

# Practice Partner

EPCS Registration Process  
Practice Partner Set up

**eMDs**

Presented by:  
Suzi Chierchie  
Bharath Perugu



# Agenda

- **Defining EPCS**
- **Requirements: Prescribers**
- **Practice Partner setup**
- **EPCS workflow**
- **Controlled Substance Auditing**

## What is EPCS?

- **EPCS** – the Electronic Prescribing of Controlled Substances- allows prescribers who use an EPCS-certified e-prescribing application to send prescriptions for controlled substances electronically to pharmacies.

## What is Required for prescribers to do EPCS?

- The DEA requires prescribers to go through Identity Proofing (IDP) and issuance of credentials.
- Specific processes are outlined by the DEA for “activating” physicians to do EPCS.
- Two factor authentication is required by prescribers when transmitting EPCS prescriptions.
- The **two factor** authentication will be a “**Passphrase**” and a **OTP soft Token**, obtained through the EPCS enrollment process and **EPCSGold** with DrFirst.

# Agenda



## **EPCS Registration Process**

## SureScripts provider enrollment

- Log on to the eMDS Practice Support site at:

<https://practicesupport.emds.com>

Welcome to the eMDs Practice Support Site

Within These Pages, you will find:

- Online Ticket Management - View, Edit and Submit Support Tickets Online!
- ePrescribing Enrollment - Sign Up for ePrescribing and Manage Providers
- Product Updates - Updates and Licenses for Currently Registered Products
- Community Resources - Templates, Meaningful Use Information, and Knowledge-sharing with other Medisoft, Lytec, Practice Partner, and McKesson Practice Choice Users

If you have not yet created an account, please click on the "Create a User Account" link below

If you have difficulty creating an account or logging in, please contact Technical Support at (855) 463-6326. Support is available 5 am - 5 pm Pacific (8 am - 8 pm Eastern) Monday through Friday.

Username (Email):

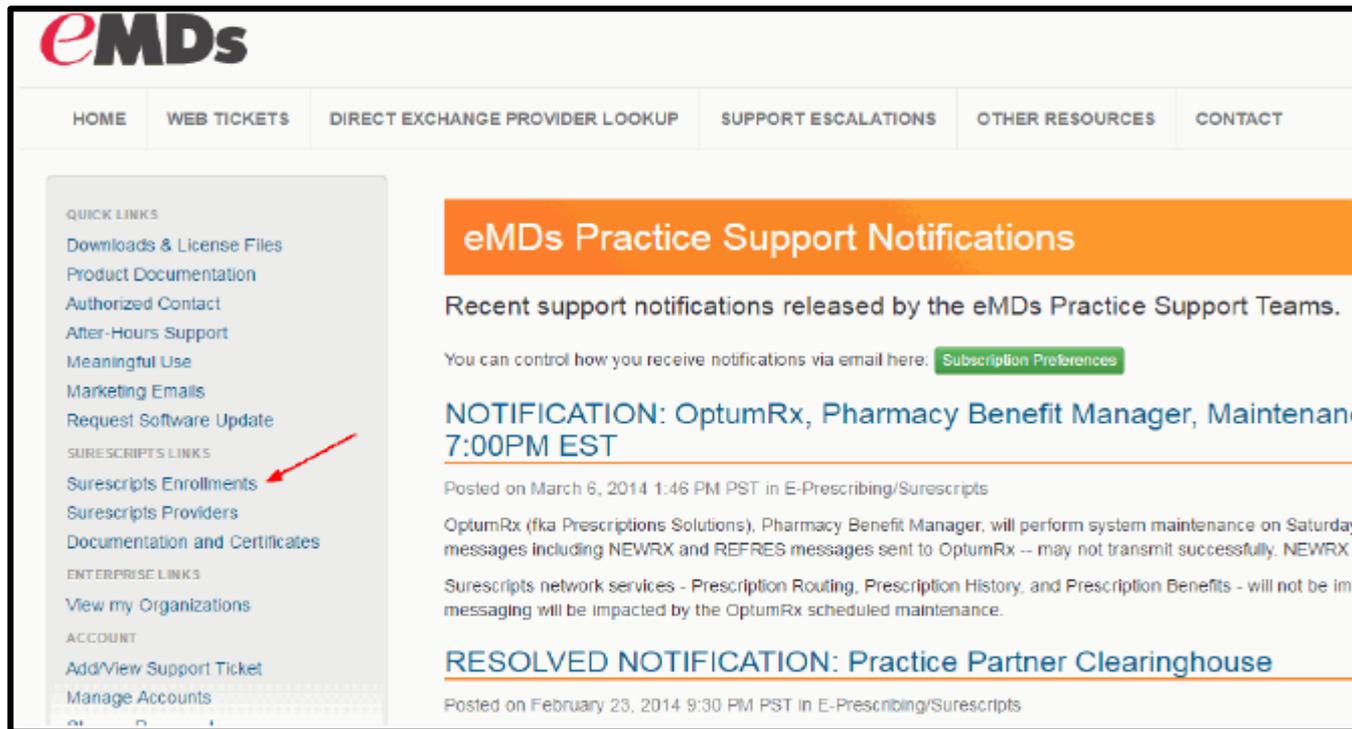
Password:

Remember Me

[Login](#) [Create a User Account](#) [Reset Password](#)

## Agenda

- If you are not already enrolled in ePrescribing, click the Surescripts Enrollments link.
- Follow the steps to enroll in ePrescribing.



The screenshot displays the eMDs website interface. At the top left is the eMDs logo. A navigation bar contains links for HOME, WEB TICKETS, DIRECT EXCHANGE PROVIDER LOOKUP, SUPPORT ESCALATIONS, OTHER RESOURCES, and CONTACT. On the left side, there is a sidebar with several sections: QUICK LINKS (including Downloads & License Files, Product Documentation, Authorized Contact, After-Hours Support, Meaningful Use, Marketing Emails, and Request Software Update), SURESCRIPTS LINKS (including Surescripts Enrollments, Surescripts Providers, and Documentation and Certificates), ENTERPRISE LINKS (including View my Organizations), and ACCOUNT (including Add/View Support Ticket and Manage Accounts). A red arrow points to the 'Surescripts Enrollments' link in the Surescripts Links section. The main content area features an orange header for 'eMDs Practice Support Notifications'. Below this, it states 'Recent support notifications released by the eMDs Practice Support Teams.' and provides a link to 'Subscription Preferences'. The first notification is titled 'NOTIFICATION: OptumRx, Pharmacy Benefit Manager, Maintenance 7:00PM EST', posted on March 6, 2014. The second notification is titled 'RESOLVED NOTIFICATION: Practice Partner Clearinghouse', posted on February 23, 2014.

- Enroll as a New Provider
- Fields outlined in red are required. The e-mail address must be providers e-mail address.

**Surescripts Enrollment Requests**

Enroll New Provider | Enroll New Organization

Name/Domain	Organization	PVID	Request Date
Wayne Best	Chris106	WBS	11/10/2016 6:45:36 PM
Jeffrey Averill	Practice Partner	JCA	3/9/2016 2:40:52 PM
Patricia Clefisch	Practice Partner	PAT	2/22/2016 10:26:44 PM
Bradley Gray	Practice Partner	BRG	10/27/2016 5:50:50 PM
Gary Gray	Practice Partner	GG	3/16/2016 6:00:18 PM
Josie Nordquist	Practice Partner	JMN	9/21/2015 5:57:35 PM

**Surescripts Provider Enrollment**

Location & Contact Information

Provider Organization: --Select Organization--

Prefix: Provider Prefix

Name: Provider First Name, Provider Middle Name, Provider Last Name

Suffix: Provider Suffix

Practice Address: Street Address (no P.O. Box), Address Line 2, City, -- Choose State --, 123456789

Home Address: Street Address (no P.O. Box), Address Line 2, City, -- Choose State --, 123456789

Primary Phone Number: 1234567890

Primary Fax Number: 1234567890

Cell Phone: 1234567890

Home Phone: 1234567890

Work Phone: 1234567890

Beeper: 1234567890

Evening Phone: 1234567890

Email Address: someone@emds.com

Identification

NPI: NPI

*This must be the provider's e-mail address.*

# Agenda

- If you are already enrolled in ePrescribing, click the Surescripts Provider link.

The screenshot shows the eMDs website interface. At the top left is the eMDs logo. Below it is a navigation bar with links: HOME, WEB TICKETS, DIRECT EXCHANGE PROVIDER LOOKUP, SUPPORT ESCALATIONS, OTHER RESOURCES, and CONTACT. On the left side, there is a sidebar menu with sections: QUICK LINKS (containing links like Downloads & License Files, Product Documentation, Authorized Contact, After-Hours Support, Meaningful Use, Marketing Emails, Request Software Update), SURESCRIPTS LINKS (containing Surescripts Enrollments, Surescripts Providers, Documentation and Certificates), ENTERPRISE LINKS (containing View my Organizations), and ACCOUNT (containing Add/View Support Ticket, Manage Accounts). A red arrow points to the 'Surescripts Providers' link. The main content area features an orange header for 'eMDs Practice Support Notifications'. Below this, it states 'Recent support notifications released by the eMDs Practice Support Teams.' and provides a link to 'Subscription Preferences'. The first notification is titled 'NOTIFICATION: OptumRx, Pharmacy Benefit Manager, Maintenance 7:00PM EST', posted on March 6, 2014. The notification text states that OptumRx (fka Prescriptions Solutions), Pharmacy Benefit Manager, will perform system maintenance on Saturday, and messages including NEWRX and REFRES sent to OptumRx may not transmit successfully. It also notes that Surescripts network services (Prescription Routing, Prescription History, and Prescription Benefits) will be impacted during this time. A second notification is titled 'RESOLVED NOTIFICATION: Practice Partner Clearinghouse', posted on February 23, 2014.

## Agenda

- Click the edit button next to the appropriate provider.

**Enrolled SureScripts Providers**

last name:  --Select Organization--

No.	Name	Organization	PVID	SPI	Rx Hub Id	Enrolled For	Enrollment Date	
1	Wayne Best	Chris106	WBS	3289096172001	0229054-00007	eRx	12/6/2016 9:49:05 AM	
2	Wayne Best	Josh106	WB	5437327569001	0229054-00002	eRx	11/15/2016 11:16:16 AM	
3	Wayne Best	Practice Partner	WBS	4184550452001	0021406-00019	eRx, DEX	11/4/2016 3:34:08 PM	
4	Wayne Best	Colin106	WBS	1365226637001	0229054-00003	eRx	11/14/2016 2:44:48 PM	
5	Wayne Best	Stephen106	WBS	4545267764001	0229054-00005	eRx	12/6/2016 8:22:06 AM	
6	Wayne Best	Mark106	WBS	1105478102001	0229054-00004	eRx	11/15/2016 1:20:57 PM	

# Agenda

- The Following fields are required to enroll in EPCS:
- Home address, at least Address Line 1, City, State, and Zip code, DEA, Gender

**Location & Contact Information**

Organization	Practice Partner		
Prefix	Mr		
Name	Certification	Test	Provider
Suffix	III		
Practice Address	213 Sesame Street	Apt 15	
	Seattle	Washington	123456789
<b>Home Address</b>	Street Address (no P.O. Box)	Address Line 2	
	City	-- Choose State --	123456789
Primary Phone Number	2334567890		
Primary Fax Number	2334567890		
Cell Phone	1234567890		
Home Phone	1234567890		
Work Phone	1234567890		
Beeper	1234567890		
Evening Phone	1234567890		
Email	email@emds.com		
Direct Address	Certif	@qa.practicepartner.emds.direct-ci-cert.com	

**Identification**

NPI	1234567890	
<b>DEA#</b>	B525482158	DEA Number
Provider Id	231	
<b>Gender</b>	Unknown	
SPI #	6065755566001	

**The email address must be unique to the provider**

This must be the provider's e-mail address.

