Important Content Update Message
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# ePrescribing: Required Fields

Last Modified on 12/12/2019 1:10 pm EST

Version 14.19

## Required Fields

### Required Fields

To enter the information that is required for ePrescribing, access the Staff Directory window. To do so:

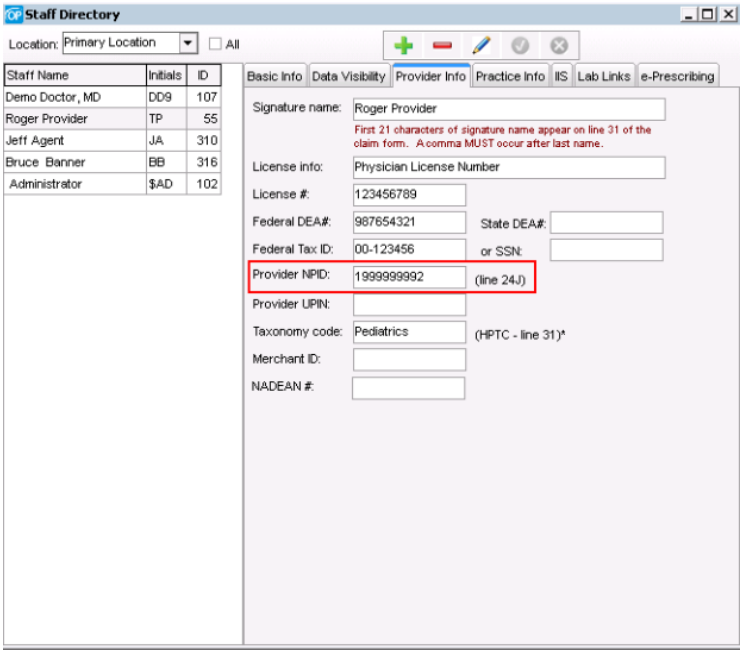
1. Click on **Utilities**.
2. Select **Manage Practice**.
3. Select **Staff/Provider Directory**.
4. Select **Provider Info**.

OP 14 displays the Staff Directory window.

**Note**: The following fields in the Staff Directory are required for all Prescribers and Supervising Providers.

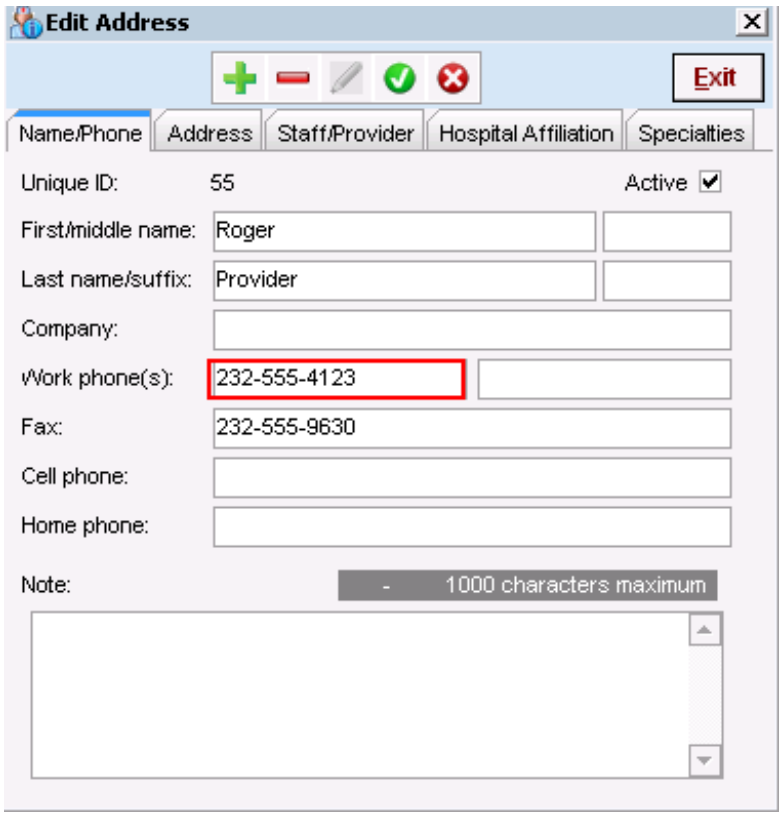
### Provider NPID

The 'Provider NPID' field must be populated with a valid NPI number.



