducts your typical dose automatically. The result: an always-current, always-accurate picture of your medication supply — without counting a single pill.

Tap **Supply on Hand** on the Dashboard to see your full inventory. Each medication shows its estimated days remaining. Medications running low are highlighted so they're impossible to miss.

#### Logging Received Medication

Every time you pick up a prescription or purchase an over-the-counter medication, tap **Log**

**Medication Supply** on the Dashboard. Select the medication, enter the quantity received, and optionally record the cost and pharmacy. This keeps your supply count precise and builds your spending history for the Find Savings feature.

## Manual Inventory Adjustments

If your supply count ever gets out of sync — you dropped some tablets, you're starting with a partial bottle, or you need to correct an entry — make a manual adjustment from the Log Medication Supply screen. Select **Manual Adjustment** as the transaction type and enter the correct quantity. RxOrderly updates immediately.

## Splitting Pills (Half, Third, or Quarter Doses)

If your doctor has you splitting pills — taking half a pill, a third, or a quarter at a time — one simple step keeps your supply count accurate: **enter your count as the number of pieces you actually take, not the number of whole pills.**

### THE SIMPLE RULE

Split in half? Double the count. Split in thirds? Triple it. Split in quarters? Multiply by four.

For example, if you have 30 whole pills:

- **Taking half a pill at a time** — enter **60** (30 pills make 60 half-pieces).
- **Taking a third of a pill at a time** — enter **90** (30 pills make 90 thirds).
- **Taking a quarter of a pill at a time** — enter **120** (30 pills make 120 quarters).

This works no matter how often you take a dose — once a day, twice a day, or every few days. How often you take it only changes how fast the count goes down; it never changes the number you enter to start.

When you add the medication, you can still set the dose to the amount you actually take (such as  $\frac{1}{2}$ ). That setting is only a label for your records — it does not affect your supply count, so the piece-count above is what keeps your tracking accurate.

**The reverse case — taking two or more whole tablets per dose.** This is rare, and usually only happens with over-the-counter products (such as aspirin or acetaminophen) that come in a single strength. Here you do the opposite and enter **fewer**: if you take two tablets at a time, enter half the count — 60 tablets on hand becomes **30**; if you take three at a time, divide by three. As with splitting, this keeps your supply counting down at the right speed.

## Refill Management

Never run out of a medication again

### Requesting a Refill

#### WHY THIS IS EFFORTLESS

Because you linked each medication to a prescriber and pharmacy during setup, RxOrderly already knows who to contact. You simply confirm — the research is already done.

Tap **Request Refill** on the Dashboard. RxOrderly displays all your active prescription medications grouped by pharmacy and prescriber. Select the medications you need, review the pre-filled contact details, and confirm. The request is logged with a timestamp — a permanent record of when you called and what you requested.

#### IMPORTANT

RxOrderly logs and organizes your refill request. The actual communication with your pharmacy or prescriber is done by you — by phone, through their app, or however you prefer. RxOrderly makes sure you have everything you need right in front of you.

### Refill History

Every refill request is stored in your History. You can see exactly when you requested each refill, which medications were included, and which pharmacy was involved. This history is invaluable during doctor visits when your provider asks about your medication patterns.

### Smart Refill Reminders

RxOrderly automatically calculates when your supply will drop to your configured threshold and sends a reminder notification. Set your preferred lead time in **Settings → Refill Reminders**. A lead time of 7–10 days works well for most prescriptions. For mail-order pharmacies, consider 14 days or more.

## Alerts & Reminders

The right reminder at the right time

## Medication Reminders

### THE BENEFIT

Consistent medication reminders reduce missed doses — one of the most common reasons prescriptions lose their effectiveness. A well-timed nudge can make a meaningful difference to your health outcomes.

RxOrderly can remind you when it's time to take each medication. Tap **Manage Alerts** on the Dashboard to view and manage all active reminders. For each medication you can set the time, frequency, and whether the reminder repeats daily.

