

## **Electronic Rx (eRx): Controlled Substances (EPCS)**

E-prescribing of controlled substances (EPCS) is available using Electronic Rx (eRx). To prevent abuse, the Drug Enforcement Agency (DEA) requires a complex process to register and prescribe scheduled drugs. There may also be additional steps required by a provider's state.

**EPCS licensing fee:** \$80 per year (12 months) per provider, payable in the eRx interface to SureScripts via PayPal.

### **General steps**

1. Enable eRx first (basic or comprehensive version). If new to eRx, go through the complete identify proofing process (IDP).
2. Obtain an EPCS License for each provider.
3. Go through IDP proofing with Verizon UIS. Providers who have already gone through IDP will complete an abbreviated verification process. Providers who have not yet gone through IDP (e.g. existing eRx users) will go through the complete process.
4. Set up at least two EPCS administrators.
5. EPCS Administrators will authorize EPCS privileges to providers.
6. Providers must enter one-time passcodes to verify identity and finalize EPCS privileges.

Once you have setup EPCS, you will have to enter your Verizon UIS username, password, and a one-time passcode sent to your code device every time you prescribe a controlled substance. Remember your username and password and do not share it. Federal law states you are responsible for misuse.

Update to the current stable version before signing up for EPCS.

Allow at least one uninterrupted hour to complete all the steps. If IDP is required, it may take up to 48 business hours for validation.

### **Obtain an EPCS License for Each Provider**

All providers who want to prescribe controlled substances must obtain an EPCS license.

1. Make sure the provider is logged on to Practice-Web (in Practice-Web Security, the user must be associated to a provider).
2. Open eRx and click the Admin tab.
3. Click Prescriber Registration and EPCS Set-up. If you are new to eRx, this option is only available if identity proofing is complete and credentialing is verified.

NewCrop Comprehensive Pharm: 0 Failed Rx: 0 Pend: 0 Prior Auth: Inc: 0 Per : 0 New: 0 Practice-Web

Select Dr./Staff Compose Rx Med Entry Pt. Details Diagnoses **Admin**

Brian L. Albert **Administrative Functions** Designated Dr./Prescriber: **B. Alber**

Patient: [REDACTED] DOB: 2/2/1985 Gender: Male

**Account Settings**

**Individual Prescriber Settings**  
Brian L. Albert

These options require a prescriber role to modify

☐ Hide All Less Severe Drug Interactions (Show Only Contraindicated)

☒ Show Drug-Disease/Pregnancy review

☒ Show Drug-Pediatric/Geriatric review

☐ Show Duplicate Therapy review

☒ Compose Page Drug Review

☐ Allow Doctor Report Export

☒ Include 'obsolete' drugs in Drug Search

**Lists**

[Location Pharmacy List](#)

[Account Healthplan List](#)

[Account Drug Set/Compound List](#)

**Reports**

[Pharmacy Communications Log](#)

[Prescriber Report](#)

[Geriatric Drug Usage Profile](#)

**Electronic Prescribing of Controlled Substances (EPCS)**

[An Introduction to EPCS](#)

[Review prior to registration !!Doctor's workflow video!!](#)

[Prescriber Registration and EPCS Set-up](#)

[EPCS Error and Event Log](#)

[Maintain Prescriber DEA Numbers](#)

4. Click Sign Up for EPCS Services.

**Passcode to transmit scheduled drugs to EPCS-enabled pharmacies.**

- **Step 1:** View, Confirm, Augment Personal Information, and Submit to Complete Identity Proofing.
- **Step 2:** Obtain your Passcode Generator from the Identity Proofing Pages.
- **Step 3:** Select At Least Two "Administrators" from the Displayed List to Participate in Set-Up of EPCS Privileges.
- **Step 4:** Log out. One of Your Administrators Must Then Log In to Confirm Your Identity and Grant EPCS Privileges.
- **Step 5:** Log back in. Enter a passcode from your new generator to complete set-up. You are now EPCS-activated.