# Agenda

- Under Service Levels click **Controlled Substance**
- You can select the **Send Hard Token** check box if you want to receive a physical token device in addition to the soft token you will receive. (eMDs recommends ordering a hard token as a back up to the soft token.)
- Complete the **Token Mailing Address**

**Service Levels**

NewRx

Refill

**Controlled Substance**

Clinical Messaging (CMA)

**Provider Type(s)**

Provider

Physician Assistant

Nurse Practitioner

Resident

**Provider Primary Specialty**

Type: Allopathic & Osteopathic Physician

Classification: Dermatology

Specialization: -- Choose Specialization --

**IDP Information**

**Send Hard Token**

Send to Enrollment Address

Send to Home Address

A Soft Token will be required to complete the IDP Process as requested Hard Tokens will not arrive prior to the expiration of the IDP invitation

**Token Mailing Address**

Street Address (no P.O. Box):

Address Line 2:

City:

-- Choose State --:

# Agenda

- **Submit Enrollment**
- **Two e-mails will be sent to the enrolling provider:**
- **One containing the soft token and another to start the Identity Proofing (IDP) process.**
- **Once the provider enrollment has been submitted, **activation must be completed within 30 days.****

The screenshot shows a web form for Surescripts enrollment. On the left, there is a 'Contact Technical Support' box with phone numbers for Enterprise, Independent, VAR, and Choice, along with hours of operation. The main form area is titled 'Surescripts Details' and includes sections for 'Service Levels', 'Specialty Type(s)', 'Provider Primary Specialty', 'IDP Information', and 'Enrollment Type'. The 'Service Levels' section has checkboxes for 'NewRx', 'Refill', and 'Controlled Substance'. The 'Specialty Type(s)' section has checkboxes for 'Physician (M.D.)', 'Physician Assistant', 'Nurse Practitioner', and 'Resident'. The 'Provider Primary Specialty' section has dropdown menus for 'Type' (Behavioral Health & Social Service), 'Classification' (Clinical Neuropsychologist), and 'Specialization' (Clinical), and a text field for 'Taxonomy Code' (100000000X). The 'IDP Information' section has a checkbox for 'Send Hard Token'. The 'Enrollment Type' section has three radio button options: 'Provider is new to Surescripts and needs a NEW account' (selected), 'Provider is currently enrolled in Surescripts and wants to use the account with BOTH eMDs and their original system (use this option if this provider is currently ePrescribing in Practice Choice)', and 'Provider is currently enrolled in Surescripts and wants to use the account with ONLY eMDs (this option will migrate the Surescripts account)'. A green 'Submit Enrollment' button is at the bottom, with a red arrow pointing to it.

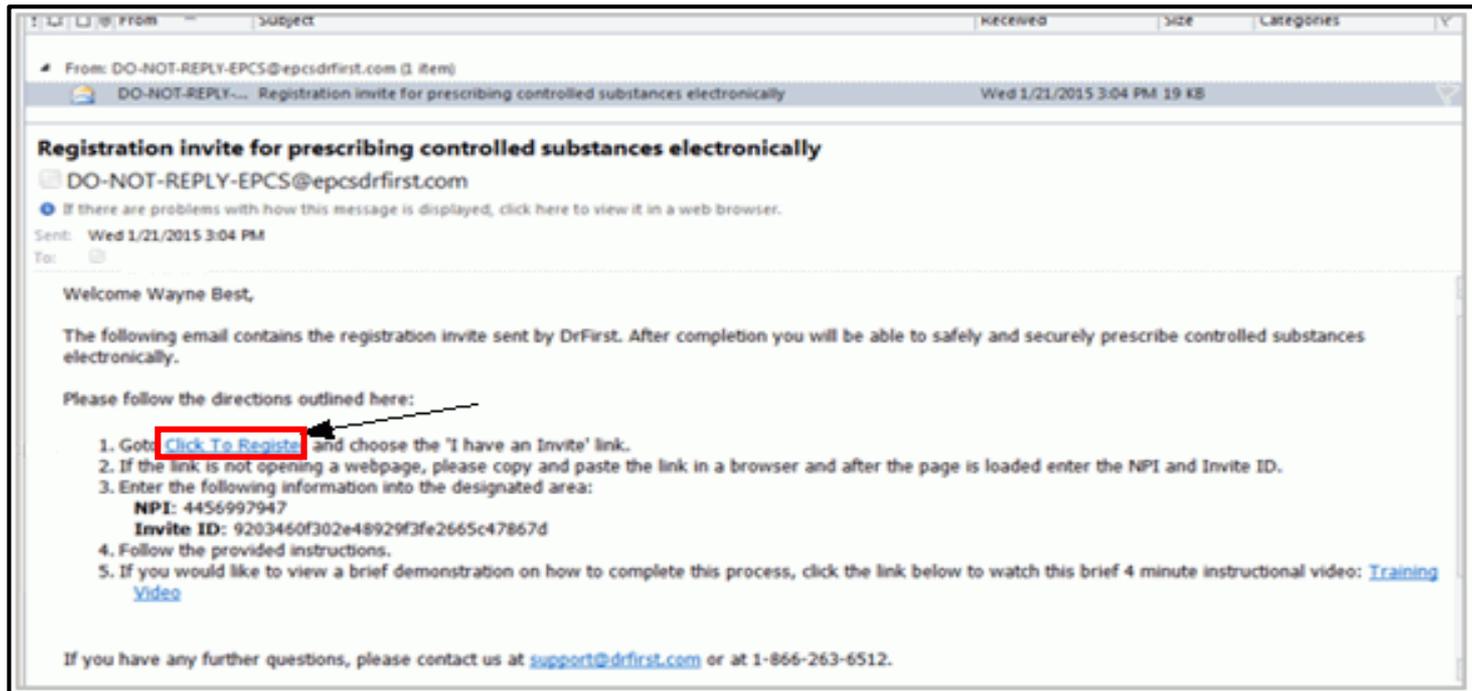
## Identity Proofing (IDP)

**The enrolling provider must complete the following steps to complete the Identity Proofing (IDP) process:**

- **When you receive the e-mail containing the soft token, install the soft token on a single device (computer or smartphone) other than the one used to access Patient Records. The soft token is a program that provides PIN numbers used for EPCS.**

## Identity Proofing (IDP)

- When you receive the e-mail from DrFirst, click the link in step 1 in the e-mail.



## Identity Proofing (IDP)

- The EPCSGold sign in screen appears with the NPI and Invite ID fields already populated.

The screenshot shows the EPCSGold sign-in interface. At the top right is the EPCSGold logo with the tagline 'Powered by eMDs, Inc.'. Below the logo is a 'Sign in' section with three input fields: 'NPI', 'Passphrase', and 'OTP PIN'. A 'Sign in' button is located to the right of these fields. Below the 'Sign in' section are links for 'Forgot Passphrase' and 'Report Lost Token'. At the bottom of the sign-in section is a link that says 'I have an invite'. Below this link is another 'Sign in' section with two input fields: 'NPI #' and 'Invite ID'. A 'Proceed >' button is located to the right of these fields. A red oval highlights the 'I have an invite' link and the 'NPI #' and 'Invite ID' input fields.

**Note: Take note of the URL of this website. You will need to log back into this website later in the process.**

## Identity Proofing (IDP)

- Click the Proceed button. The Agreement for Services screen appears.
- Read the Terms of Use and Conditions and click the **I Agree** button.



The screenshot shows the 'Agreement for Services' screen for EPCS Gold. The header includes the EPCS Gold logo and the text 'Powered By OI, Inc.'. The main content area is titled 'Agreement for Services' and includes a note that 'Fields marked with \* are mandatory'. Below this is a section titled 'TERMS OF USE AND CONDITIONS' with four paragraphs of text. At the bottom, there is a checkbox and the text 'By clicking this box, you agree to the above terms of use', followed by two buttons: 'I Agree' and 'I Disagree'.

**Agreement for Services** Fields marked with \* are mandatory

TERMS OF USE AND CONDITIONS

\*I agree to retain sole possession of the OTP token, and will not share the password or other knowledge factor, with any other person.

\*I agree to not allow any other person to use the OTP token or enter the knowledge factor or other identification means to sign prescriptions for controlled substances.

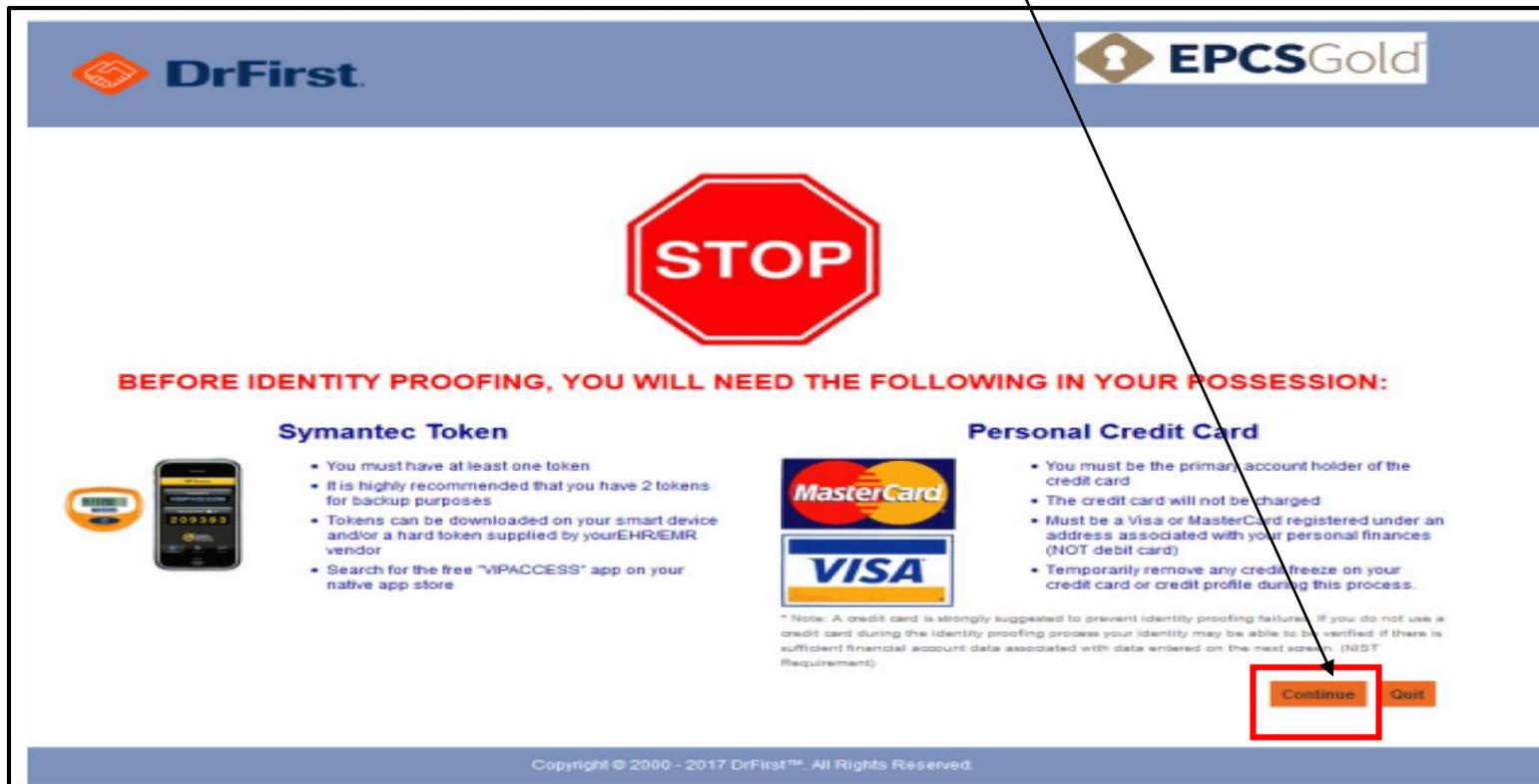
\*I understand that failure to secure the OTP token, knowledge factor, or biometric information may provide a basis for revocation or suspension of registration.

\*I understand that I have the same responsibilities when issuing prescriptions for controlled substances via electronic means as when issuing a paper or oral prescription. I agree to dispense controlled substances only for a legitimate medical purpose.

By clicking this box, you agree to the above terms of use  **I Agree** **I Disagree**

# Agenda

- When the Stop screen appears - Ensure you have your token and personal credit card (MasterCard or Visa only) available, click **Continue** button.