### Quiet Hours

In **Settings** → **Alerts**, set a Quiet Hours window during which no reminders are delivered — typically overnight. You can also configure what happens to reminders that fall within Quiet Hours: hold them until the window ends, or skip them entirely.

### Refill Reminders

Refill reminders are triggered automatically when your supply drops below your configured threshold — separate from medication-taking reminders. Set your preferred lead time in **Settings** → **Refill Reminders**.

### Doctor Appointment Reminders

RxOrderly can remind you of upcoming doctor appointments so you have time to prepare your visit prep sheet. Tap the **Doctor Visits** icon in the Task Bar, then tap **Doctor Appointment Reminders** to add upcoming appointments. A notification will arrive in advance with enough time to complete your preparation.

## CHAPTER 8

# Doctor Visit Preparation

Walk into every appointment fully prepared

### PREMIUM FEATURE

Doctor Visit Preparation requires RxOrderly Premium. A 30-day free trial is available — no credit card required.

## Mental Notes

### THE BENEFIT

Patients who prepare written questions before appointments consistently get more out of their visits. Mental Notes makes this effortless — capture a thought in 10 seconds when it occurs, then have it ready automatically when you need it.

Between doctor visits, things come up — a side effect you've noticed, a question that occurs to you, a symptom worth mentioning. Tap **Mental Notes** in the Task Bar to capture these thoughts the moment they occur, wherever you are.

Mental Notes are private, always available, and automatically surfaced when you begin preparing for your next visit. Nothing gets forgotten because you couldn't remember it in the waiting room.

### Preparing for a Visit

When an appointment is approaching, tap **Doctor Visits** in the Task Bar and select **Prepare for Visit**. This launches the Doctor Visit Prep wizard.

### The Visit Prep Wizard

The wizard guides you through building a comprehensive preparation sheet in eight steps, covering:

- Which doctor and appointment type this prep is for
- Current medications and any recent changes
- Medications you want to request refills for at this visit
- Symptoms or concerns you want to discuss
- Questions captured in your Mental Notes
- Vital measurements taken at home (blood pressure, weight, etc.)
- Any additional notes for your provider
- Card photos to include in the PDF (insurance cards, government IDs, medical alert cards, and other documents you have stored)

Because RxOrderly already knows your medications, prescribers, and history, most of this is pre-populated. You review, adjust, and confirm — the hard work is already done.

**Including card photos.** On the final wizard screen, titled "Photos to Include," you'll see a list of every card photo you've stored on your medical profile — insurance cards,

government IDs, your wallet card back, and anything in Stored Card Photos (see Chapter 11). Tap the checkbox next to each card you want to include in this visit's PDF. If a card has both front and back stored, both sides are added automatically when you check it. Cards you don't check stay out of the PDF.

### Sharing Your Prep Sheet

When the wizard is complete, RxOrderly generates a clean, professional PDF summary. Share it with your provider's office before the appointment, email it to yourself to print, or have it ready on your phone to reference during the visit.

**Heads-up when card photos are attached.** If your visit PDF includes any card photos, RxOrderly will show a confirmation dialog before the share options open, identifying what's in the PDF (for example, "It includes your Social Security Card and government ID"). Tap **Continue** to proceed, or **Cancel** to go back. Once you share, email, or print the PDF, those copies live outside the App — handle them the way you'd handle any printed copy of your medical records.

## CHAPTER 9

# Drug & Supplement Research

Trusted information from official government sources

### PREMIUM FEATURE

Drug Research is a Premium feature. Free users can research one medication as a preview.

### Searching for a Medication

Tap the **Drug Research** icon in the Task Bar. Type a medication or supplement name and tap **Search**. Your current medications also appear as quick-tap chips at the top of the screen — tap any chip for instant access without typing.

### Overview Tab (MedlinePlus)

The Overview tab draws from MedlinePlus, a service of the U.S. National Library of Medicine. It provides a plain-language summary: what the medication is used for, how it works, and general guidance. Tap **Dig Deeper** at the bottom to load the full MedlinePlus article.