[Sign up for EPCS Services](#)

4. Check the box next to the provider(s) to register for EPCS Subscriber Licenses, then click Calculate.

EPCS Subscriber Licenses at 80.00 each (one year term)					
Active	Name	DEA	Expires		
	0 0	0		<input type="checkbox"/>	D
	Brian L. Albert			<input type="checkbox"/>	D
	Daniel A. Boon	720000000		<input checked="" type="checkbox"/>	D
	Derek Graham			<input type="checkbox"/>	D
Yes	Chuck A. Norris	720000000	2/6/2016 12:23:55 PM	<input checked="" type="checkbox"/>	D
Yes	John A. Smith	720000000	1/8/2016 5:28:45 PM	<input checked="" type="checkbox"/>	D
	Bob J. Surescripts			<input type="checkbox"/>	D

Note: The Medical Letter (TML) Subscriber License is not required. It is a reference standard for unbiased drug information. For more info see the Help section of the eRx interface.

4. If the Total Cost is accurate, click Purchase.
5. Click Transfer to PayPal Portal to complete your payment in PayPal.
6. If you have a PayPal account, click Have a PayPal Account, then login. If not, you can pay as a guest by entering credit card and billing information.
7. After a successful transaction, you will receive a confirmation e-mail from PayPal.  
If you do not want to pay via credit card online, PayPal offers 'Bill Me Later' to pay by check.  
Click Print Receipt to print a receipt.
8. To proceed with EPCS setup, click the tab in your browser to return to eRx.
9. Click 'Click here' at the bottom of the screen to return to EPCS registration screens. Proceed to Identity Proofing (IDP).

[Click here](#) after your PayPal transaction is complete.

## Identity Proofing (IDP)

Every prescribing provider must complete identity proofing. You will be asked a series of questions only you know and will set up a device to use for one time passcodes (OTP). **The provider must complete his own identity proofing. No one can do it on his/her behalf.**

Note: If you went through identity proofing and credentialing when enabling eRx, this process is abbreviated during EPCS setup. Follow the steps below, but only enter the information requested. You will need to enter the exact name, home address, e-mail address, and Verizon UIS user name and password used during identity proofing.

1. If not already, log in to Practice-Web, open eRx, click the Admin tab, then Prescriber Registration and EPCS Set-up.
2. Enter your personal information and click Save. For e-mail, enter an address that is not shared with anyone else in the practice. Each provider can only use one e-mail address. This e-mail will be associated with your Verizon UIS account; remember it.

• Step 1: View, Confirm, Augment Personal Information, and Submit to Complete Identity Proofing.

Supply your information for Identity Proofing (Any changes to the first or last name must be made in your EMR).

Enter required fields denoted by \* and then click Save

**Prescriber Information**

**First Name \***

Wendy

**Last Name \***

Thorn

**Personal Address**

**Address Line 1 \***

**Address Line 2**

**City \***

Longview

**State \***

**Zip \***

70000

**Contact**

**Email Address \***

**Confirm Email Address \***

3. Verify your information, then click Identify proof with above information.

#### Identity Proofing

• Step 1: View, Confirm, Augment Personal Information, and Submit to Complete Identity Proofing.

Supply your information for Identity Proofing (Any changes to the first or last name must be made in your EMR).

Enter required fields denoted by \* and then click Save

**Prescriber Information**

**First Name**

Wendy

**Last Name**

Thorn

**Personal Address**

**Address Line 1**

**Address Line 2**

**City**

Longview

**State**

**Zip**

70000

**Contact**

**Email Address**

[Identity proof with above information](#)

You will receive a confirmation message.

**Registration for IDP successful! An email has been sent to: [accounts@newcroprx.com](mailto:accounts@newcroprx.com). Please follow the email instructions to complete the IDP process.**

4. **If you have already gone through the complete IDP process (when you enabled eRx):**

Enter your Verizon UIS username then check your IDP registration status. If IDP is successful, you will be asked to enter a one-time passcode. Enter your Verizon UIS password, select the method, then enter the passcode to complete this process. Proceed to Choose EPCS Administrators.

