

This user guide highlights the EPCS workflows in the DoseSpot Application.

Complete Identity Proofing

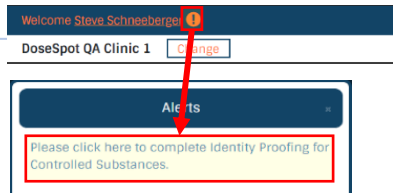
EPCS clinicians can send electronic prescriptions for controlled substances. Clinicians must complete the identity proofing (IDP) process and EPCS/TFA authentication process before they can sign and send controlled substance prescriptions.

The following section details a step-by-step reference to complete the IDP process.

Initiate IDP process

Click the exclamation point (!) icon next to the Clinic Name in the DoseSpot header (top left of the page).

An Alerts popup will appear. Click the link to launch the first step of the IDP process.



IDP step one

Check the authorization box at the top of the popup. Fill out all fields on the form, see below for additional information on utilizing Experian One Time Password (OTP) functionalities:

If a "Mobile" phone type is selected, an agreement checkbox will display. This will configure the IDP workflow to include the OTP step. Please note, if the phone type is "Home", the agreement checkbox will be hidden, and the user will continue with the traditional workflow that results in an Experian Letter being sent out.

Once Step 1 has been completed with the proper info, mobile phone numbers will receive a text message containing a One Time Password. This password will expire in 7 days if not used.

Once the user has entered their One Time Password, they will move on to IDP Step Two

Note: The information is for the purpose of Experian IDP only. DoseSpot does not save any of the information entered in the form.

Click "Next" to continue.

IDP step two

If step one was completed successfully, either via the OTP workflow or the traditional letter pathway, Experian will return a collection of financial based questions and answers. The clinician must successfully complete three (and sometimes four) questions to complete identity proofing.

IDP step three

If identity proofing was completed successfully, the clinician will be prompted to set a unique 4-digit PIN number.

To set a PIN, click the "Set PIN" button. Enter a 4-digit PIN number and click "OK". This completes the IDP process.

Note: If the clinician failed to answer the questions correctly, they will receive the message "You have failed Identity Proofing. Please close this window and try again." The clinician can attempt to complete identity proofing up to **two times**.

IDP step one

Identity Proofing for Controlled Substances

Identity proofing, also known as electronic verification, is required by the DEA for your continued use of this service. DoseSpot contracts with agencies such as Experian to complete the identification process. In some cases, the information you provide may not match the information available to Experian in the electronic records used for verification. If your identity could not be verified, please contact the Experian Help Desk at 800 831 5514.

☐ I hereby (i) certify that the information provided is my personal and financial information and that it is true and correct, and (ii) authorize DoseSpot to collect, access, receive and transmit my personal and financial information and related data and information through Experian. I hereby forever release and discharge (and covenant not to sue) DoseSpot and its successors and assigns and each of their respective agents, representatives, directors, officers, employees, shareholders, members and managers from any and all liability, claims, demands, losses or damages arising out of, or in any way related to, such disclosure or the identity proofing process.

Step 1:
To comply with DEA regulations for the Electronic Prescribing of Controlled Substances, please enter the following information:

Legal First Name

Legal Middle Name

Legal Last Name

Home Address

City

State

Zipcode

Date of Birth

Phone Type Phone Number

If you would like to receive a One Time Password to expedite the identification process please use a mobile phone number above.

☐ This is a mobile number. By checking this box, you agree to receive text messages from Experian containing only One Time Passwords. Mobile carrier text message fees may apply.

Social Security Number

Credit Card Number

Next

IDP step two

Identity Proofing for Controlled Substances

Step 2:
To comply with DEA regulations for the Electronic Prescribing of Controlled Substances, please enter the following information:

According to your credit profile, you may have opened a mortgage loan in or around March 2015. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

☐ BK OF AMER

☐ ROCK FINANCIAL CORP

☐ FANNIE MAE

☐ HOMESIDE LENDING

☐ NONE OF THE ABOVE/DOES NOT APPLY

You may have opened a mortgage loan in or around March 2015. 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'.

☐ \$530 - \$729

☐ \$730 - \$929

☐ \$930 - \$1129

☐ \$1130 - \$1329

☐ NONE OF THE ABOVE/DOES NOT APPLY

Which one of the following retail credit cards do you have? If there is not a matched retail credit card, please select 'NONE OF THE ABOVE'.

☐ HARVEY NICHOLS

☐ RINKS

☐ FREEPORT TRADING CO

☐ HYPER MART

☐ NONE OF THE ABOVE/DOES NOT APPLY

Next

Restart

Cancel

IDP step three: success

Identity Proofing for Controlled Substances

Step 3:
You have successfully completed Identity Proofing.