### Interactions, Side Effects & Warnings

The Interactions, Side Effects, and Warnings tabs draw from the FDA's official drug label database (openFDA) — the same information that appears in the package insert of your prescription.

The Interactions tab shows drug interactions documented in the FDA label for this specific medication. This is a reference lookup — it does not cross-reference all the medications in your profile simultaneously. Always discuss interaction concerns with your pharmacist.

### **Important Disclaimer**

#### **IMPORTANT**

Drug Research provides official government information for educational purposes only. It is not a substitute for advice from your doctor or pharmacist. Always discuss concerns about your medications with a qualified healthcare professional before making any changes.

## CHAPTER 10

### **Find Savings**

Lower your prescription costs

#### **PREMIUM FEATURE**

Find Savings features require RxOrderly Premium.

#### **Eligibility Screener**

The Eligibility Screener helps you determine whether you may qualify for Extra Help (the federal Low Income Subsidy program) or other prescription assistance programs. Answer a few simple questions and RxOrderly will indicate whether it's worth applying and point you to the right resources.

#### **Spending Tracker**

Every time you log a medication receipt and include a cost, RxOrderly adds it to your year-to-date spending total. The Spending Tracker shows your cumulative out-of-pocket prescription spending for the current year alongside the Medicare Part D initial coverage limit (\$2,100) — so you always know where you stand relative to coverage thresholds.

#### **Savings Resources**

#### THE BENEFIT

Knowing your annual prescription spending helps you and your doctor make informed decisions about your coverage and identify when it may be worth exploring lower-cost alternatives.

The Resources section provides curated links to trusted savings programs including GoodRx, NeedyMeds, and pharmaceutical manufacturer assistance programs. These are direct links to official sources — not ads, not sponsored recommendations.

#### CHAPTER 11

## My Profile & Medical ID

Your essential wallet-size medical information, always with you

#### PREMIUM FEATURE

Wallet-size Medical ID card generation and most profile features require Premium. Personal Information entry is available on the free tier.

### Personal & Medical Information

Tap **My Profile & Medical ID** on the Dashboard. The Personal Information section stores your name, date of birth, and contact number. The Medical Information section stores your blood type, allergies, organ-donor status, and other critical health details. Completing these sections thoroughly makes your wallet-size Medical ID card as useful as possible.

### Emergency Contacts

Add the people who should be contacted in a medical emergency. Include their name, relationship to you, and phone number. Emergency contacts appear on your Medical ID card where first responders can see them immediately.

### Building Your Medical ID Card

The Medical ID card is a wallet-sized card — the same dimensions as a credit card — containing your most critical medical information. In an emergency when you may not be able to speak for yourself, this card gives first responders everything they need instantly.

To build your card, complete these sections in order:

- **Personal Information** — name, date of birth, phone

- **Medical Information** — blood type, allergies, organ-donor status
- **Emergency Contacts** — at least one
- **Physicians on Card** — choose up to 3 priority prescribers to include
- **Medications on Card** — choose the most critical medications (space is limited; prioritize accordingly)
- **Card Back** — choose a text note (surgical history, implant details, special precautions) or a scanned implant card (pacemaker, coronary stent, ICD)

## Insurance Cards & Government IDs

Store photos of your insurance cards and government-issued IDs in the App so you have them with you anywhere. From the My Profile page, open **Insurance Cards** or **Government IDs**, then add or edit a card. Each card has spaces for a **front** photo and a **back** photo — tap **Add Photo** on either side to take a new picture with your camera or pick one from your photo library. Tap a photo to view it full-screen. Tap **Replace** to swap in a different image, or **Remove** to clear it.

Card photos are saved as image files in the App's private storage on your device. They are encrypted at rest by your device's operating system, are never uploaded to our servers, and remain on your device until you remove them in the App or delete the App. You can include them with a Doctor Visit PDF when the wizard's "Photos to Include" step asks (see Chapter 8). Cards on the Insurance Cards and Government IDs lists with at least one photo stored are marked with a small camera badge so you can see at a glance which cards have images attached.