If you do not remember your Verizon UIS username or password, contact Technical Support.

**If you still need to go through IDP (an existing or previous eRx user who is only adding EPCS):**

There are additional identity proofing steps. Check your e-mail for the Verizon registration e-mail.



Your Universal Identity Services (UIS) account is ready for activation to be used for NewCrop Electronic Prescribing.

Please click [here](#) to complete the registration process to activate your account.

5. Click on the link.
6. Read the end-user agreement. If you agree, check the box and click Accept and Continue.
7. Enter your personal contact information. Do not enter practice information. Click Next when done.
  - For e-mail: Enter the same e-mail address entered in step 2.
  - For phone: The numbers entered here will be options in step 6 when you select how you will receive one-time passcodes. We recommend entering a cell phone for text and/or voice messages and a land line as a backup for a voice call. E-mail is not allowed as an option.
8. Enter your Health Care Information (e.g. DEA number), then click Next.
9. Create a Verizon UIS username (cannot be changed), password, and 4-digit pin. Remember this username and password as your Verizon UIS credentials. You will need to re-enter them every time you prescribe a controlled substance.
10. Enter security questions and answers.

11. Verify your contacts. Select the contact method you will use to receive 6-digit, one-time passcodes for authentication. You must select two methods of receiving this passcode. The options available depend on the phone numbers entered in step 7.

- Text message to a mobile phone number (recommended)
- Voice call to a direct phone line (recommended as a backup)
- An app for smartphone, tablet or other devices (not recommended for single time use). If you choose this option, click Setup then follow the prompts to download and activate the application.

For each method you select, you will receive a text message, phone call, or notification that includes a one-time passcode. Enter it when prompted and click Verify. A checkmark will confirm your selections. Click Next.

12. Enter your identity information:

- Full social security number
- Date of birth
- City of birth

**Note: When you click Next, you will have only 2 minutes to answer 5 personal questions.**

13. Answer challenging identity verification questions that relate to your personal history. You only have two minutes. Click Next when done.

14. The Safe BioPharma page will open. The certificate is a page of random characters that provide an unbreakable encryption method. Review the subscriber agreement, then enter your Verizon UIS password and click Next.

15. Click Sign to sign the certificate if you agree to the terms of the certificate.



Your account will be created. If your vetting level is below 'medium' you must print out an identity form to be notarized and returned to Verizon UIS.

## Choose EPCS Administrators

Once your vetting level and certificate and have been created by Verizon, you can choose EPCS administrators. At least one EPCS administrator must be a provider activated for EPCS (has an EPCS license). If you only have one provider in the practice, we recommend using another user in your office as the second administrator.

This person only needs to have a user set up in Practice-Web Security that is tied to an employee or provider.

1. Return to the EPCS registration page.
2. Under EPCS Administrators, select at least two EPCS Administrators. At least one must have EPCS Activated = Yes (have an EPCS License).
3. Click Save.

EPCS Administrators			Show/Hide
The DEA requires the selection of at least two "EPCS Administrators." One administrator grants or revokes who has access to the EPCS functions necessary for signing and electronically transmitting controlled substance prescriptions. The second administrator must be an EPCS activated prescriber who approves the granted/revoked access settings with their two-factor authentication device. If there are no other EPCS activated prescribers in your account, you may select yourself.			
<b>Select EPCS Administrators (At least two required, one must be DEA registrant that is EPCS activated)</b>			
	User Name	DEA Number	EPCS Activated
<input type="checkbox"/>	Brian Blutworth MD		No
<input type="checkbox"/>	Doc PayPalT1 MD		No
<input type="checkbox"/>	Joe E Smith MD		No
<input type="checkbox"/>	Nurse EPCSTest		No
<input type="checkbox"/>	Chad Smith MD		No
<input type="checkbox"/>	FreeTrail Test MD		No
<input type="checkbox"/>	Test1 PayPal MD		No
<input checked="" type="checkbox"/>	James Blackburn MD		No
<input checked="" type="checkbox"/>	Billy Doc-Int MD		Yes
<input checked="" type="checkbox"/>	John Doe MD		Yes
<input type="button" value="Save"/>			

4. Close eRx and log out of Practice-Web.

### Grant EPCS Privileges to Providers

After a provider has gone through identity proofing, the EPCS Administrator can authorize EPCS privileges. Both the administrator and provider will need to login to eRx during this process.