Set PIN

Finish

Cancel

IDP step three: success with Letter from Experian

Identity Proofing for Controlled Substances

Step 4:
You have successfully completed Identity Proofing. Experian is sending a letter that contains your reference number.

Finish

Cancel

IDP step three: fail

Identity Proofing for Controlled Substances

Step 3:
You have failed identity Proofing. Please close this window and try again.

Finish

Restart

Cancel

Letter from Experian

Following successful completion of IDP, Providers have the option to receive a letter from Experian with a unique Reference Number. This letter is sent in the mail to the user's home address on record.

If Experian OTP fails or the provider opts out of the Experian OTP workflow, they will receive the letter displayed.

The Reference Number is required to activate EPCS.



475 Arden Boulevard
Costa Mesa, CA 92626
714.830.7000 T
www.experian.com

«Provider_Name»
«Address»
«City», «State» «Zip_Code»

Reference Number: «PID_Reference_Confirmation»

On April 22nd, 2019, Dr. «Provider_Name» successfully completed the Experian PreciseID identity proofing process as part of the enrollment process to obtain an online credential for access to the DoseSpot electronic prescription application.

This online identity proofing process is required by the Drug Enforcement Administration (DEA) regulation for electronic prescriptions for controlled substances specified in 21 CFR §1311.01. The General Services Administration Office of Technology Strategy/Division of Identity Management had determined that the identity proofing meets the requirements of Assurance Level 3 or above as specified in NIST SP 800-63-1 and incorporated by reference in 21 CFR §1311.01.

Congratulations on successfully completing the identity proofing (IDP) process. Your next step is to complete the Two Factor Authentication process. To activate your DUO Token or DUO Mobile app, you will need to access DoseSpot Prescribing App.

DUO Token

1. At the top left of your DoseSpot screen you will see a "!" icon. Click the "!" and then click 'Activate TFA Authentication'
 - a. **Credential ID** – Enter the Credential ID from your DUO token.
 - b. **Reference Number** – Enter the Reference ID as it appears above on this letter.
 - c. **Pin** – Enter your 4-digit pin number.
2. Click "Save"
3. Sync your token by refreshing your page (Ctrl + F5) and clicking the shield icon. This will display the DUO Token Resync form. Enter three consecutive codes to sync with the service. Generate new codes by turning the device on and off.
4. Click "Resync" and you're all set!

DUO Mobile

1. At the top left of your DoseSpot screen you will see a "!" icon. Click the "!" and then click 'Activate TFA Authentication'
2. Enter the mobile phone number of the device you will use for DUO Mobile.
3. You will receive two text messages from DUO Mobile. The first will be to download the DUO Mobile app. The second text will have a link that will list DoseSpot in your DUO Mobile app.
4. Complete the TFA Activation pop-up by entering the following information
 - a. **Reference Number** – Enter the Reference ID as it appears above on this letter.
 - b. **TFA Code** – This code is the 6-digit number that appears in the DUO Mobile app.
 - c. **Pin** – Enter your 4-digit pin number.
5. Click "Save" and you're all set!

If you experience any issues with the identity proofing process we advise that you contact DoseSpot Support at (888) 847-6814.

EPCS/TFA Authentication

After Identity Proofing is completed successfully, providers must activate their **DUO Mobile Application** or **DUO Token**. This is the last step in the EPCS/TFA Authentication process, enabling the clinician to sign and send an electronic prescription for a controlled substance.

Note: Once IDP is complete, an admin user must first initiate EPCS/TFA Activation before a clinician can begin the process of EPCS/TFA Activation. For more details, please refer to the DoseSpot Admin Console User Guide, or contact your support team.

EPCS/TFA Activation – DUO Mobile

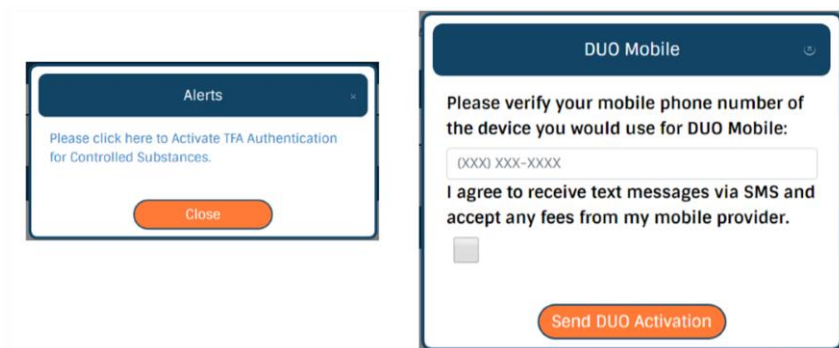
DUO mobile app will be used as the second factor of the Two-Factor Authentication (TFA) process during EPCS/TFA Activation and every time a prescriber sends an electronic prescription for a controlled substance. The following is step-by-step instructions to activate your new DUO mobile app

DUO Mobile Activation: Step One

Enter the DoseSpot prescribing app, in your navbar, there will be an exclamation icon like the one featured below.