## Scanning a Government ID to Fill Your Profile

When you add or edit a **Government ID**, RxOrderly can read the ID and use it to fill in your profile for you — so you don't have to type your details by hand. First choose the ID type. Once a type is selected, a **Scan** button appears for it: for a **Driver's License** or **State ID**, RxOrderly reads the barcode on the back; for a **Passport** or **Passport Card**, it reads the machine-readable zone — the rows of letters and numbers along the bottom.

A successful scan fills in your **name**, **date of birth**, and **organ-donor status**, but only where those fields are still empty — it never overwrites anything you've already entered. Because these details belong to you rather than to the photo of the card, they are saved to your Personal Information and Medical Information sections — the same details that feed your Medical ID card.

Some of what a scan fills in doesn't appear on the scanning screen, so RxOrderly tells you exactly what it saved and where — for example, that your name, date of birth, and organ-donor status were added to your profile, which you can review or change anytime.

Scanning is a convenience for entering your own information; it is separate from the front and back photos you store of the card. As with your card photos, the scan happens entirely on your device, and nothing from it is uploaded to our servers.

## Stored Card Photos

The **Cards & Documents** page in My Profile holds photos that don't belong on your wallet-size Medical ID card but are still worth keeping with you: your Social Security card, additional medical alert cards, and other medical documents (supplemental insurance, immunization records, provider directories, and so on).

The page is organized into three sections:

- **Social Security Card** — a single, highly sensitive photo. When you add one for the first time, RxOrderly will prompt you with a reminder to turn on the App Lock in Settings → Privacy & Security so that an unauthorized person who picks up your phone cannot view it.
- **Medical Alert Cards** — pacemaker cards, ICD cards, coronary stent cards, anticoagulation cards, and anything else you carry in case of emergency. Add as many as you need.
- **Other Medical Cards** — supplemental insurance, prescription discount cards, immunization records, and anything else worth keeping with you.

For each stored photo you can tap the small action buttons below the row to **move it up or down**, **rename** it, or **delete** it. Tap any thumbnail to view the full image. Like all card photos in the App, these stay on your device and never leave it unless you choose to include them in a Doctor Visit PDF on the wizard's "Photos to Include" step.

## Generating & Printing Your Card

### ALWAYS THERE AND ALWAYS UPDATED WHEN IT MATTERS MOST

Unlike a static card you made once and forgot about, your RxOrderly Medical ID card can be regenerated any time your medications or medical information changes. Keeping it current takes under a minute — and it could save your life.

When all sections are complete, tap **Generate Medical ID Card** at the bottom of the My

Profile page. RxOrderly generates a print-ready PDF. Print at home on cardstock, or email to a print shop such as FedEx Office or Staples. Laminate it, fold it, and keep it in your wallet.

### Add Another Layer of Safety

Your phone has a built-in emergency info screen that first responders can view from your lock screen — even without your passcode. Filling it out alongside your RxOrderly Medical ID Card is highly recommended; the two have different ways of being missed, so having both meaningfully increases the chance that whoever is helping you in an emergency sees the right information.

**On iPhone:** open the Health app, tap your photo in the top right, then tap Medical ID → Edit.

**On Android:** open Settings → Safety & emergency → Medical information.

Add your allergies, medical conditions, blood type, and emergency contacts. Turn on "Show When Locked" so the information is visible to first responders without unlocking your phone. RxOrderly will also remind you of this on the Share Your Card screen each time you generate a Medical ID Card.

## CHAPTER 12

### History

A complete record of your medication activity

#### Transaction History

##### THE BENEFIT

Your medication history is a valuable resource at doctor appointments, when switching providers, or when reviewing what happened with a specific medication. Everything is here, organized and searchable — you'll never have to reconstruct a timeline from memory again.

The History screen shows a complete log of every medication transaction — refills received, refill requests made, manual adjustments, and supply entries. Access it from the Dashboard or Settings.