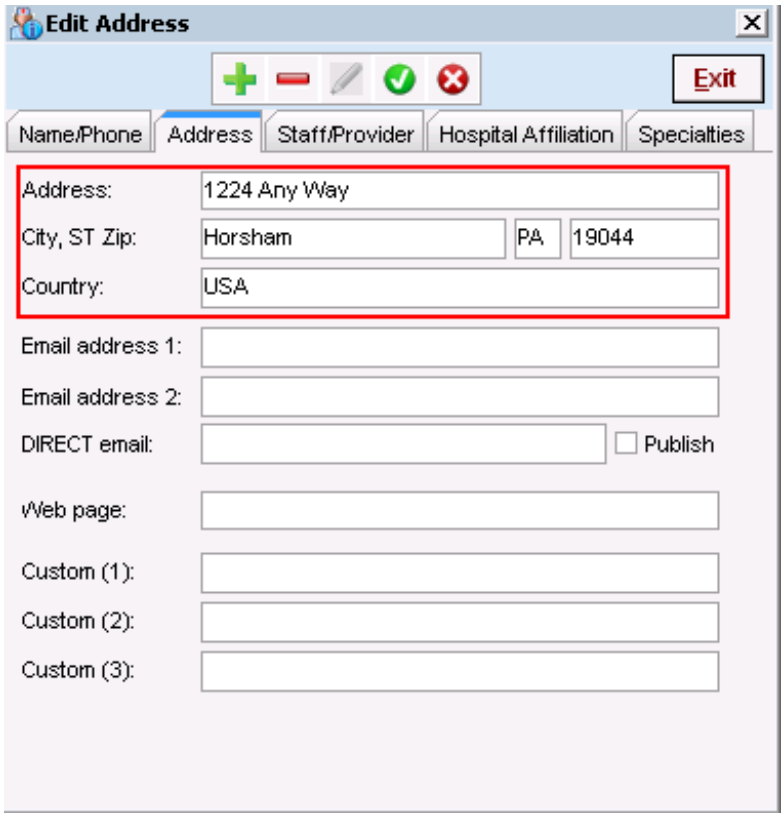

## Phone Number

The first 'Work Phone(s)' field in the Address Book must have a valid phone number for all prescribers and staff members that send prescriptions.



## Address

A complete and valid office address must be entered on the Address tab of the Address Book.




Version 14.10

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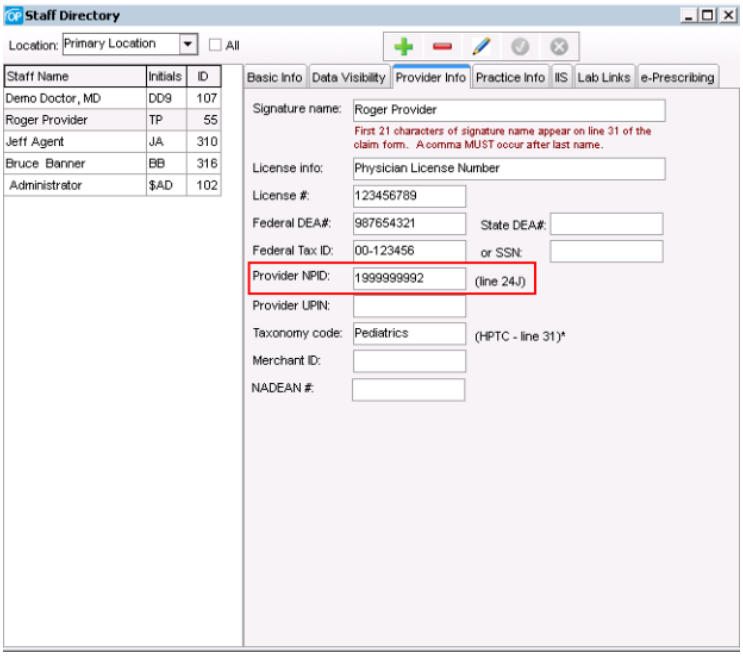