Upon clicking the exclamation icon, a pop-up will appear, displaying an Activate TFA link. Click this link and the DUO Mobile prompt will appear.



DUO Mobile Activation: Step Two

Once your mobile number is submitted, you will receive two text messages from DUO Mobile:

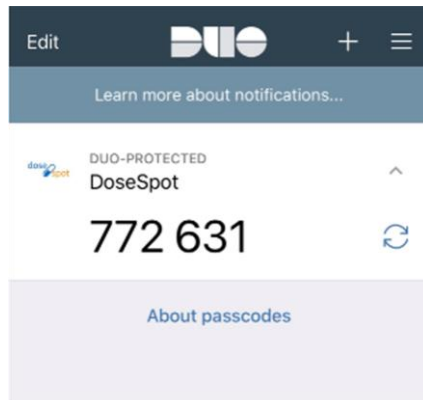
Dosespot has sent you a request to install DUO Mobile.
<http://m-f373f8b1.duosecurity.com>

The first text will provide a quick link to download the DUO Mobile app if you have not already done so.

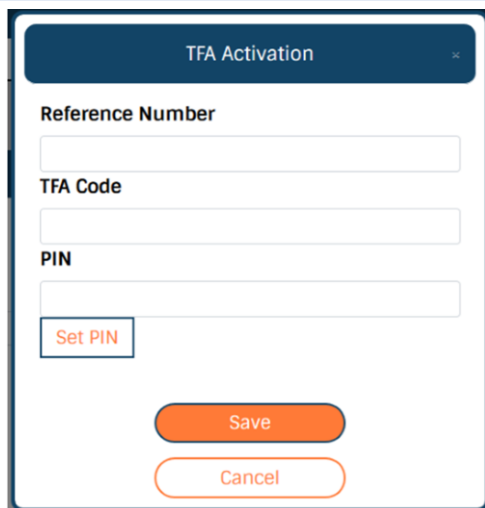
Dosespot has sent you a link for two-factor authentication with DUO Mobile. <https://m-f373f8b1.duosecurity.com/activate/n00WYLYrXFAeUoDSxDbI>

The second text will contain a link allowing you to use DUO Mobile with the Dosespot application.

Once the link in the second text is clicked, you will see Dosespot listed in your DUO Mobile app. The six-digit sequence is your TFA Code. The “refresh” arrows will generate a new code if tapped. You will need to generate a new code everytime you are prompted for the TFA Code in the Dosespot application.



DUO Mobile Activation: Step Three



Complete the TFA Authentication pop-up to activate your new token. If you are unsure about what to enter, use the guide below:

Reference Number

The Reference # can be found in the Experian letter that was mailed after successful IDP, contact your tech support if the number is no longer available. If IDP was completed with Experian One Time Password, this field will be disabled with the number pre-populated.

Reference Number

123456

TFA Code

The TFA Code is the 6 digit code that is generated by the DUO Mobile app.

PIN

Set PIN

If you currently use a PIN for sending prescriptions, enter it here. If not, you may set a new one by clicking the Set PIN button.

Upon submit, you should see a Success! status message. You are now ready to start EPCS in Dosespot. If you encounter an error, please continue to our Troubleshooting section.

DUO Mobile Activation: Troubleshooting

What happens if I entered the wrong number?

No worries, contact your technical support team to open a case in Salesforce. The DoseSpot team will be able to edit the number you entered and resend the DUO activation texts. You will be back on track...oh, and somewhere, someone will receive a strange DUO text.

What happens if I did not receive a text?

Hmm...the text should come immediately, so if you didn't receive it, please open a case in Salesforce so that we can resend you DUO activation texts.

What happens if I get a new phone?

Lucky you. If you back up your apps and transfer everything to your new phone, you should be able to conduct business as usual. If for some reason you no longer have the app, contact your technical support team to open a case in Salesforce. DoseSpot can resend the DUO activation texts.

What happens if I change my phone number?

No issue at all. Open a case in Salesforce and we will be able to edit your original number and resend the DUO activation texts.

EPCS/TFA Activation – DUO Token

DUO tokens will be used as the second factor of the Two-Factor Authentication (TFA) process during EPCS/TFA Activation and every time a prescriber sends an electronic prescription for a controlled substance. The following is a step-by-step guide to activate your new DUO Token.