#### Filtering & Searching

Use the filter controls at the top of the History screen to narrow results by medication, date range, or transaction type. Quickly answer questions like "When did I last fill this prescription?" or "How much have I spent on this medication this year?"

## Settings

Customize RxOrderly to work the way you do

Tap the **Settings gear icon** in the top right corner of the Dashboard.

### Alert Preferences

- **Enable Alerts** — Master on/off switch for all app notifications.
- **Preferred Alert Time** — Default time of day for medication reminders.
- **Snooze Duration** — How long a snoozed reminder waits before reappearing.
- **Max Snooze Count** — How many times a reminder can be snoozed before it stops.
- **Quiet Hours** — Time window during which no alerts are delivered.
- **During Quiet Hours** — What happens to alerts that fall in the quiet window: hold until window ends, or skip.

### Refill Reminders

Set how many days before running out you want to be reminded to request a refill. 7–10 days is a comfortable buffer for most prescriptions. For mail-order pharmacies, consider 14 days or more.

### Display Filters

Choose whether to show or hide inactive medications, prescribers, and retailers in your lists. Hiding inactive items keeps your views focused on what's currently relevant.

### Data & Backup

From Settings, you can create an encrypted backup of all your RxOrderly data and restore from a previous backup. Create a backup whenever you make significant changes to your records, and always before switching to a new phone.

#### IMPORTANT

Your backup is encrypted with a password you choose. Store this password somewhere safe — it cannot be recovered if lost, and the backup cannot be restored without it.

## Privacy & Your Data

Your health data is yours — full stop

RxOrderly was designed from the ground up with privacy as the first priority. Here is exactly what happens with your data:

- **Medication data** — Stored only on your device. Never transmitted to anyone. Never shared.
- **Anonymous usage analytics** — We collect aggregate data about which features are used (no personal information, no medication names). This helps us improve the app.
- **Crash reports** — Technical information only: device type, OS version, and a stack trace. No personal or medication data.
- **Location** — Requested only when you use features that find local resources (nearby pharmacies, savings programs). Not stored by us.
- **No advertising** — RxOrderly contains no ads of any kind.
- **No data sales** — We do not sell, rent, or share your information with any third party for commercial purposes. Ever.

For complete details, visit [rxorderly.com/privacy](https://rxorderly.com/privacy).

## Tips for Getting the Most from RxOrderly

### Complete your setup before anything else

Before using day-to-day features, take 15–20 minutes to add all your medications with full details, all your prescribers, and all your pharmacies. This upfront investment is what unlocks RxOrderly's automation.

### Log every refill when you pick it up

Each time you pick up a prescription, log it in RxOrderly immediately. This keeps your supply count accurate and builds the spending history used by the Find Savings feature.

### Use Mental Notes constantly

Capture questions and concerns the moment they occur — while reading about a

medication, after a symptom appears, or when a family member says something worth mentioning. The waiting room is the worst place to try to reconstruct a list from memory.

### **Regenerate your Medical ID card after any changes**

Whenever you add a new medication or update your medical information, regenerate your Medical ID card. It takes under a minute and ensures your wallet card is always current.

### **Set a generous refill reminder lead time**

If you've ever run out of a medication, you know the stress. Set your refill reminder threshold generously — 10 days or more — so you always have time to act without rushing.

### **Back up your data regularly**

Create a backup in Settings whenever you make significant changes, and always before getting a new phone. Store the backup file and its password in a safe place.

### **Use Quiet Hours to protect your sleep**

Set Quiet Hours in Settings to match your sleep schedule. You'll never be woken up by a medication reminder again.

### **Keep inactive medications in your records**

When you stop taking a medication, mark it inactive rather than deleting it. Your history stays intact, and if you ever restart the medication, all the details are already there.

## **RxOrderly**

*Effortless medication management. Total peace of mind.*

rxorderly.com · support@rxorderly.com

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RxOrderly is an organizational tool only and does not provide medical advice.  
Always consult your doctor or pharmacist regarding your medications.