



Electronic Prescription of Controlled Substances (EPCS) Job Aid v05.04.18

Electronic Prescription of Controlled Substances (EPCS) allows licensed providers to use ORCHID to electronically prescribe controlled substances, including ordering and transmitting prescriptions through *Surescripts* to a designated pharmacy for dispensing. After completing an enrollment process and registering their personal smart device, providers with an active DEA license in good-standing can use **EPCS**.

A smart device is necessary to complete the Two-Factor Authentication process for EPCS. Smart devices include mobile phones/tablets. No PHI (Protected Healthcare Information) will be saved or stored to your device. Each EPCS user can utilize only a single device. For your convenience, utilizing your personal device is recommended.

Ordering a Controlled Substance

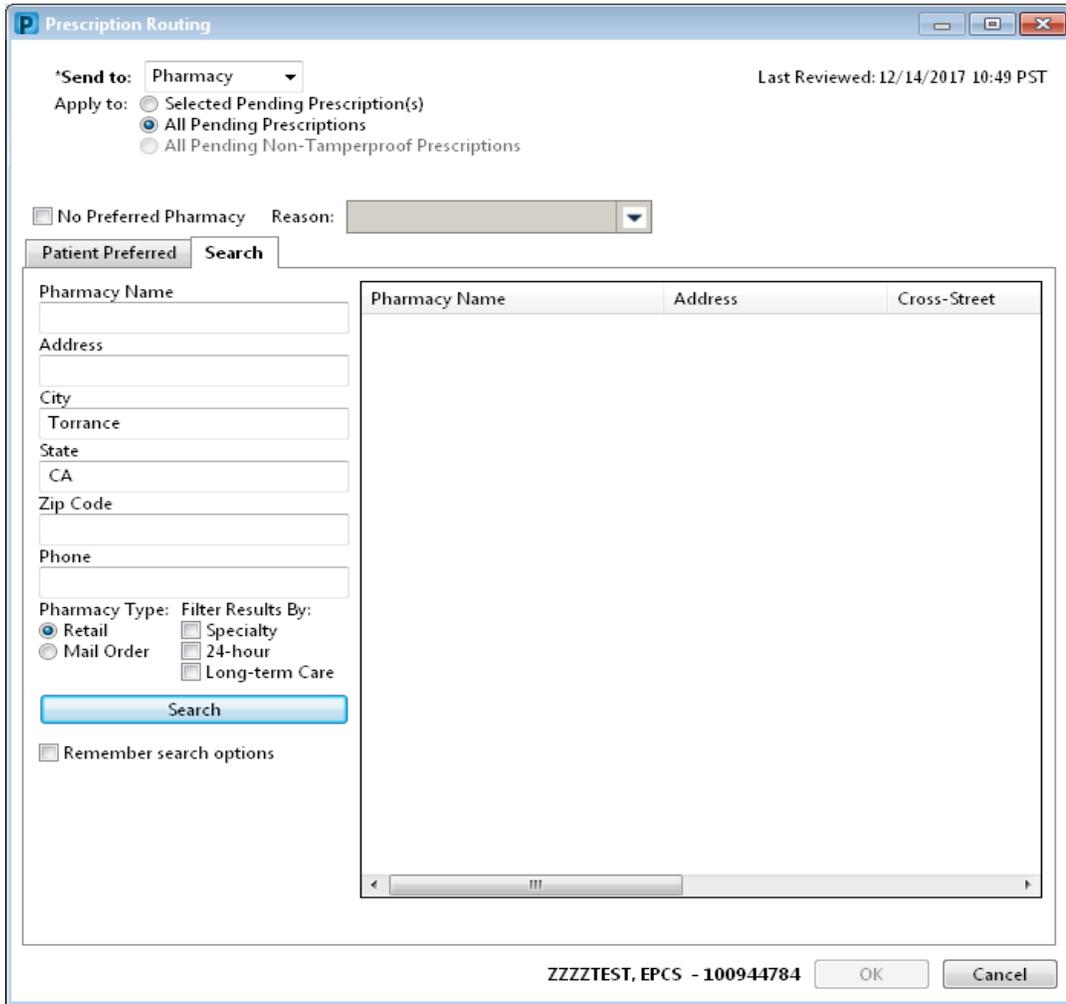
1. From the **Orders + Add** window, search and add the selected controlled substance. Fill in order details. Ensure there is a routing pharmacy listed in the **Send To:** window. Click **Sign**.

Note for Physician Assistant's: California law requires the name of the supervising provider be added to the electronic controlled substance prescription. This information can be added to the **'eRx Note to Pharmacy'** field during order entry.