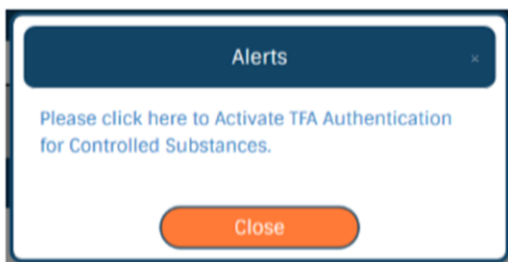
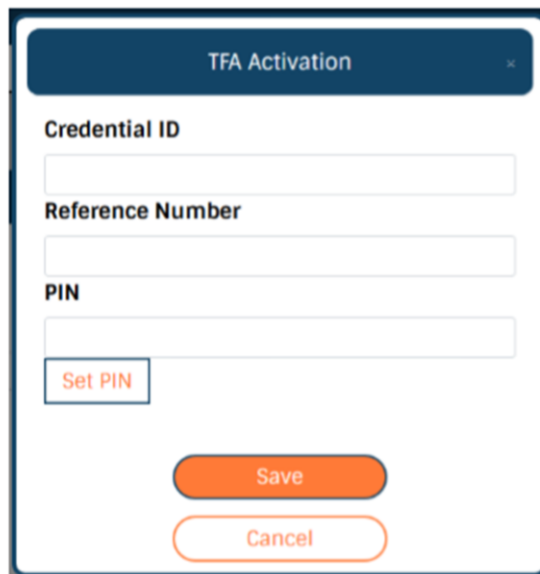
Please note: An EPCS Coordinator at your organization must first go to the Dosespot Admin Console and initiate EPCS/TFA Activation before a clinician can begin the steps below, please contact a member of your support team to get this process started.

DUO Token Activation: Step One

Enter the DoseSpot prescribing app, in your navbar, there will be an exclamation icon like the one featured below.



Upon clicking the exclamation icon, a pop-up will appear, displaying an “Activate TFA” link. Click this link and the TFA Activation form will appear.

DUO Token Activation: Step Two

Complete the TFA Activation pop-up to activate your new token. If you are unsure about what to enter, use the guide below.

<p>Credential ID</p> <input type="text"/>	<p>The Credential ID can be found on the back of your token. Please ensure you enter all characters, alpha and numeric.</p>
<p>Reference Number</p> <input type="text"/>	<p>The Reference # can be found in the Experian letter that was mailed after successful IDP, contact your tech support if the number is no longer available. If IDP was completed with Experian One Time Password, this field will be disabled with the number pre-populated.</p>
<p>PIN</p> <input type="text"/> <div style="border: 1px solid #0070C0; padding: 2px; display: inline-block; margin-top: 5px;">Set PIN</div>	<p>If you currently use a PIN for sending prescriptions, enter it here. If not, you may set a new one by clicking the Set PIN button.</p>

DUO Token Activation: Step Three

Almost there...you will now need to sync your new token with the DUO service. Once the page refreshes (you can do this manually by Ctrl + F5), you will see a shield icon in your navbar like the one below.



Upon clicking the shield icon, a pop-up will appear, displaying the DUO Token Resync form. You will need to enter three consecutive codes to sync with the service. Generate new codes by turning the device on and off.

DUO Token Resync

To resync your DUO token, please enter three consecutive passcodes from your device.

Passcode 1

Passcode 2

Passcode 3

Resync

Cancel


Upon clicking "Resync" you should see a Success! status message. You are now ready to start EPCS with your new token.

DUO Token: Troubleshooting

What happens if I lose my token or the battery dies?

No worries have your support team open a case in Salesforce. The DoseSpot team will be able to deactivate the token remotely and ship you a new one.

I activated my token but am encountering errors when attempt to send Controlled Substances....

Hmm...try resyncing your token by clicking on the  icon. If that doesn't work, your support team can open a case in Salesforce and DoseSpot will troubleshoot further.

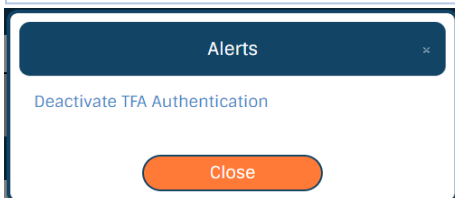
EPCS/TFA deactivation

The TFA deactivation process can be completed by the clinician in the Prescribing Application.

Note: If the clinician is unable to complete TFA deactivation in the Prescribing Application, TFA Deactivation can be completed by a DoseSpot team member. For more details, please contact your support team or DoseSpot Support.