# Agenda

- Complete the fields on this screen. The fields marked with a **red asterisk (\*)** are required.
- The address that you enter must be your **HOME ADDRESS** not your practice address. This is only used for the IDP process and must match the billing address of the credit card provided.
- The Credit card must be a personal credit card, and cannot be a debit card or a business card. American express is not accepted. Only the first eight characters of the credit card number are required.

Optional Fields  
*(Following fields are optional but we strongly recommend you to fill this for verification purpose)*

Driver's License State: Choose a Value

Driver's License Number: [Field]

Secondary Phone: [Field]

Additional data required for identity verification

Social Security Number: [Field]

Credit Card Number: [Field]

(To protect your privacy, only the first 8 digits of your credit card are required. Ccs excluded include American Express, debit cards, and cards with a debit feature.)

If you choose to enter your driver's license, DrFirst may require you to enter your class at the end of the number.

## Agenda

- Second registration screen requires that you answer the three questions based on your financial history and click the **Continue** button.
- Answering one question incorrectly you may still pass the IDP.
- Answering more than one question incorrectly you must start the IDP process over.
- If you fail the IDP three times, your account will be locked and must wait 24 hours to attempt the IDP process again.

The screenshot displays a registration interface with three numbered questions and a 'Continue' button highlighted with a red box.

**1** According to your credit profile, you may have opened an auto loan in or around July 2011. Please select the lender for this account. If you do not have such an auto loan, select "NONE OF THE ABOVE/DOES NOT APPLY". \*

- AUTOMOTIVE FINANCE
- BANK AMERICA
- NISSAN MOTOR ACCEPTANCE
- WELLS FARGO BANK
- NONE OF THE ABOVE/DOES NOT APPLY

**2** You may have opened a mortgage loan in or around January 2011. Please select the dollar amount range in which your monthly mortgage payment falls. Refer only to the regular monthly payment which includes principal, interest, and escrow (escrow could include taxes and insurance if collected by lender). If you have not had a mortgage payment now or in the past, please select "NONE OF THE ABOVE/DOES NOT APPLY". \*

- \$420 - \$519
- \$520 - \$619
- \$620 - \$1019
- \$1020 - \$1219
- NONE OF THE ABOVE/DOES NOT APPLY

**3** According to our records, you currently own, or have owned within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to January 2011 from the following choices. \*

- JEEP CHEROKEE WAGONEER
- SUZUKI GRAND VITARA
- HYUNDAI TUCSON
- JEEP CHEROKEE
- NONE OF THE ABOVE

Buttons: Quit, Continue (highlighted)

## Agenda

- Third registration screen – confirms that you have successfully verified your identity.

The screenshot shows the EPCS Gold user registration interface. At the top right is the EPCS Gold logo with the text "Powered By DFirst, Inc.". Below the logo is the title "User Registration" and a note "Fields marked with \* are mandatory". A progress bar at the top contains seven numbered steps (1-7), with step 3 highlighted in orange. A green message box with a checkmark icon contains the text: "Congratulations! we have successfully verified your Identity. Please click Next to choose a passphrase". A blue "Next" button with a right-pointing arrow is located at the bottom right of the form area.

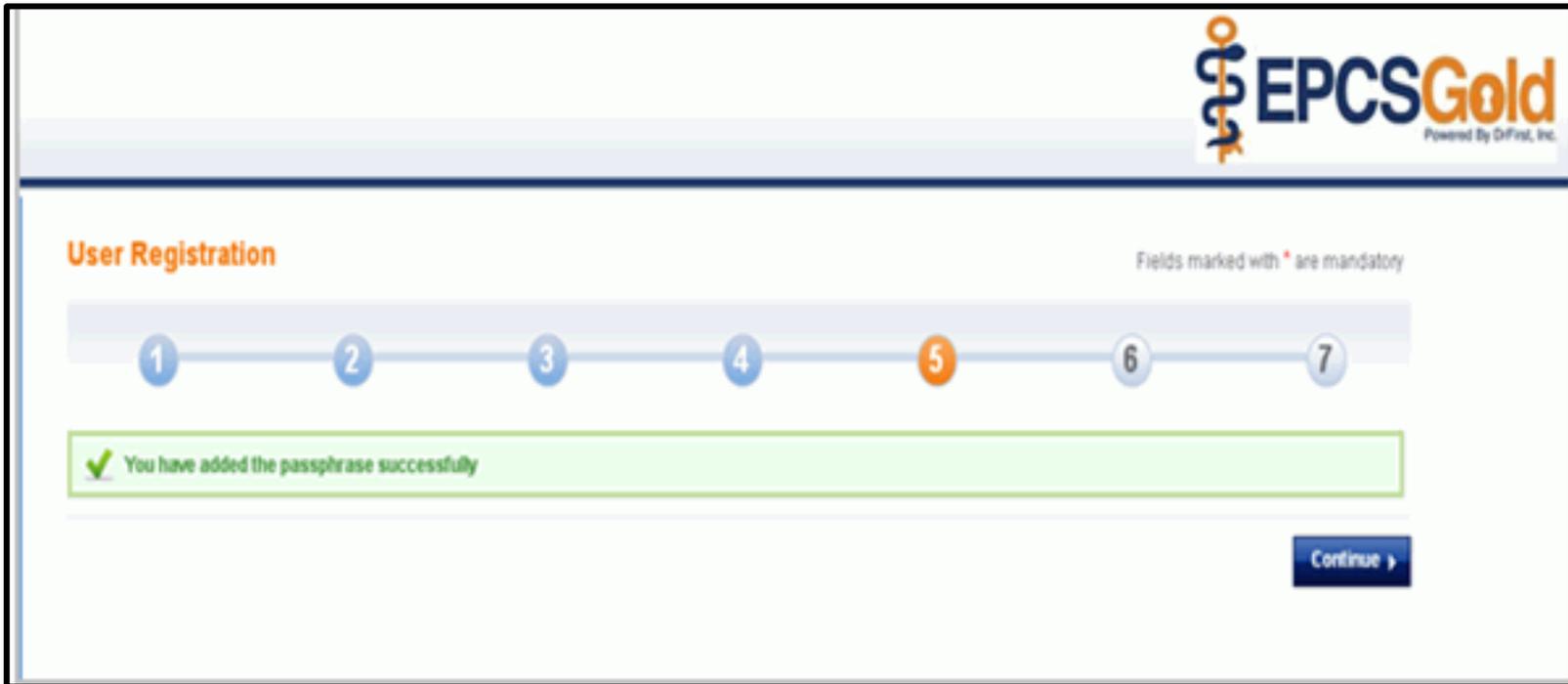
# Agenda

- Fourth registration screen requires completing the fields in the screen to create passphrase and security question.
- The passphrase is used during the process of sending a controlled substance within the e-Prescribing application as well as your EPCS account in the future.
- The passphrase must contain both lowercase and uppercase alphabetic characters, a numeric digit, and a special character.
- Please be aware that **eMDs cannot retrieve** a lost or forgotten passphrase!

The screenshot shows the 'User Registration' screen for 'EPCS Gold' (Powered by DPM, Inc.). A progress bar at the top indicates seven steps, with step 4 highlighted in orange. Below the progress bar, there is a paragraph of instructions: 'Please choose a passphrase. This passphrase will be used when you send a controlled substance prescription electronically. Please create a security question and corresponding answer for your account. If you ever forget your passphrase, you may reset it through the Prescriber Dashboard. During this process, you will be asked your security question and asked to answer it. Please enter a question that is personal to you, and for which only you know the answer.' Below this text are four input fields, each with a red asterisk indicating it is mandatory: 'Choose Passphrase', 'Re-enter Passphrase', 'Security Question', and 'Security Answer'. At the bottom right of the form, there are two buttons: 'Quit' and 'Continue'.

## Agenda

- Fifth Registration screen notifies you that the passphrase was created successfully



The screenshot displays the EPCS Gold User Registration interface. At the top right is the EPCS Gold logo, which includes a caduceus symbol and the text "EPCS Gold" and "Powered by GFFnet, Inc.". Below the logo, the title "User Registration" is shown in orange. To the right of the title, a note states "Fields marked with \* are mandatory". A progress bar with seven numbered steps is visible, with step 5 highlighted in orange, indicating the current step. Below the progress bar, a green notification box contains a checkmark icon and the text "You have added the passphrase successfully". A blue "Continue" button with a right-pointing arrow is located at the bottom right of the registration area.

# Agenda

- Sixth registration screen requires completing the fields for Token Name, Serial Number and OTP PIN.

**Register Tokens** Fields marked with \* are mandatory

1 2 3 4 5 6 7

**Registered Tokens**

Token Name	Serial No.	Status

**Add Token**

Token Name \*

Serial No \*

OTP PIN \*

**Add Token**

Field	Description
Token Name	Enter a nickname for the token.
Serial No	Enter the serial number from the back of the physical token (the serial number starts with AVT) or the Credential ID from the soft token.
OTP PIN	Enter the OTP PIN from the token. Obtain this number from the physical token by pressing the blue button on the token.  <b>NOTE:</b> On the physical token, the PIN resets and changes every 30 seconds, so if the PIN disappears before you enter it, simply push the blue button again for another PIN.

## Agenda

- Sixth registration screen adds the registered token to account.

**Register Tokens** Fields marked with \* are mandatory

1 2 3 4 5 6 7

✓ Successfully activated token with serial no. AVT800583057

**Registered Tokens**

Token Name	Serial No.	Status
Support Hard Token	AVT800583057	Active

Done adding tokens →

# Agenda

- Once done adding tokens button, the seventh registration screen appears.

**EPCS Gold**  
Powered by DrFirst, Inc.

**User Registration** Fields marked with \* are mandatory

1 2 3 4 5 6 **7**

Within the next 2-3 business days, you should receive a letter through FEDEX from our identity verification vendor, Experian. **Please DO NOT throw that letter away.** This letter will include an IDP confirmation code for the identity verification session that you have just completed. When you receive this letter, follow the instructions to log back on to this system and enter your confirmation code. Once you have done this, the secure credential that you will establish in the next step will become active.



475 Anton Boulevard  
Costa Mesa, CA 92626  
www.experian.com

(Insert Physician Name)  
(Insert Address)  
(Insert City, State, Zip)

Transaction Number / REFERENCE-ID = 197095519

Copyright © 2000 - 2011 DrFirst™. All Rights Reserved.

## IDP Confirmation Code

- If a **cell phone number** entered during IDP process provider will receive an IDP confirmation code via **text message**.
- If **no** cell phone is provider will receive the IDP Confirmation code in a **letter from Experian** delivered via **USPS First Class Mail within seven days**. Letter sent to the home address provided during the IDP process.
- Once you receive the text message or letter, log back into the **EPCSGold website** using the URL you noted on slide 16.
- You will need the **OTP PIN** from your token and the **passphrase** you created.
- Enter the IDP Confirmation Code you received via text message or in the letter from Experian.