#### EPCS Administrator (cannot be the provider getting privileges):

1. Log in to Practice-Web. Open eRx, then click the Admin tab, Prescriber Registration and EPCS Set-up.
2. Under Authorize EPCS Privileges, click Select next to the prescriber name, then click Save.
3. Log out of eRx and Practice-Web.



Authorize EPCS Privileges	
• Step 4: Please log out. One of Your Administrators Must Log In to Confirm Your Identity and Authorize EPCS Privileges.	
Prescriber Name	DEA Number
Select Wendy Thorn MD	
Finalize EPCS Authorized Privileges	
• Step 5: Enter a Passcode From Your new Generator to Complete Set-Up. You Are Now EPCS-Activated. Congratulations!	
Prescriber Name	DEA Number
Select John Lewis MD	
<a href="#">Revoke EPCS Access</a>	

## EPCS Prescriber:

1. Log in to Practice-Web. Open eRx, then click the Admin tab, Prescriber Registration and EPCS Set-up.

Authorize EPCS Privileges	
• Step 4: Please log out. One of Your Administrators Must Log In to Confirm Your Identity and Authorize EPCS Privileges.	
Finalize EPCS Authorized Privileges	
• Step 5: Enter a Passcode From Your new Generator to Complete Set-Up. You Are Now EPCS-Activated. Congratulations!	
Prescriber Name	DEA Number
Select Kristie Davidson MD	
Select Neil P Harris	
Approve Changes to EPCS Settings	
<a href="#">Get one time passcode</a>	

2. Under Finalize EPCS Authorized Privileges, click Select next to your name.
3. Click 'Get one time passcode'.

Approve Changes to EPCS Settings	
One-Time Passcode (OTP) Required.	
Please enter your username and password to get a list of your OTP devices.	
Username	<input type="text" value="kdavidson"/>
Password	<input type="password"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	



4. Enter your Verizon UIS password and click Continue.

**Approve Changes to EPCS Settings**  
One-Time Passcode (OTP) Required.

Please select the device where you would like to receive the One-Time Passcode.

Username:

Choose Method:

One Time Password:

5. Choose your method of receiving one-time passcodes. Then click the button to send the passcode to your device (e.g. Text Me).
6. Check your code device for the 6-digit passcode. Enter it then click Continue.
7. If the signing is successful, your name will appear in the provider list with Yes for EPCS Activated.

<input type="checkbox"/>	First Name	Phone Number	Yes
<input checked="" type="checkbox"/>	Kristie Davidson MD		Yes
<input type="checkbox"/>	Tom Dwan		Yes
<input type="checkbox"/>	John Lewis		Yes
<input type="checkbox"/>	Showme Doctor MD		Yes
<input checked="" type="checkbox"/>	Jake Brooks MD		Yes
<input checked="" type="checkbox"/>	Wendy Farris MD		Yes
<input checked="" type="checkbox"/>	Jennifer Harvey MD		Yes
<input checked="" type="checkbox"/>	Jennifer Harvey MD		Yes
<input checked="" type="checkbox"/>	Jennifer Harvey MD		Yes
<input checked="" type="checkbox"/>	Kristie Brooks		Yes
<input type="checkbox"/>	Cindy D Ellison		Yes
<input type="checkbox"/>	Dorie Manning		Yes
<input checked="" type="checkbox"/>	Wendy Farris MD		Yes