Initiate tfa deactivation

An EPCS Coordinator, Clinician Admin or Client Admin must first initiate EPCS/TFA deactivation before a clinician can begin the process of EPCS/TFA deactivation. For more details, please refer to the Admin Console User Guide, or contact your support



Complete tfa deactivation: Step one

In the Prescribing Application, click the exclamation point (!) icon next to the Clinic Name in the DoseSpot header (top left of the page).

An Alerts popup will appear. Click the link to launch the Deactivate form.

complete tfa deactivation: step two

DUO Mobile App: Enter the **TFA Code** (the 6-digit code generated by the Mobile App) and **PIN number**

DUO Token: Enter the **Credential ID** (found on the back of token), **TFA Code** (6-digit code generated by Token) and **PIN number**

Click "Save" to complete the deactivation process. If successful, the clinician will no longer be able to send EPCS prescriptions in DoseSpot.

TFA Deactivation		TFA Deactivation	
DUO Mobile App		DUO Token	
TFA Code	<input type="text"/>	Credential ID	<input type="text"/>
PIN	<input type="text"/>	TFA Code	<input type="text"/>
Change PIN		PIN	<input type="text"/>
Change PIN		Change PIN	
Save		Save	
Cancel		Cancel	

Pharmacy search

Clinicians can search for EPCS-enabled pharmacies through the Pharmacy Search form under “Manage Patient’s Pharmacies”. To do this, check the “EPCS” checkbox, and click “Search”.

Manage Patient's Pharmacies

Current Pharmacies

VA Pharmacy Store 10.6
2800-1 Crystal Dr
Arlington, VA 22202
(703) 515-4445
Fax: (703) 414-5556
Retail, Long-Term Care Pharmacy
EPCS
☒ Set As Default

SEARCH BY PATIENT

☒ EPCS

Name:

Specialty:

Phone:

Fax:

Address:

City:

State:

Zip Code:

RESET FIELDS

CLOSE **SEARCH**

Note: If a clinician attempts to send a controlled substance electronically to a pharmacy that is not equipped to handle EPCS, a pop up will appear indicating that the pharmacy selected is not registered for the receipt of controlled substance and that a new pharmacy must be selected.

Pharmacy Results

Dr Chrono Pharmacy 12345 MAIN ST. DEFAULT CITY, NY 00001 (412) 555-1234 Fax: (412) 555-1235 Mail Order EPCS Rite Aid QA - 08028 456 Rite Aid St Boston, NY 00022 (717) 761-2633 Fax: (404) 555-9090 Retail EPCS	Fletcher Allen Test Pharmacy 12345 Main St DEFAULT CITY, NY 00001 (412) 555-1234 Fax: (732) 676-4291 Retail EPCS Chicopee Health Center Pharmacy - C 505 Front St Chicopee, MA 010133140 (413) 420-6220 Fax: (413) 592-3375 Retail EPCS	Life Watch Test Pharmacy 12345 MAIN ST. DEFAULT CITY, NY 00001 (412) 555-1234 Fax: (412) 555-1234 Retail EPCS STOP AND SHOP PHARMACY 782 1282 SPRINGFIELD STREET Feeding Hills, MA 01030 (413) 789-2226 Fax: (412) 786-2422 Retail EPCS
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Favorite prescription

Prescriptions for controlled substances can be marked as favorites the same way prescriptions for non-controlled substances are added to the Favorites List. Clinicians can access their favorites through the My Favorites list in Step 1 of the Add Prescription workflow. This will take the clinician directly to Step 3 to edit any prescription details and submit the form.

step one

In the final step of the Add Prescription workflow, fill in prescription details and click the Star icon next to “Save As Favorite”:

Note: Effective dates are not saved in favorites. A clinician must input a new effective date every time a prescription is written for a Schedule II medication (as effective date is a required field).

step two

A pop up will appear. Enter a nickname for the favorite and click “OK”.

Note: To save the favorite as a master favorite, add an asterisk (*) to the beginning of the nickname.

Add Favorite

Please enter a nickname for this to be added to your Favorites List:

Favorite 1

OK **Cancel**

Current diagnosis: Bitten by shark, subsequent encounter **Change**

Current medication: Ambien (oral - tablet) **Change**

Schedule IV

Current strength: 10 mg **Change**

Effective Date: **Today**

Patient Directions:

Test Patient Directions:

117 Characters remaining

Dispense* Dispense Unit* Refills* Days Supply

10 Tablet 5

Show Pharmacy Notes ☒ No Substitutions **Save As Favorite**

Save Prescription

step three

The prescription will be added to the Pending Medications list, and a copy of the prescription will be saved as a favorite in the My Favorites list (Step 1 of the Add Prescription Workflow)

Add Prescription

Medication **Supply** **Compound**

Step 1

Search for a Diagnosis by name or ICD10 to select it:

Search for a medication by name, then click the medication name to select it:

My Favorites

Favorite 1 - Ambien 10 mg tablet **Remove**

Schedule II medications

Prescriptions for Schedule II medications can be sent electronically using DoseSpot. Schedule II medications require additional information from the clinician before they can be sent to the pharmacy.

prescription specifications

If diagnosis is **enabled** in the clinic's configurations, a user must choose a diagnosis for an EPCS prescription.