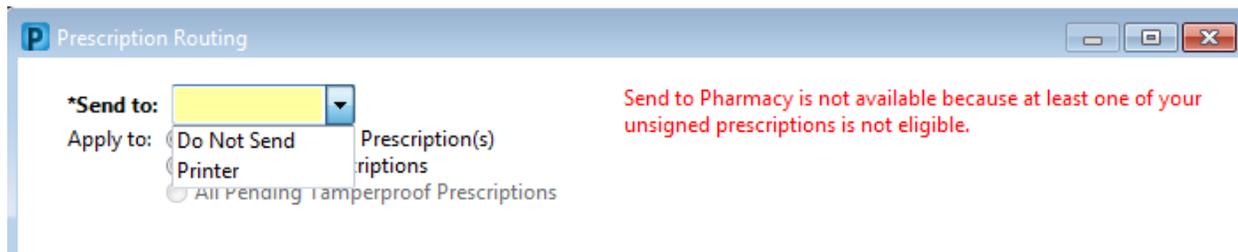


Routing a Prescription

2. If there is not a pharmacy listed, you can search and add one by clicking the ellipsis  and click the **Search** tab.



The screenshot shows the 'Prescription Routing' dialog box. At the top, it says '*Send to: Pharmacy' and 'Last Reviewed: 12/14/2017 10:49 PST'. Below that, there are radio buttons for 'Apply to': 'Selected Pending Prescription(s)', 'All Pending Prescriptions' (which is selected), and 'All Pending Non-Tamperproof Prescriptions'. There is a checkbox for 'No Preferred Pharmacy' with a 'Reason:' dropdown menu. Below this are two tabs: 'Patient Preferred' and 'Search'. The 'Search' tab is active, showing a search form with fields for 'Pharmacy Name', 'Address', 'City' (with 'Torrance' entered), 'State' (with 'CA' entered), 'Zip Code', and 'Phone'. There are also checkboxes for 'Pharmacy Type': 'Retail' (selected), 'Mail Order', 'Specialty', '24-hour', and 'Long-term Care'. A 'Search' button is at the bottom of the search form. Below the search form is a checkbox for 'Remember search options'. At the bottom of the dialog box, it says 'ZZZZTEST, EPCS - 100944784' and has 'OK' and 'Cancel' buttons.



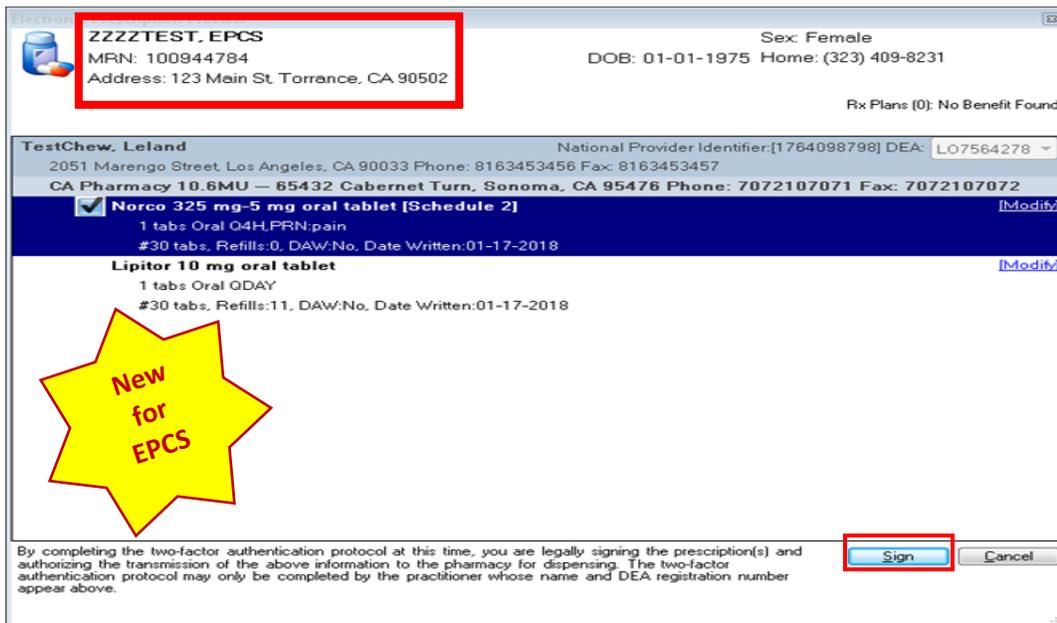
The screenshot shows the 'Prescription Routing' dialog box with an error message. The '*Send to:' dropdown is highlighted in yellow. The 'Apply to:' radio buttons are 'Do Not Send Prescription(s)', 'Printer Prescriptions', and 'All Pending Tamperproof Prescriptions'. A red error message is displayed: 'Send to Pharmacy is not available because at least one of your unsigned prescriptions is not eligible.'