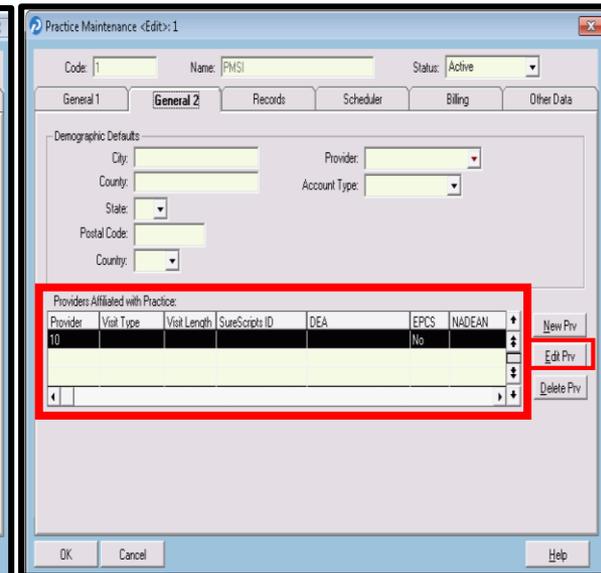
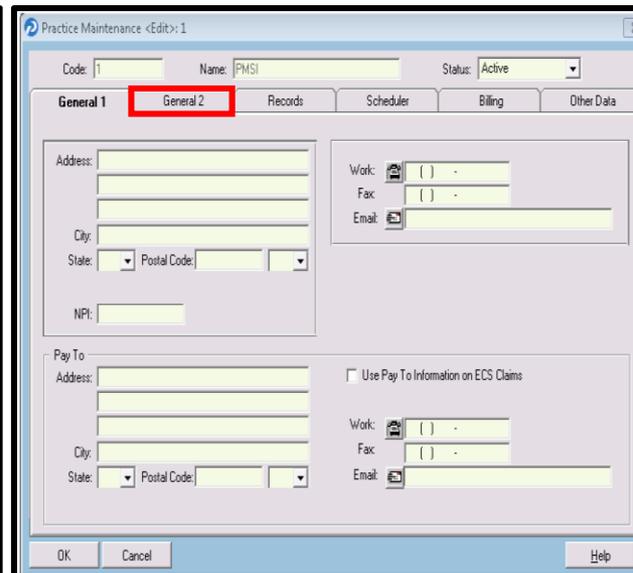
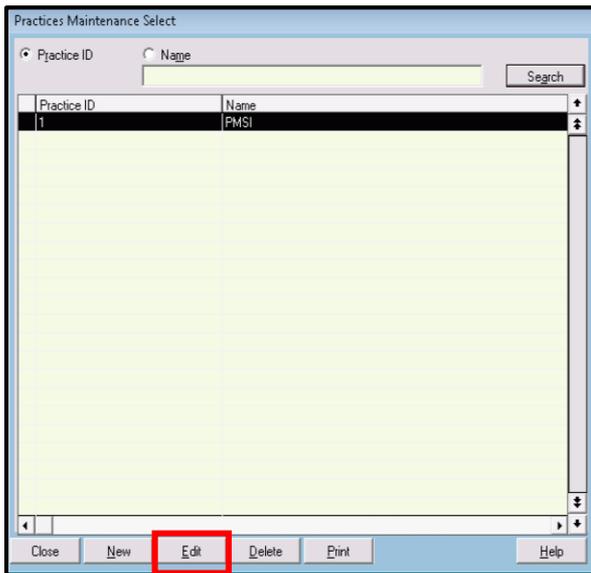


## EPCS Configuration and workflow changes

# Agenda

## Practice Partner Configuration – to enable EPCS Provider

- Select Maintenance > Practices
- Select the practice with the provider is associated and click the Edit button.
- Open the General 2 tab>Providers Affiliated with Practice, select provider and click the **Edit Prv** button.



## Practice Partner – Edit PRV button

Practice Providers

Provider: 10

Type Of Visit:

Length Of Visit:

SureScripts ID: 3039756114001

Provider is EPCS-Enabled

EPCS LAC

OK Cancel Help

Enter in the provider's SureScripts ID and click the EPCS LAC button.

## Practice Partner Set up

Clicking the EPCS LAC button will launch the Access Control screen from DrFirst

The screenshot displays the 'EPCS Logical Access Control' interface. At the top, there are navigation links for 'Logical Access Control Activity Report', 'Auditable Event Alert Report', 'Alert Email Configuration', and 'Exit'. Below this, the organization name 'Practice Partner Organization Name' and administrator 'PMSI (1)' are shown. A search bar for prescribers is highlighted with a red box, containing fields for 'First Name', 'Last Name', and 'NPI'. Below the search bar is a table of prescribers:

Prescriber	NPI	DEANumber	Last Change	EPCS Status	Grant
Bust, Wayne	9745235029	DC8848929	Fri Oct 28 17:29:07 EDT 2016	ENROLLED	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

The 'Active' radio button in the 'Grant' column is highlighted with a red box. Below the table is an 'Authorizing Prescriber' section with a 'Validate' button. At the bottom, there is a section for 'Choose your Device from list', 'Enter your signing passphrase', and 'Enter the pin from your OTP token'. An 'Authorize' button is highlighted with a red box and an arrow pointing to it from the text box on the right.

- This screen lists only providers who have enrolled and completed the IDP and Experian, activated their tokens and entered the IDP reference IDs successfully.
- The providers with inactive grants are listed first.
- Search for or locate the provider in the list and select the ACTIVE option for the provider.
- Enter the validating providers NPI
- Select the **OTP token** from the Choose your device list field.
- Enter the **passphrase and OTP PIN** from the token.
- Click Authorize button.

## Practice Partner – EPCS - Enabled

Practice Providers

Provider: 10

Type Of Visit:

Length Of Visit:

SureScripts ID: 3039756114001

EPCS LAC

Provider is EPCS-Enabled

OK Cancel Help

- Once the passphrase and OTP PIN have been entered into the Access Control screen and authorized, this Practice Provider screen appears with EPCS-Enabled check box selected.

## Practice Partner Provider Maintenance – Credentials Tab

- If a prescription is written for Subtex, Suboxone, Zubsolv or their generic equivalents, the prescriber's Narcotics Addiction DEA Number (NADEAN) , must appear on the prescription.

The screenshot shows the 'Provider Maintenance <Edit>; WB' window. The 'Credentials' tab is active, displaying two columns of credential information (DEA and State) for two different providers. At the bottom right, there are fields for UPIN, NPI, and NADEAN. The NADEAN field contains the value 'DC4855423' and is highlighted with a red rectangular box. A yellow callout box with a black border and an arrow points to this field, containing the text 'New field in Provider Maintenance'. Other fields include ID Code (WB), Status (Active), and various date pickers for 'First Issued' and 'Last / Next Renewed'.



# Agenda

## Practice Partner Operator Set up

- **Edit the operator (enrolled Provider)**
- **General tab, select the This operator is the above provider check box.**
- **This box may be checked already due to MU reporting.**

The screenshot shows the 'Operator Maintenance <Edit>' window with the 'General' tab selected. The window contains the following fields and controls:

Field	Value
ID Code:	ABC
Name (Last, First MI):	Cobb, Able B
Password:	Password
Sign-on Practice:	The Academy Wellness Cent
Default Demographic Guide:	STANDARD
Email:	Able.Cobb@myemail.com
Direct:	
Telephone Code:	
Reset Password:	<input type="checkbox"/>
Temporary New Password:	
Notes:	
Ledger Report ID:	1
Operator Title:	M.D.
Status:	Active
Sign-on Provider:	ABC
This Operator IS the above Provider:	<input checked="" type="checkbox"/>
Access Level:	HI
Print Group:	STANDARD

Buttons: OK, Cancel, Help

## Practice Partner – Pharmacy select window

- New field Electronically Prescribe Controlled Substance

**Pharmacy Select**

Pharmacy Name:  word  starts with

Street Address:  word  starts with

City:  Phone: ( ) -

State:  Zip:  Fax: ( ) -

Neighborhood:

NCPDP ID:

NPI:

Type:  All  Mail Order Pharmacies (M)  Retail Pharmacies (R)

**Electronically Prescribe Controlled Substance (E)**

Filter Results:  Long Term Care (L)  Specialty (S)  24-Hour (24)  
 Include Inactive (In)  Include User-Added (U)

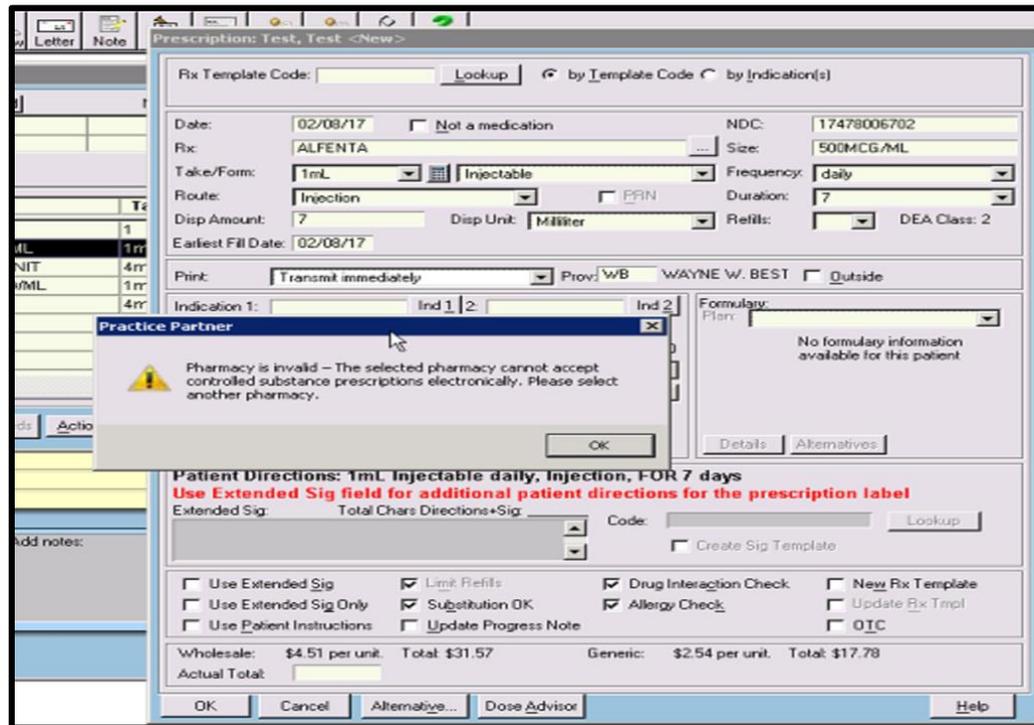
Clear Search

ID	Name	Nickname	Type	Address	Phone Number	Fax Number	NCPDP ID	NPI	Neighborhood
SS2132316	#014 Hunt Valley		R,E	122 SHAWAN RD, HUNT VALLEY, N	(585)239-2059	(585)239-2044	2132316	1558393967	
SS4838388	#016 Fairfax VA T		R,E	11620 MONUMENT DR, Fairfax, VA	(585)239-2059	(585)239-2044	4838388	1780667980	
SS2243640	#058 Northboroug		R,E	9102 SHOPS WAY, NORTHBOROU	(585)239-2059	(585)239-2044	2243640	1396029815	
SS3980667	#094 Nazareth PA		R,E	3791 EASTON-NAZARETH HwY, Ni	(585)239-2059	(585)239-2044	3980667	1679542203	
SS3142596	#096 Bridgewater		R,E	724 ROUTE 202 SOUTH, Bridgewat	(585)239-2059	(585)239-2044	3142596	1376512913	
SS3365310	#275 WEGMANS		R,E	155 CORPORATE WOODS, Suite 20	(585)239-2050	(585)239-2044	3365310	1811971906	
SS3460134	#472 DAVIS LAKE		R,E	8445 DAVIS LAKE PKWY, CHARLOT	(704)597-7243	(732)676-9164	3460134	1578826962	
SS2596787	.105 Test Pharmac		R,E	9999 MYLENGTHYNAME RD, wichit	(316)262-2231	(316)262-5115	2596787		
SS0000021	00021		R,E	1117 10TH ST, WASHINGTON, TX	(401)770-7046	(401)770-2153	0000021	1104923507	
SS1097004	0004		R	8780 SE 165TH MULBERRY LANE,	(352)751-0304	(352)751-0305	1097004	1790726297	
SS7777769	00069		R,E	8332 W THUNDERBIRD RD, IRVING	(401)770-7046	(401)770-2153	7777769	1104923507	
SS1066186	0010		R	8341 FLAGLER STREET, Miami, FL	(305)266-2057	(305)267-6194	1066186	1629018064	
SS7777016	00102		R	1604 E 17TH AVE, DENVER, CO	(401)770-7046	(401)770-2153	7777016		
SS5550156	00156 - CVS STAT		R	10 EAST AVE, LEWISTON, ME	(401)770-7046	(401)770-2153	5550156		
SS3333317	00180		R,E	180 cvs drive, Palestine, TX	(401)444-7777	(401)216-3319	3333317	1104923507	
SS0000181	00181		R,E	4 Plaistow Road, Plaistow, NH	(603)382-5885	(603)382-3147	0000181	1104923507	

OK Cancel Help

## Practice Partner – Pharmacy

- Controlled substances must be sent to eligible pharmacy.
- If sending mixed prescriptions necessary to send all to a pharmacy that can except controlled substances.