In Step 1 of the Add Prescription workflow, search for a diagnosis by typing in the name or the ICD/CDT code of the diagnosis. An autocomplete dropdown will be triggered if the user enters a string of 3 or more characters. Select the diagnosis from the autocomplete dropdown list:

Add Prescription

Medication Supply Compound

Step 1

Search for a Diagnosis by name or ICD10 to select it.*

shark

Bitten by shark, initial encounter
Bitten by shark, subsequent encounter
Bitten by shark, sequela
Struck by shark, initial encounter
Struck by shark, subsequent encounter
Struck by shark, sequela
Other contact with shark, initial encounter
Other contact with shark, subsequent encounter
Other contact with shark, sequela

Current medication: Codeine (oral - tablet) [Change](#)

Schedule II

In Step 3 of the workflow, the following fields are additional required fields for Schedule II medications:

- **Effective Date:** must be within 6 months from the day the prescription is written. The format is DD/MM/YYYY
- **Refills:** must be zero (no refills are allowed for Schedule II medications)
- **Days Supply:** must be less than or equal to 90 days

Step 3

Current diagnosis: Bitten by shark, initial encounter [Change](#) ✕

Current medication: Codeine (oral - tablet) [Change](#)

Schedule II

Current dose/form: 30 mg [Change](#)

Effective Date*

08/17/2018

[Today](#)

Patient Directions*

Test Patient Directions

117 Characters remaining

Dispense*

50

Dispense Unit*

Tablet

Refills*

0

Days Supply*

30

+

Show Pharmacy Notes

☒ No Substitutions

★

Save As Favorite

[Save Prescription](#)

Schedule III, IV & V medications

Prescriptions for Schedule III, IV, and V medications can be sent electronically using DoseSpot (except in Montana). Schedule III, IV, and V medications require additional information from the clinician before they can be sent to the pharmacy.

prescription specifications

If diagnosis is **enabled** in the clinic's configurations, a user must choose a diagnosis for an EPCS prescription:

In Step 1 of the Add Prescription workflow, search for a diagnosis by typing in the name or the ICD/CDT code of the diagnosis. An autocomplete dropdown will be triggered if the user enters a string of 3 or more characters. Select the diagnosis from the autocomplete dropdown list.

Add Prescription

Medication Supply Compound

Step 1

Search for a Diagnosis by name or ICD10 to select it.*

Shark

Bitten by shark, initial encounter
Bitten by shark, subsequent encounter
Bitten by shark, sequela
Struck by shark, initial encounter
Struck by shark, subsequent encounter
Struck by shark, sequela
Other contact with shark, initial encounter
Other contact with shark, subsequent encounter
Other contact with shark, sequela

Current medication: Ambien (oral - tablet) [Change](#)

Schedule IV

In Step 3 of the workflow, the following fields are additional required fields for Schedule III, IV, and V medications:

- **Refills:** must be less than or equal to 5 refills

Add Prescription

Medication Supply Compound

Step 3

Current diagnosis: Bitten by shark, initial encounter [Change](#) ✕

Current medication: Ambien (oral - tablet) [Change](#)

Schedule IV

Current strength: 10 mg [Change](#)

Effective Date

[Today](#)

Patient Directions*

Test Patient Directions

117 Characters remaining

Dispense*

20

Dispense Unit*

Tablet

Refills*

5

Days Supply

+

Show Pharmacy Notes

☐ No Substitutions

★

Save As Favorite

[Save Prescription](#)

Reassign prescribing user for controlled substance prescription

A clinician can reassign controlled substance prescriptions that were originally entered by a different prescriber to themselves. This enables the clinician to act as the original prescriber, allowing them to review, sign and send the prescription to the pharmacy.

