Prescribing with EPCS

Last Modified on 11/28/2023 12:23 pm EST

Version 21.3

> An update for the release of **OP 21.3.34** was released, and this documentation was updated for that build (sending up to five EPCS). If your Practice is on a build prior to **.34**, this documentation can still be referred to but may vary from what you see in OP. To check your OP version, go to **Help tab > About** and refer to the **Build Number** field.

Overview

Once each provider has been successfully activated through the Logical Access Control (LAC), EPCS functionality is available. Along with EPCS, the DEA requires that all controlled substances being transmitted electronically, be authorized using Two-Factor Authentication. The process of setting up Two-Factor Authentication must be completed before e-prescribing can occur.

Users may send up to **five controlled substance prescriptions** at a time, and will only have to authenticate **once** with DrFirst. This is true even if the multiple prescriptions are not all being sent to the same pharmacy.

- Send Individual Prescription From the Patient Chart
- Send Multiple EPCS
- From the Patient Chart

Send Individual Prescription From the Patient Chart

1. Navigate to the patient chart by **Clinical, Practice Management or Billing** tab > **Patient Chart** button.
2. Search for and select a patient.
3. Click **Medications** in the Clinical section of the Window Navigation Panel.
4. Click the **New** button. The Prescription writer window displays.
5. (*Optional*) Select a **Diagnosis Code** from the DX drop-down menu or enter part of the name, press the Enter key and select from the list.

> 📌 **Note**: Practices in states that require a diagnosis to be included on all electronic prescriptions for EPCS need to review the selection in Global Preferences. It is recommended that you select either EPCS or All, OP defaults to None. However, the system sends the diagnosis to the pharmacy if it is included on the prescription. Click **here** for information on how to set your Global Preferences.

6. Choose the Pharmacy by clicking the **drop-down** and selecting a recently used **Pharmacy** for the patient, or clicking the **ellipsis** button and selecting from the **Choose a Pharmacy** window.

> 📌 **Note**:
> - If there is no pharmacy listed in the Previously used by this patient tab in the Choose a Pharmacy window, you may select from All previously used by any patient or search for the pharmacy from the SureScripts Master List.
> - Always confirm the pharmacy selected can accept controlled substances electronically. A pharmacy that accepts EPCS will have the checkbox selected in the EPCS? column.

7. Search for the medication in the **Drug** field, enter all or part of the medication name.
8. Click the **Ellipsis** button, the Medication Finder window displays.
9. Locate the medication and double-click or highlight and click the **Ok** button.

10. Verify the **Sig** is correct, make adjustments if necessary.
11. Add the **PMP Tracking #**:

PMP Tracking	If you have purchased PDMP:
A few states require you to verify PMP status, and PMP link is the convenient way to add the state website link to get to. To add the PMP Tracking # to the prescription: 1. Click the **PMP Tracking #** link. ◦ If the PMP Tracking # link is not available in the Prescription window, click here for instruction on how to complete the PMP Tracking setup for your state. 2. The login window displays. Enter your information to access the **state PMP site**. 3. Follow your states process for obtaining a **confirmation number**. 4. Return to the Prescription window and enter the confirmation number in the **PMP Tracking #** field.	✨ This is a contracted feature. Contact solutions@officepracticum.com to learn about implementing this in your Practice. If you purchased PDMP then the information for CS scripts will be available within DrFirst screen, and you can review the PDMP data there.

12. Click the **Continue** button.
13. The **EPCS sign on** screen will display. Confirm the medications are selected in the **Pending Controlled Substance** section.

| If you have purchased PDMP: |
|---|
| ✨ This is a contracted feature. Contact solutions@officepracticum.com to learn about implementing this in your Practice.

1. Review the PMDP information from within Dr.First by selecting **Click Here to Review PDMP Data**.
2. The page will expand to show the patient's filled prescriptions:

 |

14. Enter your **Passphrase** and **Pin.**
15. Click the **Sign and Send** button.

Send Multiple EPCS

1. Navigate to the patient chart by **Clinical, Practice Management or Billing** tab > **Patient Chart** button.
2. Search for and select a patient.
3. Click **Medications** in the Clinical section of the Window Navigation Panel.
   ◦ Add any new EPCS if needed, by following the instructions in the above section **Send Individual Prescription From the Patient Chart**.
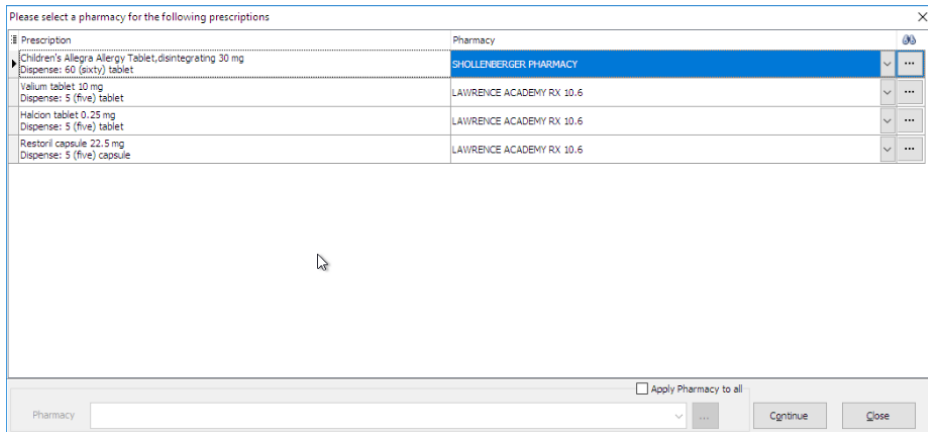
- Review your prescriptions and confirm the details.
4. From the Medications tab, select up to **five** EPCS. You may also select as many non-controlled substances prescriptions at this time to send.
5. Click **Send**.

Note: If you select more than **five** EPCS, you will get an error message that says "Maximum of five (5) controlled substances can be transmitted electronically. Review and send."
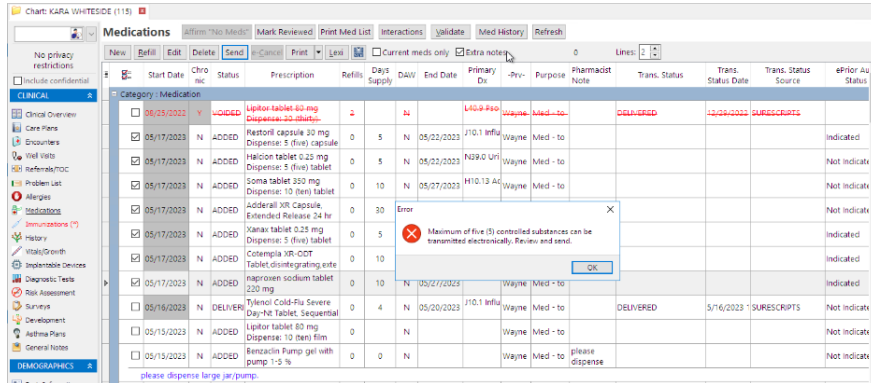
Click **Ok**, then review and update your selections to only include five or less EPCS.

6. The Pharmacy selector window will open. Choose a pharmacy for each of the prescriptions you selected by clicking the **drop-down** and selecting a recently used **Pharmacy** for the patient, or clicking the **ellipsis** button and selecting from the **Choose a Pharmacy** window.

Note:
- If there is no pharmacy listed in the Previously used by this patient tab in the Choose a Pharmacy window, you may select from All previously used by any patient or search for the pharmacy from the SureScripts Master List.
- Always confirm the pharmacy selected can accept controlled substances electronically. A pharmacy that accepts EPCS will have the checkbox selected in the EPCS? column.

7. Click **Continue**.
8. The EPCS Sign on screen will open. Review the prescriptions accordingly, then sign and send as normal. For more information, see from **Step 13** in the **Send Individual Prescription From the Patient Chart** section above.

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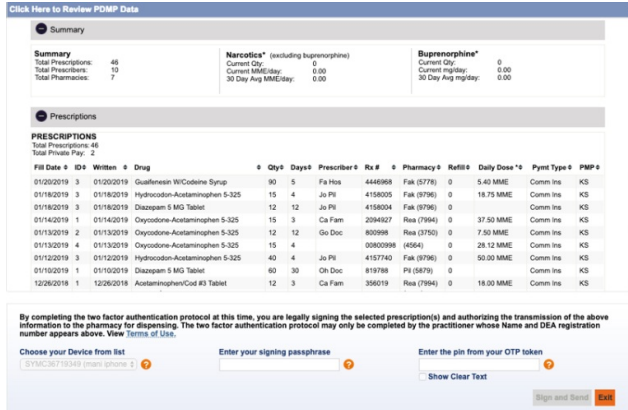11. Add the **PMP Tracking #**:

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