## Practice Partner – Writing prescription for GHB

- If a prescription is written for Xylem (aka, gamma-Hydroxybutyric acid: GHB) the prescriber must indicate on the prescription the medical need of the client for the prescription.
- This new field has been added to the perception window, and will be necessary to document the reason the Medication is being written.

Prescription: Test, Test <New>

Rx Template Code:   by Template Code by Indication(s)

Date: 02/08/17  Not a medication NDC: 68727010001

Rx: XYLEM Size: 500MG/ML

Take/Form: 1mL Solution Frequency: daily

Route: Oral  PRN Duration: 7

Disp Amount: 7 Disp Unit: Milliter Refills: DEA Class: 3

Earliest Fill Date: 02/08/17

Print:  Prov: WB WAYNE W. BEST  Outside

Indication 1: Ind 1: Ind 2:

Pharmacy: WEGMANS CORPORATE TESTING  Character Count: 163 of 210

Notes to pharmacy staff only

Do not enter clinical information related to this prescription such as:

Electronic Prescriptions:

The medication selected contains gamma-Hydroxybutyric acid. Please provide a reason for prescribing below.

GHB Reason:

Formulary:

**Patient Directions: 1mL Solution daily, Oral, FOR 7 days**  
**Use Extended Sig field for additional patient directions for the prescription label**

Extended Sig:  Total Chars Directions+Sig:  Code:

Use Extended Sig  Limit Refills  Drug Interaction Check  New Rx Template

Use Extended Sig Only  Substitution OK  Allergy Check  Update Rx Templ

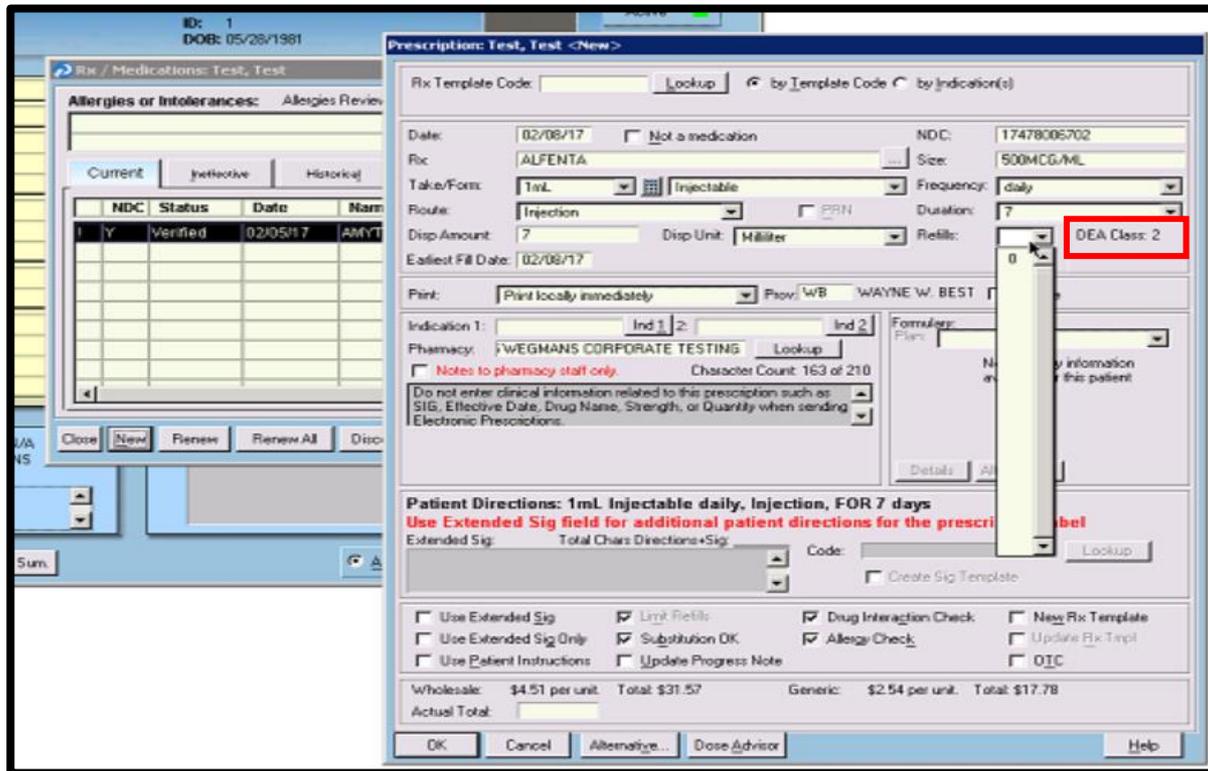
Use Patient Instructions  Update Progress Note  OIC

Wholesale: \$24.75 per unit. Total: \$173.25 Generic: (no price) per unit. Total: (no price)

Actual Total:

## Practice Partner-Controlled Substances

- When prescribing a DEA schedule II drug, no refills are allowed. The Refills drop-down list will contain only 0 and you cannot manually enter any other value.



# Agenda

## Practice Partner-Controlled Substances

- When prescribing a DEA schedule III, IV, or V drug, only 0-5 refills are allowed.
- The Refills drop-down list will contain options of 0,1,2,3,4, and 5 and you cannot manually enter any other value.

The screenshot shows a prescription entry form titled "Prescription: Test, Test <New>". The form includes fields for Rx Template Code, Date (02/08/17), Rx (LDMOTIL), Take/Form (1mL Tablet), Route (Oral), Disp Amount (7), and Duration (7). A dropdown menu for "Refills" is open, showing options 0, 1, 2, 3, 4, and 5. The "DEA Class: 5" field is highlighted with a red box. The form also includes a "Patient Directions" section with the text "1mL Tablet daily, Oral, FOR 7 days" and a "Pharmacy" field set to "WEGMANS CORPORATE TESTING".

# Agenda

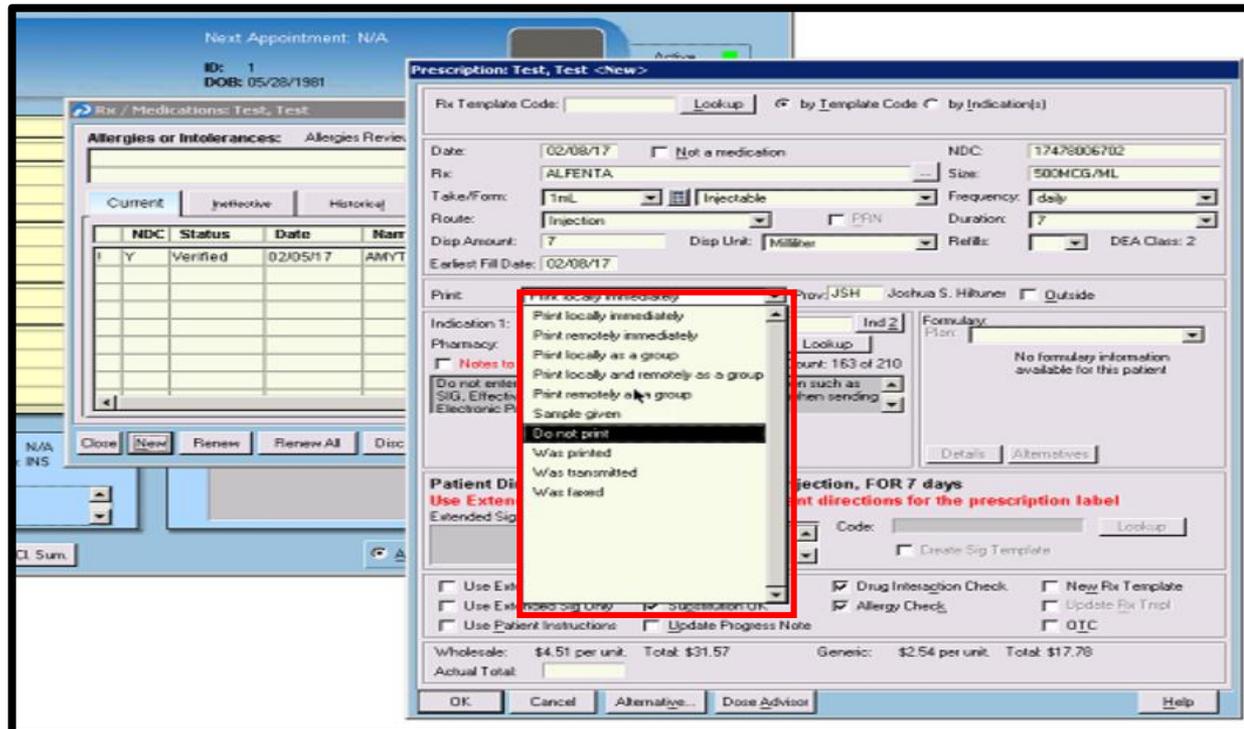
## Practice Partner – Earliest Fill Date

- Enter the **earliest date** on which a pharmacy may fill the prescription. The default value for this field is the current date. Required for DEA schedule II drugs.

• **Check Box area: (Limit Refills)** Select this check box to display a warning message when approving a refill of the prescription. When you prescribe a DEA schedule II, III, IV, or V drug, the system selects this check box automatically. The check box also becomes unavailable so you cannot clear it.

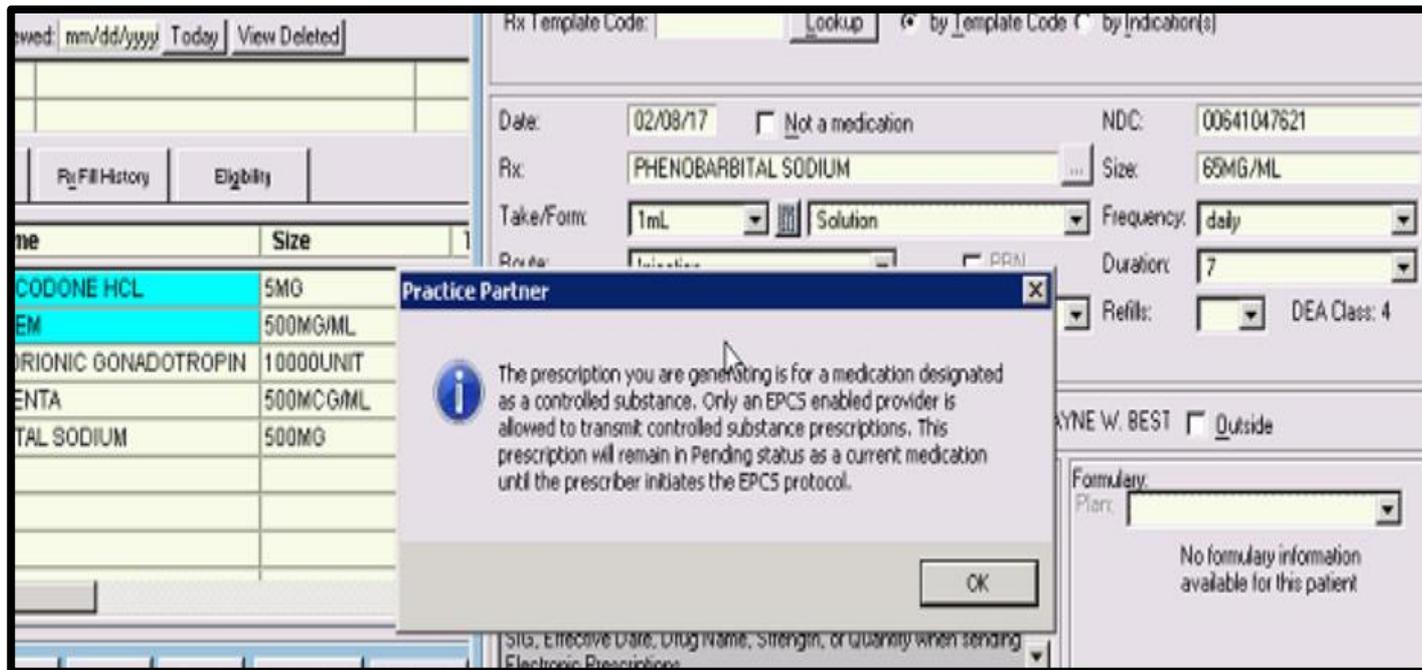
# Agenda

**Practice Partner** – Sending controlled substance requirements for non prescriber versus a prescriber. Non prescribers do not have the option to Transmit. Controlled substance prescriptions can not be faxed.