From the patient's Pending Medications list, select the medication(s) to reassign using the checkbox(es) corresponding to the medication. Enter the PIN on file in the PIN field, and click "Approve and Send"

Pending Medications

☒ Select All
 Search:

	Medication	Dispense	Date	Refills	Prescriber (Agent)	Pharmacy	
<input checked="" type="checkbox"/>	Percocet 2.5/325 325 mg-2.5 mg tablet Schedule II Effective Date: Feb 5, 2019 NO Substitutions Allowed 7 Days Supply Sig: TEST Diagnosis: Bitten by shark, initial encounter	15 Tablets	Feb 5, 2019	0	Steve Schneeberger (Test Clinician)	VA Pharmacy Store 10.6	Actions

Showing 1 to 1 of 1 entries

Change Pharmacy
 PIN:
 Change PIN
 Approve and Send
 Approve and Print

A popup will appear to confirm the reassignment. Click "Yes" to confirm. This will bring the clinician to the Sign and Send popup. Follow the steps outlined in the next section (from Step 2 onwards) to send the prescription to the pharmacy.

Confirm Clinician Not Prescriber

1 or more of the selected prescriptions were originally entered by another prescriber in this clinic. You will become the prescriber on all of these scripts. Are you sure you want to continue?

Yes

No

PDMP information

Prescription Drug Monitoring Programs (PDMP) are state-level electronic databases that track controlled substance prescriptions. When a clinician sends a controlled substance prescription from the Pending Medications list, the Sign & Send popup will display the PDMP name and link to the Log In page, as well as any additional messages regarding the PDMP. This allows clinicians to review prescription details before approving and sending the prescription.

The program information displayed is based on the Clinic's state, unless the clinic has "Isolate Clinician" enabled as a clinic configuration. If "Isolate Clinician" is enabled, the program information displayed will be based on the Clinician's state.

Controlled Substance - Ready to Sign

Steve Schneeberger, DEA: WW2345678
18 Crawford Street Needham, MA 02494

Patient: Kara Whiteside

Please check Schedule 2-5 substances within your PDMP.
MassPAT
<https://massachusetts.pmpaware.net/login>

Medication 1: OxyCONTIN 80 mg tablet, extended release
Schedule II
Date Written: 02/08/2019
Effective Date: 02/08/2019
Sig: test
Dispense: 23 Tablet
Total number of dispensings approved: 1
Days Supply: 2

☒ Ready to Sign

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing.
The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

Please input your PIN:

Change PIN

Please input your two-factor authentication security code:

Sign & Send

Cancel

send controlled substance prescription

Once the clinician clicks “Save Prescription” in Step 3 of the Add Prescription workflow, the medication will be added to the patient’s Pending Medications list.

Step one

From the patient’s Pending Medications list, select the medication(s) using the checkbox(es) corresponding to the medication. Enter the PIN on file in the PIN field, and click “Approve and Send”:

Pending Medications

☒ Select All Search:

	Medication	Dispense	Date	Refills	Prescriber (Agent)	Pharmacy	
<input checked="" type="checkbox"/>	OxyCONTIN 80 mg tablet, extended release Schedule II Effective Date: Feb 11, 2019 NO Substitutions Allowed 14 Days Supply Sig: Test	20 Tablets	Feb 11, 2019	0	Steve Schneeberger	VA Pharmacy Store 10.6	Actions ▾

Showing 1 to 1 of 1 entries

Step two

In the popup, review the clinician and prescription details, and check “Ready to Sign” to trigger the two-factor authentication process. Enter the PIN on file, and the TFA security code (from DUO).

Step three

Click “Sign & Send”. If TFA is successful, the prescription will be sent to the pharmacy and added to the patient’s Active Medications list.

Controlled Substance - Ready to Sign
✕

Steve Schneeberger, DEA: WW2345678
18 Crawford Street Needham, MA 02494

Patient: Kara Whiteside
Please check Schedule 2-5 substances within your PDMP.
MassPAT
<https://massachusetts.pmpaware.net/login>

Medication 1: OxyCONTIN 80 mg tablet, extended release
Schedule II
Date Written: 02/08/2019
Effective Date: 02/08/2019
Sig: test
Dispense: 23 Tablet
Total number of dispensings approved: 1
Days Supply: 2

☒ **Ready to Sign**

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing.
The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

Please input your PIN:

Please input your two-factor authentication security code:

epcs printed prescriptions

Prescriptions for controlled substances can be printed using the “Approve & Print” functionality in the Pending Medications list. Clinicians must enter the PIN number on file before clicking “Approve & Print”.