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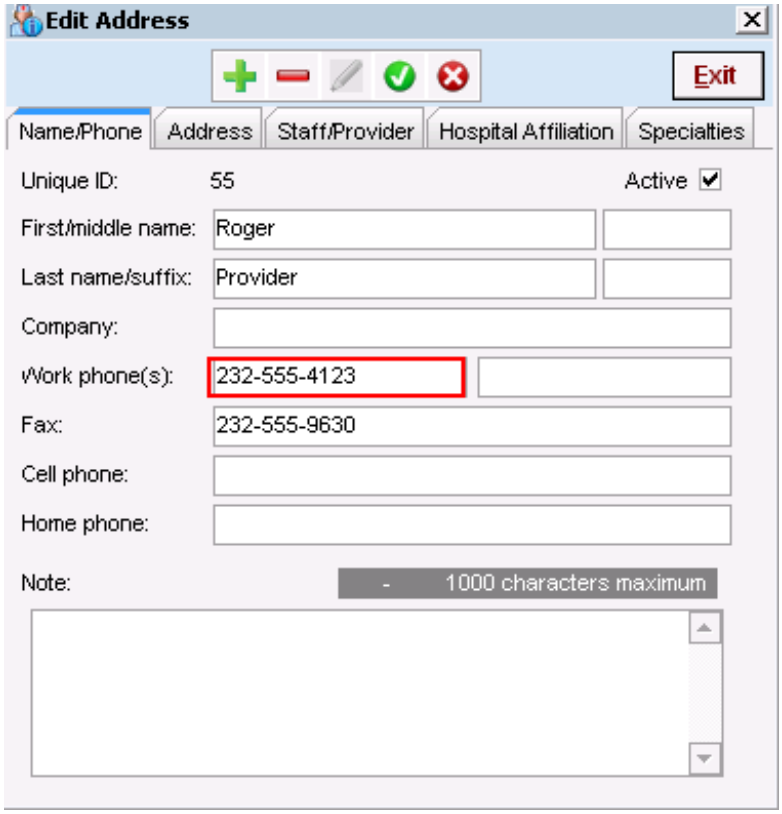


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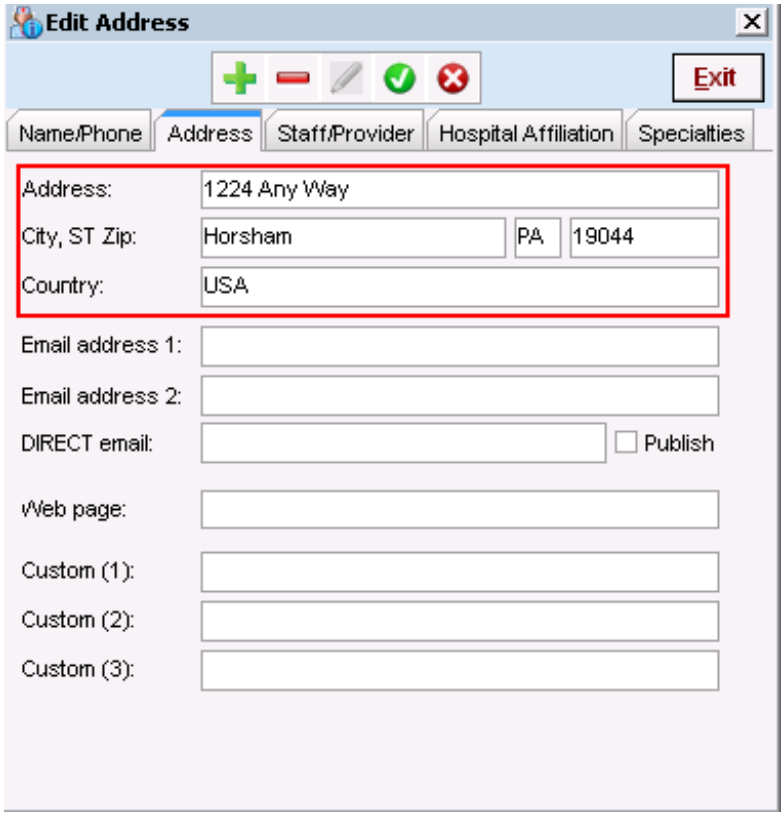
Edit Address
Exit
Name/Phone
Address
Staff/Provider
Hospital Affiliation
Specialties
Address:
1224 Any Way
City, ST Zip:
Horsham
PA
19044
Country:
USA
Email address 1:
Email address 2:
DIRECT email:
Publish
Web page:
Custom (1):
Custom (2):
Custom (3):