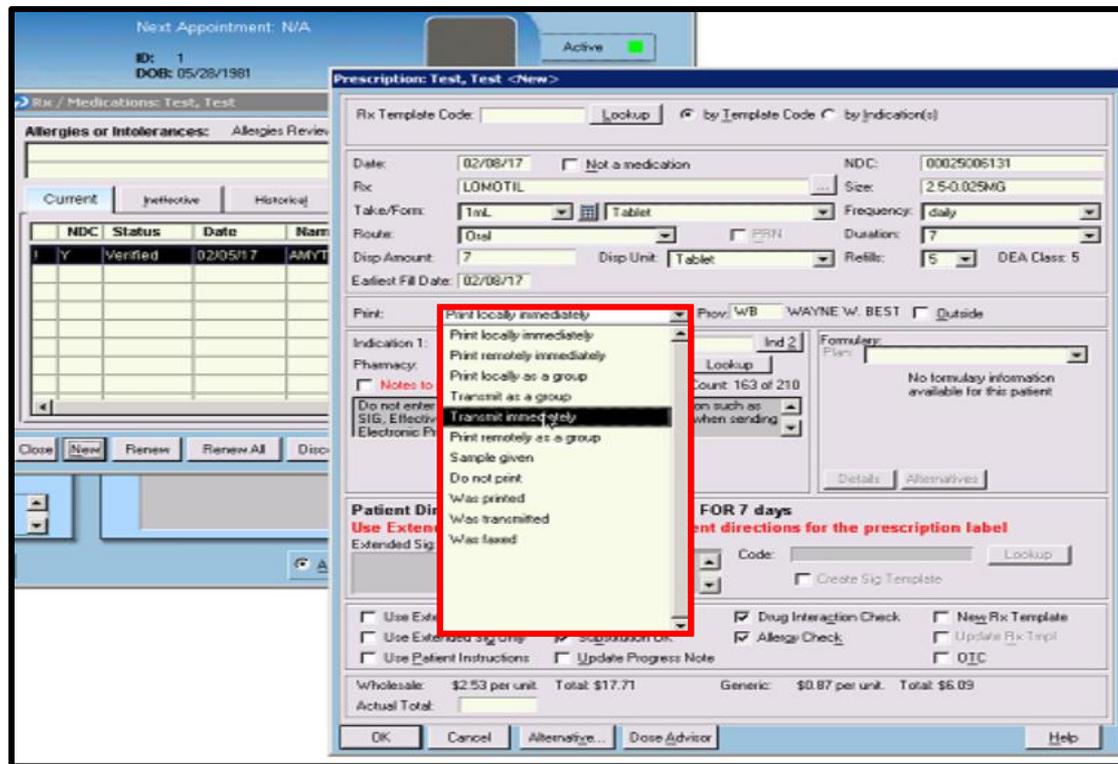
# Agenda

- Practice Partner** – Sending controlled substance requirements for non prescriber versus a prescriber. Non prescribers may enter the prescriptions in the system, however the following message will open up and the medication will stay in the Current Medication list pending until the enrolled prescriber signs off in DrFirst.



# Agenda

**Practice Partner** – Sending controlled substance requirements for non prescriber versus a prescriber. Prescribers only, have the option to Transmit. Controlled substance prescriptions can not be faxed.



## Agenda

**Practice Partner** – when sending the script the eligible pharmacy must be chosen as it verifies the DEA number through DrFirst (happens on all scripts).

The screenshot displays the eMDs software interface. A 'Pharmacies for Patients' dialog box is open, showing a table with the following data:

Pharmacy	Type	Address	Phone	Send Type
N #275 WEGMANS C	Retail/PCPS	155 CORPORATE WOODS, Suite 200, F	(505)239-2050	55

Below the dialog box, the main prescription form is visible. The 'Pharmacy' field is set to 'WEGMANS CORPORATE TESTING'. The 'Patient Directions' section contains the text: '1mL Injectable daily, Injection, FOR 7 days'. The 'Extended Sig' field is empty. The 'Wholesale' price is \$4.51 per unit, and the 'Generic' price is \$2.54 per unit. The 'Actual Total' is \$17.78.

# Agenda

## Practice Partner – sending the script

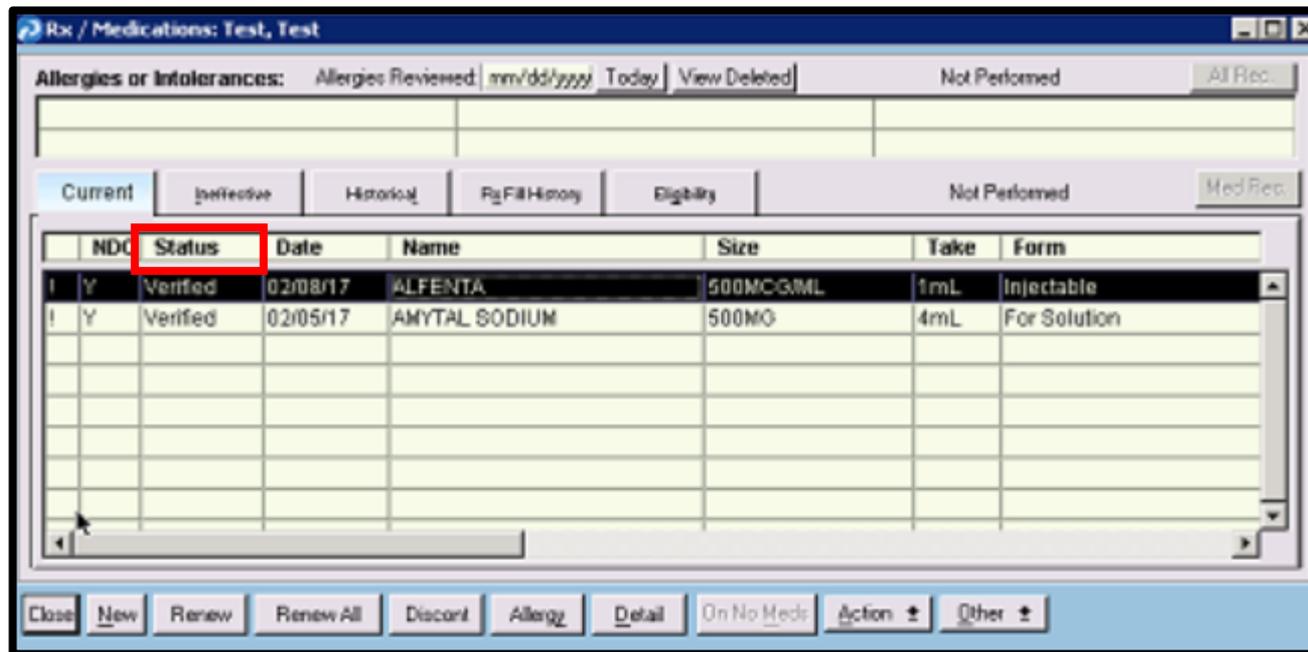
- Click OK in the prescription window (as always) DRFirst window will open enter the **passphrase** and **OTP code** sign and send.
- Transmit as a group necessary to transmit non controlled – transmits as traditional
- DrFirst window will open and can transmit group up to 5 controlled substances at a time
- Must choose a EPCS qualified pharmacy to send the entire batch.

The image displays two overlapping software windows. The left window is a prescription entry form for 'ALFENTA', showing details such as '1mL, injectable daily' and 'WEGMANS CORPORATE TESTING' pharmacy. The right window is the 'Controlled Substance Prescription Signing Screen' from DrFirst. It displays patient and prescriber information, a table of pending prescriptions, and a two-factor authentication section. The authentication section includes fields for 'Enter your signing passphrase' and 'Enter the pin from your OTP token', both highlighted with red boxes. Below these fields are 'Sign and Send' and 'Exit' buttons.

Medication Prescribed	Quantity	Refills	Note to Pharmacist	Pharmacy	Order #, Date
<input checked="" type="checkbox"/> ALFENTA 500MG/ML injectable Sig: 1mL, injectable daily injection FOR 7 days	7	0		#275 WEGMANS CORPORATE TESTING 155 CORPORATE WOODS, Suite 200, ROCHESTER, NY, 14623 NCPDP ID: 3365310	Order 42975 Written 02/08/2017 Effective 02/08/2017

## Practice Partner – sending controlled substance

- Status will then update in the Medication window per communication with Drfirst.
- When a controlled substance prescription is signed to DrFirst, the **print option** automatically will be set to **“Was Transmitted”** so that the prescription **cannot be edited or resent**. If **“Received”** is the only message received from DrFirst within five minutes or if the only message received from DrFirst within five minutes or if DrFirst sends a **“cancelled”** Message, then the prescription automatically will be switched back to **“Transmit as a group.”**



The screenshot shows a software window titled "Rx / Medications: Test, Test". It features a table with columns for NDC, Status, Date, Name, Size, Take, and Form. The "Status" column is highlighted with a red box. Below the table are several buttons: Close, New, Renew, Renew All, Discont, Allergy, Detail, On No Meds, Action, and Other.

NDC	Status	Date	Name	Size	Take	Form
I Y	Verified	02/08/17	ALFENTA	500MC/GML	1mL	Injectable
I Y	Verified	02/05/17	AMYTAL SODIUM	500MG	4mL	For Solution

## Practice Partner-when error occurs communicating with DrFirst

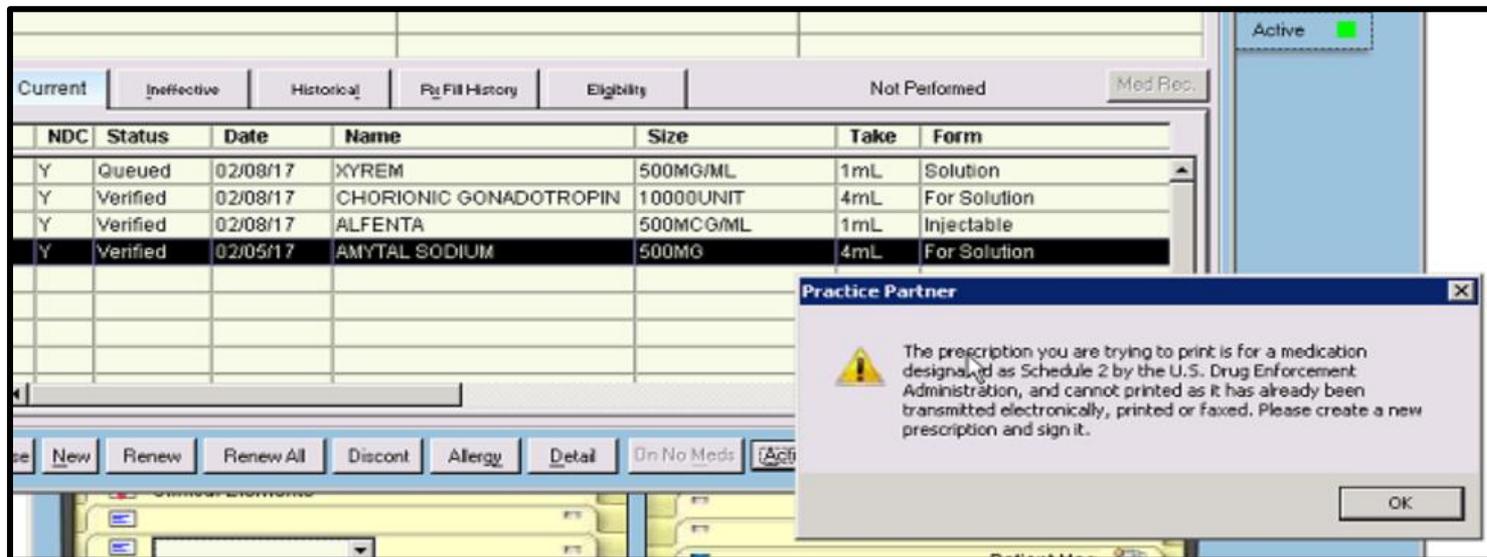
- **Retry:** This button **displays only for EPCS-enabled providers** when an error occurs with communicating with DrFirst to check the DEA class for a prescribed medication. This DEA class check occurs for all mediations being transmitted even if the medications are not controlled substances.
- You cannot electronically transmit the new medication(s) until the **RETRY** button no longer displays.
- If the communication issue between Patient Records and DrFirst is not resolved after clicking the Retry button once, change the print option to something other than a transmit option.
- **Print:** When a controlled substance prescription is **signed in DrFirst**, the **print** option automatically will be set to **“Was Transmitted”** so that the prescription cannot be edited or resent.
- If **“Received”** is the only message received from DrFirst within five minutes or if DrFirst sends a **“cancelled message”**, then the prescription automatically will be switched back to **“Transmit as a group”**.
- You **cannot print, fax, or electronically transmit controlled substance prescriptions** that already are in a printed, faxed, or transmitted state. **To print the controlled substance prescription, a new medication must be prescribed.**

