

Getting Started with

# Electronic Prescribing of Controlled Substances



The videos and digital tools on [www.getEPCS.com](http://www.getEPCS.com) make it easy for you to learn what to do to get your practice up and running with electronic prescribing of controlled substances (EPCS).

Since the Drug Enforcement Administration (DEA) provides two pathways to regulatory compliance for medical practices, the pathway you take depends on how your EHR system is set up.



Practitioners using an EHR system registered to an individual DEA number usually fit into the **Solo & Small Group Practices** pathway.



Practitioners registered to an institutional (shared) DEA number are usually part of a **Health System Affiliated Practice** pathway.

Check with your EHR vendor to determine which pathway best fits your practice if you are not sure.





# Solo & Small Practices

Practitioners registered to an individual DEA number



## EHR Software Update

- Find out if the EHR software version that your practice uses has already been certified and approved for EPCS
- Use the button labeled “Find your EHR status” at [www.getEPCS.com](http://www.getEPCS.com), or you can ask your EHR account manager



## ID Proofing

- ID proofing can be done in-person or online, through companies that work with your EHR
- For online ID proofing, you may need to answer a security question and email scanned copies of government-issued documents along with your photo and your medical license
- Sometimes an electric bill or bank statement is also needed to confirm your address



## Two-Factor Authentication

- This double-level process ensures that only you can sign and send the controlled substance prescription to the pharmacy
- There are various options: mobile phones, smart cards, fob tokens, USB thumb drives, and biometrics like fingerprint scanners
- Once you're set up, two-factor authentication requires hardly any extra effort



## Setting Software Access

- For this final step, you'll need two separate people to set secure access controls for your EHR e-prescribing software
- One person needs to be a DEA registrant who has been ID-proofed and has their two-factor authentication method in place—this could be you
- The other is a person who can confirm your identity, such as an office manager or another member of your practice—but they do not need to be an employee of your practice

After completing the four required action steps, you will be able to legally transmit electronic prescriptions for controlled substances. You can trust that your EHR application has been certified to digitally sign a prescription for a controlled substance and send it to a pharmacy of the patient's choice. You, your patients and pharmacists can now enjoy the added convenience and security of EPCS!

**For information specific to your EHR software application, always consult with your EHR vendor.**



# Health System Affiliated Practices

Practitioners registered to a shared DEA number



## EHR Software Update

- Find out if the EHR software version that your practice uses has already been certified and approved for EPCS
- Use the button labeled “Find your EHR status” at [www.getEPCS.com](http://www.getEPCS.com) or ask your EHR account manager



## ID Proofing

- Your health system’s credentialing office may take on this responsibility, but sometimes ID Proofing is conducted online through companies working with your EHR
- Check with your health system’s credentialing office for their exact requirements



## Two-Factor Authentication

- This double-level process ensures that only you can sign and send the controlled substance prescription to the pharmacy
- There are various options: mobile phones, smart cards, fob tokens, USB thumb drives, and biometrics like fingerprint scanners
- Once you’re set up, two-factor authentication requires hardly any extra effort
- Ask your health system’s credentialing office, IT department, or medical leadership for guidance on credentials and the type of two-factor authentication method they approve



## Setting Software Access

- After completing the first three required action steps, your health system is now ready to set secure access controls for your EHR e-prescribing software
- Your health system’s credentialing office will send a list of prescribers who have completed their identity proofing and have received two-factor authentication credentials to the IT department
- The IT department will then assign EPCS access and permissions to the prescribers

After completing the four required action steps, you will be able to legally transmit electronic prescriptions for controlled substances. You, your patients and pharmacists can now enjoy the added convenience and security of EPCS!

**For information specific to your EHR software application, always consult with your EHR vendor.**