A printed prescription for dispensing will only print once. Additional requests to Reprint Prescription will result in the display of a watermark indicating “Copy not for Dispensing”:

Steve Schneeberger
2490 Cheyenne Rd
Liberal, KS 67901

(620) 624-8311
Fax: (620) 624-8311
DEA#: AA0293856

NPI#: 1274232788

Patient:
Fred A Jockey (Male)
DoB: Dec 15, 1918
245 KENTUCKY BLUEGRASS LANE
OKLAHOMA CITY, OK 73102

(405) 855-3055

Date: August 21, 2018 12:34:07 PM

Ambien 10 mg tablet
10 Tablets (Ten)
NO Substitutions Allowed
Refills: **5**

Sig: Test Patient Directions
ICD: W5641XD

VA Pharmacy Store 10.6
2800-1 Crystal Dr
Arlington, VA 22202

(703) 515-4445
Fax: (703) 414-5556

Signature: _____

Prescriptions may be printed when a user receives a Transmission Error after a failed attempt to send a prescription electronically. This printed prescription for dispensing will include a note in the bottom right-hand corner above “Signature” stating that the prescription was originally sent electronically but failed. The date and time the prescription was sent is also included.

3 Patient Notifications

Transmission Errors

Show 10 entries

Search: _____

Medication	Dispense	Date	Refills	
Ambien 10 mg tablet	50 Tablets	Aug 21, 2018 12:52 PM	5	Print

Steve Schneeberger
2490 Cheyenne Rd
Liberal, KS 67901

(620) 624-8311
Fax: (620) 624-8311
DEA#: AA0293856

NPI#: 1274232788

Patient:
Fred A Jockey (Male)
DoB: Dec 15, 1918
245 KENTUCKY BLUEGRASS LANE
OKLAHOMA CITY, OK 73102

(405) 855-3055

Date: August 21, 2018 12:56:52 PM

Ambien 10 mg tablet
50 Tablets (Fifty)
NO Substitutions Allowed
Refills: **5**

Sig: Test Patient Directions
ICD: W5641XA

Druglix
333 SR 566
Ste 200
Minneapolis, MN 55401

(401) 563-3390
Fax: (401) 666-8888

The prescription was originally sent electronically but failed.
Date Sent: August 21, 2018 12:52:06 PM

Signature: _____

Security Features: * surrounds Quantity and Refill numbers. Quantity dispensed shows as text, the signature line is micro-printed with 'THIS IS AN ORIGINAL PRESCRIPTION' and is viewable under 5x or > magnification.

To print a prescription after receiving a transmission error, go to the Transmission Errors table in the Patient Notifications section. Click the “Print” button corresponding to the desired prescription. Enter the PIN on file and click “Confirm”. The printed prescription will open in a new tab.

reports

Clinicians who have “Reporting” enabled as a clinician role can run reports for their own actions in the Prescribing Application. **Note:** Reporting clinicians cannot view another clinician’s information. EPCS Coordinators with “Reporting” enabled can run reports for all clinicians within their clinic.

EPCS incident report

The EPCS incident report must be reviewed daily as required by the DEA. The report displays any incidents of concern, including the following events:

Status	Description
TfaAuthenticationError	TFA entered incorrectly
EpcsActivation	EPCS activation successful
EpcsDeactivation	EPCS deactivation successful
EpcsModification	EPCS prescription has been modified or deleted
IdentityProofing	IDP completed successfully or unsuccessfully by the user
FailedLoginAttempt	Failed login attempt through Prescribing Application
SSOFailedLoginAttempt	Failed login attempt through Single Sign On values

EPCS Incident Report

04-February-2019 through 05-February-2019

Show 10 entries

Event	Date / Time (UTC)	Clinician Name / Agent Name	Outcome	Signed EPCS	Modified or Deleted EPCS
FailedLoginAttempt	2/4/2019 9:04:39 PM	Steve Schneeberger	Error		

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Report generated on: Tue, 05 Feb 2019 16:34:12 GMT

EPCS audit trail

The EPCS Audit Trail is a complete record of the clinician’s EPCS activity, from initial TFA Activation to prescription sign and send. The report includes the following prescription statuses:

Status	Description
Entered	Prescription entered into system but not yet sent to pharmacy
Printed	Prescription approved and printed (to be delivered to pharmacy)
Sending	Prescription in the process of being sent to pharmacy via eRx services
eRxSent	Prescription sent electronically to the pharmacy via eRx services
Deleted	Prescription removed from Pending Medications list
Requested	Prescription requested to be filled from pharmacy or patient (e.g. refill requests)
Edited	Pending prescription updated before being printed or electronically sent to pharmacy
Error	Error occurred in signing process
ReadyToSign	Prescription added and ready to be signed

EPCS Audit Trail

15-January-2019 through 05-February-2019

Show 10 entries

Status	Date (UTC)	Clinician Name	Agent	Patient Name / DOB	Drug Name	Outcome
Deleted	2019-01-15 19:05:21 UTC	Steve Schneeberger	Steve Schneeberger	TAD DOCKENDORF / 07/05/1975	Buprenorphine (sublingual - tablet) 2 mg	Success

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Report generated on: Tue, 05 Feb 2019 17:04:15 GMT