# Agenda

## Practice Partner Workflow - Medication (Action) button:

- Edit: You cannot edit prescriptions for controlled substance medications after they are printed or transmitted electronically.
- If you select the Edit option for a controlled substance prescription that has been printed or transmitted electronically, the following message displays:

***You are unable to edit a controlled substance medication that has been printed or sent electronically.***



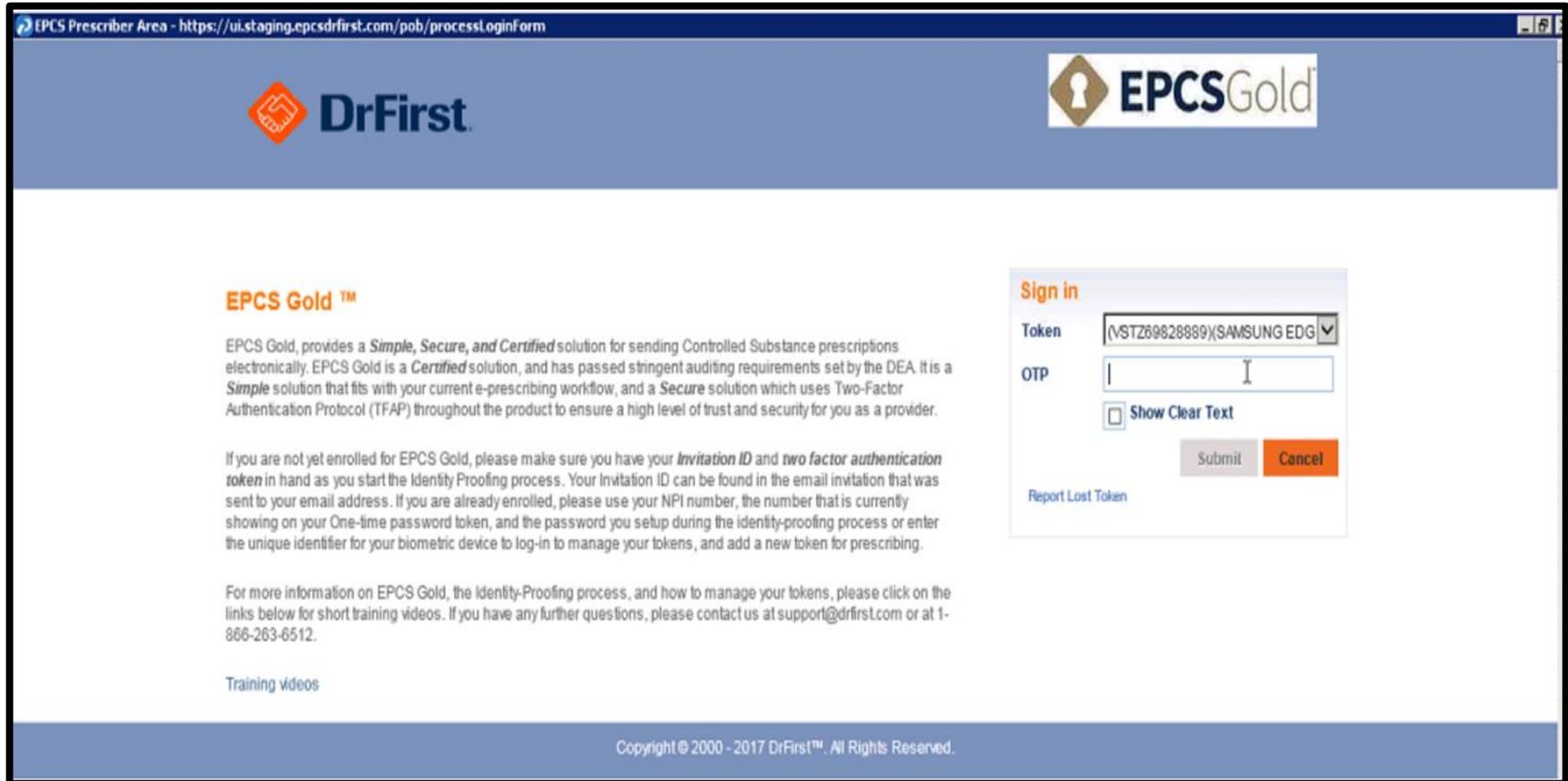
## Practice Partner Workflow changes

### Responding to Refill Requests:

- If you are not set up for EPCS but attempt to electronically send a prescription for a controlled substance, you will receive a warning message.
- However, you can reply to the request by printing its approval instead (for controlled substances with a schedule level of 3, 4, or 5).
- To do this, click the **Approve** or **Change** button. The Prescription screen appears, updated with the information from the refill request. The print option, **Print locally immediately** will be reflected in the **Print** field, and the **Note to Pharmacist** field will reflect the electronic prescription reference number followed by the note, **“This is in response to an electronic refill renewal request for a controlled substance.”**
- If you selected to change the prescription, edit the medication, if desired. A message saying that the requested prescription has been denied and that a new prescription will follow is sent back to the pharmacy.
- The Reply screen’s **Approval or Denial explanation note** field and **DEA** fields (in the **Medication Dispensed** and **Medication Prescribed** boxes) will indicate when a refill request is for a controlled substance.

# Agenda

- DrFirst EPCS Gold Prescriber Dashboard



EPCS Prescriber Area - <https://ui-staging.epcsdrfirst.com/pob/processLoginForm>

**DrFirst** **EPCSGold**

### EPCS Gold™

EPCS Gold, provides a *Simple, Secure, and Certified* solution for sending Controlled Substance prescriptions electronically. EPCS Gold is a *Certified* solution, and has passed stringent auditing requirements set by the DEA. It is a *Simple* solution that fits with your current e-prescribing workflow, and a *Secure* solution which uses Two-Factor Authentication Protocol (TFAP) throughout the product to ensure a high level of trust and security for you as a provider.

If you are not yet enrolled for EPCS Gold, please make sure you have your *invitation ID* and *two factor authentication token* in hand as you start the Identity Proofing process. Your invitation ID can be found in the email invitation that was sent to your email address. If you are already enrolled, please use your NPI number, the number that is currently showing on your One-time password token, and the password you setup during the identity-proofing process or enter the unique identifier for your biometric device to log-in to manage your tokens, and add a new token for prescribing.

For more information on EPCS Gold, the Identity-Proofing process, and how to manage your tokens, please click on the links below for short training videos. If you have any further questions, please contact us at [support@drfirst.com](mailto:support@drfirst.com) or at 1-866-263-6512.

[Training videos](#)

**Sign in**

Token: (VSTZ69828889)\SAMSUNG EDG

OTP:

Show Clear Text

Submit Cancel

[Report Lost Token](#)

Copyright © 2000 - 2017 DrFirst™. All Rights Reserved.

- DrFirst EPCS Gold Prescriber Dashboard - reporting

The screenshot shows the DrFirst EPCS Gold Prescriber Dashboard. The user is logged in as Wayne Best (NPI: 5604581277). The dashboard includes navigation tabs for Home, Profile, Tokens, Reports, Contact Us, and Logout. The main content area displays a Prescription Report for Wayne Best, filtered by Organization (Josh106\_label), Patient Name (Test, Test), Date (01/10/2017 to 02/08/2017), and Status (All). The report shows two entries for ALFENTA 500MG/GML Injectable, Schedule II, with a quantity of 7 and 0 refills, from pharmacy #275 WEGMANS CORPORATE TESTING 155 CORPORATE WOODS ROCHESTER NY. The status of the prescriptions is RXRECEIVED and RXSIGNED.

**Name:** Wayne Best      **NPI:** 5604581277      [LAC Report](#)      [Audit Alert Report](#)

**Prescription Report**

**Organization:** Josh106\_label

**Patient Name:** First Name:  Last Name:

**Date:** Start Date: 01/10/2017 End Date: 02/08/2017

**Status:**  All     Completed     Undeliverable

**Drug schedule:**  Schedule II-V     Schedule II only     Schedule III-V

[Display Report](#)

Show  entries

Patient Name	Patient BirthDate	Drug Name + Strength + Form	Qty	Refills	Pharmacy	Order #	Date Sent	Status
Test, Test	05/28/1981	ALFENTA 500MG/GML Injectable <b>scheduleII</b>	7	0	#275 WEGMANS CORPORATE TESTING 155 CORPORATE WOODS ROCHESTER NY 14623 (585)239-2050 NCPDP ID: 3365310	42007	01/10/2017 Effective Date: 20170110	RXRECEIVED
Test, Test	05/28/1981	ALFENTA 500MG/GML Injectable <b>scheduleII</b>	7	0	#275 WEGMANS CORPORATE TESTING 155 CORPORATE WOODS ROCHESTER NY 14623 (585)239-2050	42007	01/10/2017 Effective Date: 20170110	RXSIGNED

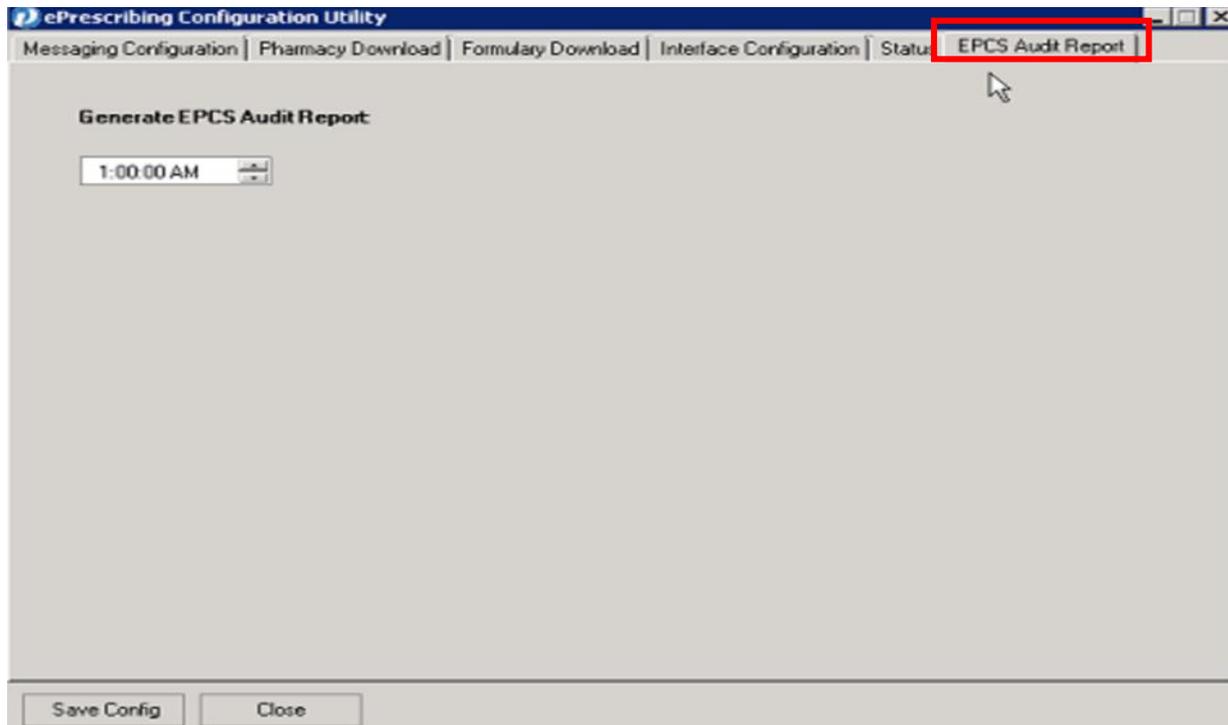
## Agenda

### Practice Partner- Controlled substance auditing

- Rx audit records are created automatically when you perform the following actions for all controlled substances.
- Creating a new prescription
- Signing a prescription
- Editing a prescription that has not yet been sent (printed or transmitted)
- Viewing a prescription
- Approving a refill request

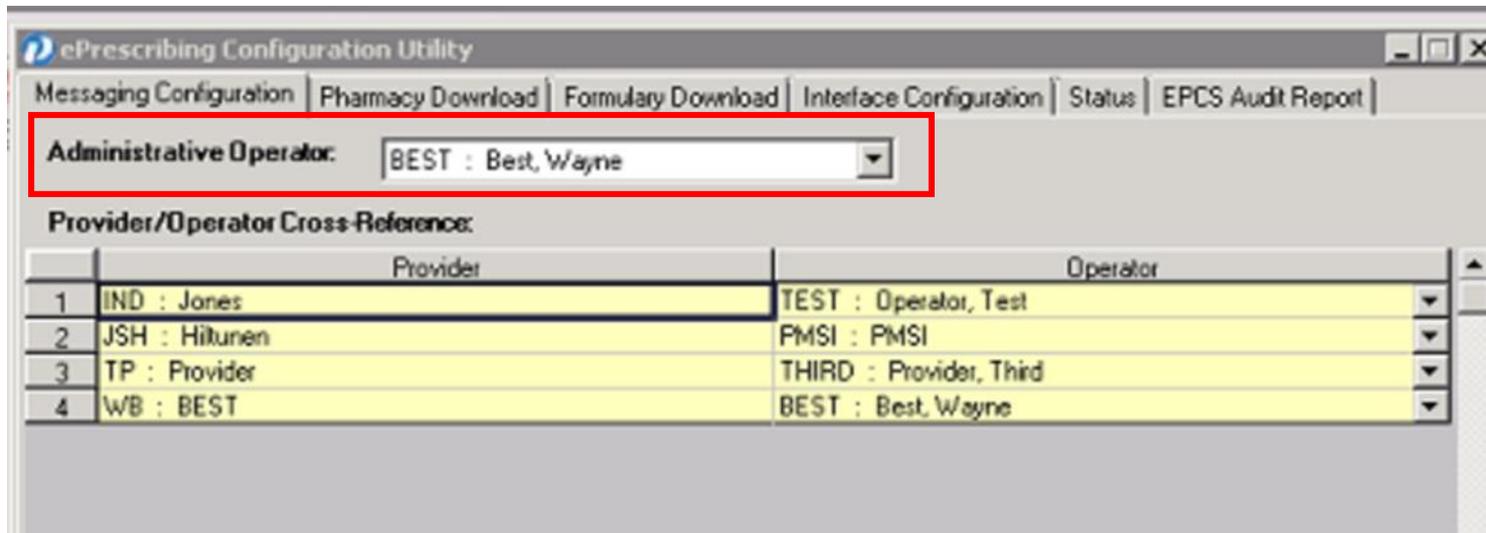
## Practice Partner- Controlled substance auditing

- New tab EPCS Audit Report

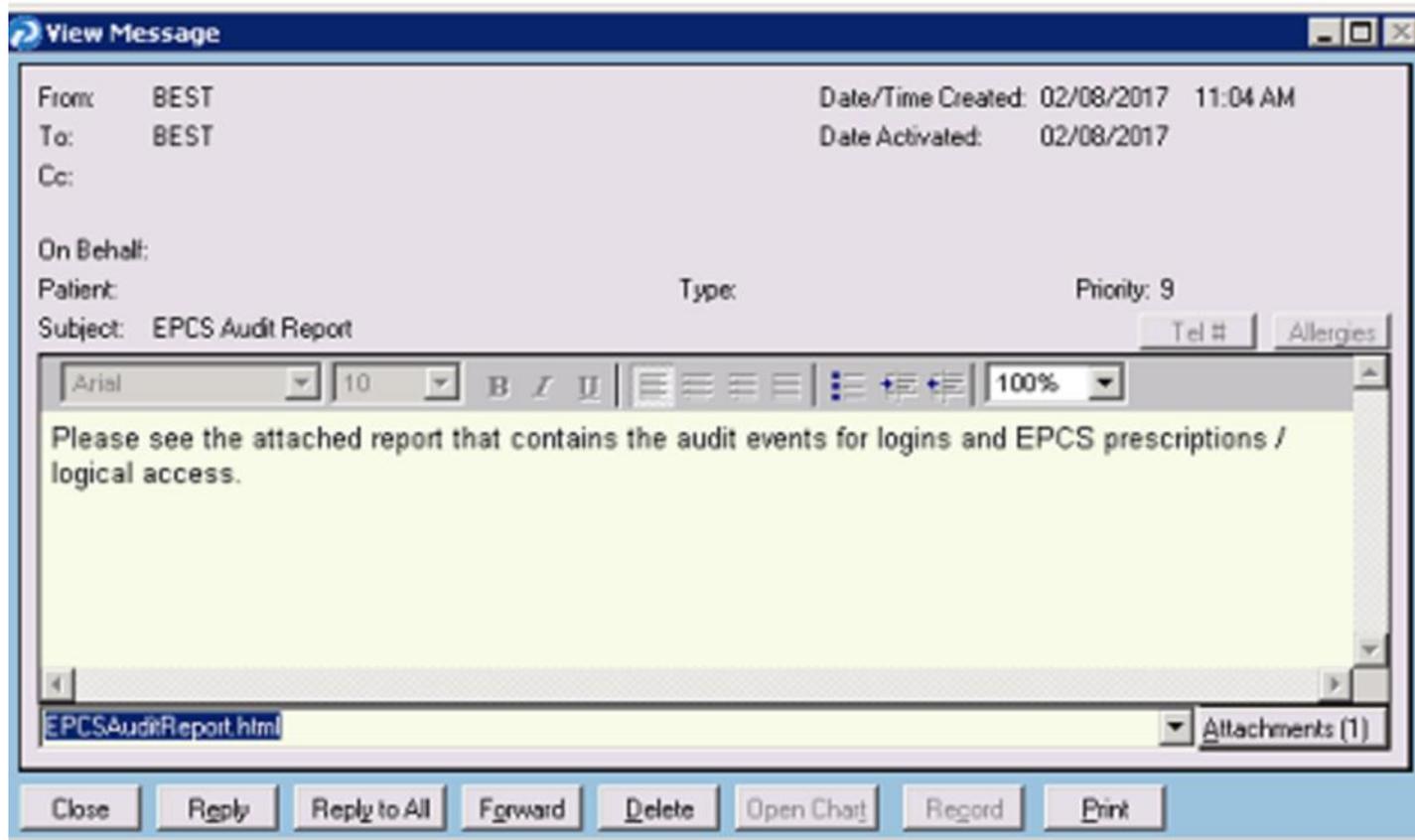


## Practice Partner- Controlled substance auditing

- Audit report will be sent to the inbox of the Administrator Operator in the RX Hub



## Practice Partner- Controlled substance auditing



## Practice Partner- Controlled substance auditing – Login Audits

Browser tabs: [https-pharmacy.practicepa...](#) [https-eligblty.practicepart...](#) [https-rxtx.practicepartner...](#) [Suggested Sites](#)

**Login Audits from 1849-12-31T00:00:00 to 2017-02-08T11:04:00**

Operator: BEST	Practice: 1	Date: 2017-02-08T10:54:57	Event: LOGON_SUCCESS	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T10:53:06	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: BEST	Practice: 1	Date: 2017-02-08T10:30:26	Event: LOGON_SUCCESS	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T10:28:59	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: BEST	Practice: 1	Date: 2017-02-08T10:10:40	Event: LOGON_SUCCESS	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T10:08:01	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: BEST	Practice: 1	Date: 2017-02-08T10:07:26	Event: LOGON_SUCCESS	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T10:06:07	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: BEST	Practice: 1	Date: 2017-02-08T09:38:29	Event: LOGON_SUCCESS	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T09:29:30	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T09:17:37	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: BEST	Practice: 1	Date: 2017-02-08T07:48:53	Event: LOGON_SUCCESS	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2017-02-08T07:44:12	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2016-11-16T13:30:55	Event: LOGOFF_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice:	Date: 2016-11-16T13:30:29	Event: NEW_PASSWORD	Info: BEST	Workstation: BPS-052	Workstation Login: eae0vac
Operator: PMSI	Practice: 1	Date: 2016-11-16T13:29:51	Event: LOGON_SUCCESS	Info: PMSI	Workstation: BPS-052	Workstation Login: eae0vac
Operator: Unknown	Practice:	Date: 2016-11-16T13:29:48	Event: LOGON_FAILURE	Info: best	Workstation: BPS-052	Workstation Login: eae0vac

## Practice Partner- Logical and Prescription Audits

Logical Access Status Audits from 1849-12-31T00:00:00 to 2017-02-08T11:04:00								
Operator: PMSI	Date/Time: 2017-02-08T10:06:45-0800	Provider NPI: NPI:5604581277/ENROLLED	DEA Number: DC4855423	Practice ID: 1	Event: Grant	Status: ACTIVE	Application: PR	
Operator: PMSI	Date/Time: 2017-02-08T10:07:14-0800	Provider NPI: LAC DIALOG	DEA Number:	Practice ID: 1	Event: View	Status: LAC	Application: PR	
Operator: Unknown	Date/Time: 2017-02-08T10:07:14-0800	Provider NPI: NPI:5604581277/ENROLLED	DEA Number: DC4855423	Practice ID: 1	Event: Grant	Status: INACTIVE	Application: PR	
Operator: PMSI	Date/Time: 2017-02-08T10:07:15-0800	Provider NPI: NPI:5604581277/ENROLLED	DEA Number: DC4855423	Practice ID: 1	Event: Grant	Status: INACTIVE	Application: PR	
Operator: PMSI	Date/Time: 2017-02-08T10:08:29-0800	Provider NPI: NPI:5604581277/ENROLLED	DEA Number: DC4855423	Practice ID: 1	Event: Grant	Status: INACTIVE	Application: PR	
Operator: PMSI	Date/Time: 2017-02-08T10:08:56-0800	Provider NPI: LAC DIALOG	DEA Number:	Practice ID: 1	Event: View	Status: LAC	Application: PR	
Operator: PMSI	Date/Time: 2017-02-08T10:08:56-0800	Provider NPI: NPI:5604581277/ENROLLED	DEA Number: DC4855423	Practice ID: 1	Event: Grant	Status: ACTIVE	Application: PR	
Prescription Audits from 1849-12-31T00:00:00 to 2017-02-08T11:04:00								
Operator: BEST	Date/Time: 2017-02-08T08:00:03-0800	Note:	Patient ID: 1	Category: Current	Record: AMYTAL SODIUM 500MG	Practice ID: 1	User Action: Add	Application: PR
Operator: BEST	Date/Time: 2017-02-08T08:05:30-0800	Note:	Patient ID: 1	Category: Current	Record: AMYTAL SODIUM 500MG	Practice ID: 1	User Action: Edit	Application: PR
Operator: BEST	Date/Time: 2017-02-08T10:13:08-0800	Note:	Patient ID: 1	Category: Current	Record: ALFENTA 500MCG/ML	Practice ID: 1	User Action: Add	Application: PR
Operator: BEST	Date/Time: 2017-02-08T10:13:34-0800	Note:	Patient ID: 1	Category: Current	Record: ALFENTA 500MCG/ML	Practice ID: 1	User Action: Edit	Application: PR

## Resources

Practice Partner EPCS Registration Process and Setup Guide

<https://supportcenter.emds.com/richmond/servlet/servlet.FileDownload?file=01539000003gWOx>

# Questions?