NOTE: Sending to pharmacy is not an available option if:

- The ordering provider is not registered to send electronic prescriptions and/or EPCS.
- Critical patient demographics are missing: Last/first name, gender, DOB and complete address.

3. The Electronic Prescription Preview window displays. **Provider must review patient's address before signing to correctly identify patient.** Place a checkmark next to each controlled substance.

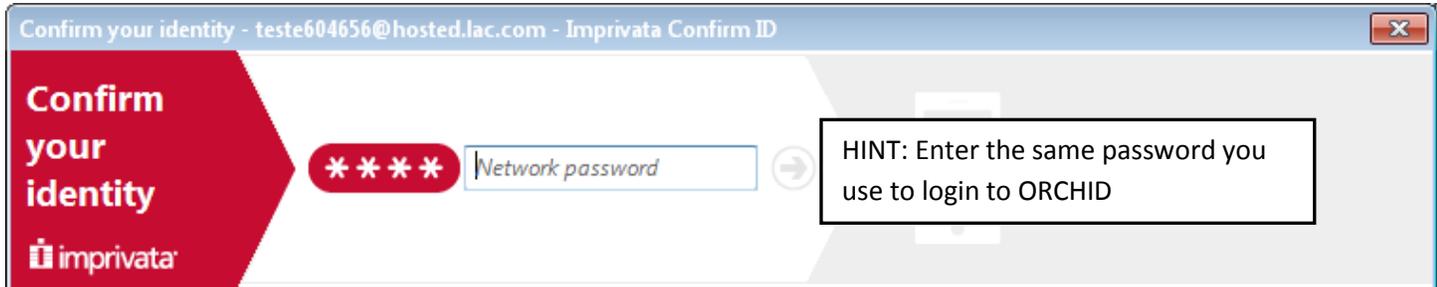
Note: There will not be a checkmark required for non-controlled medications. Click **Sign**.



Dual Factor Authentication

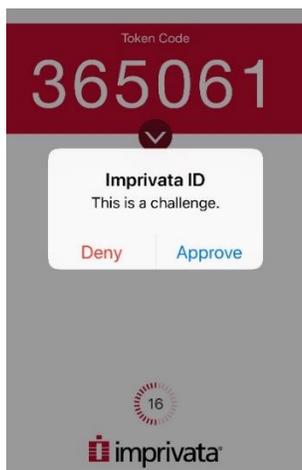
4. 1st Factor Authentication

A. The **Confirm your identity** page appears. Enter your network (active directory) password. Press **Enter** key.



5. 2nd Factor Authentication

A. **Push Notification (requires Wi-Fi)** An ID challenge push notification from the Imprivata app will appear on your personal smart device. Click **Approve** OR...



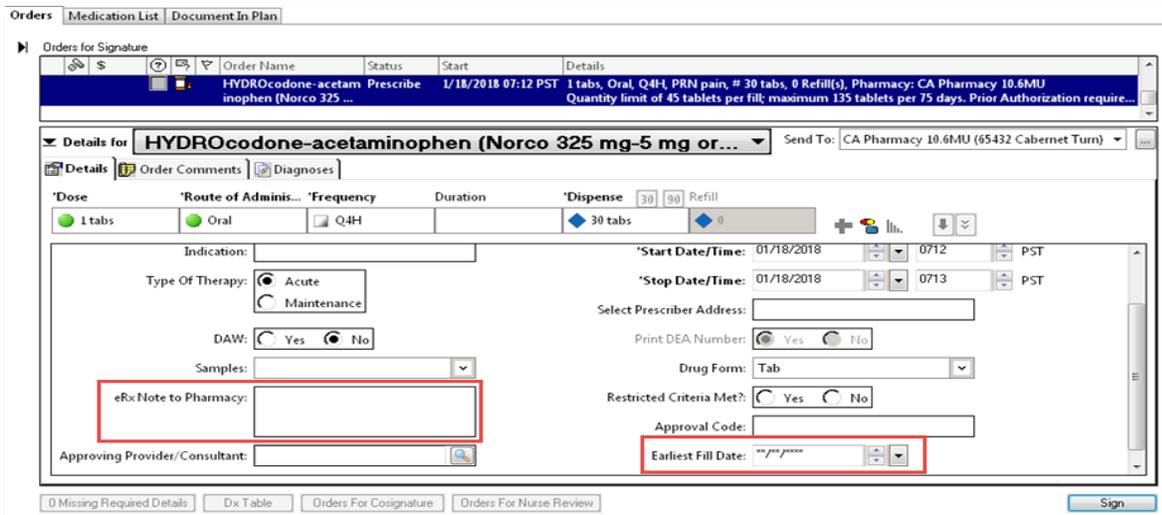
B. Token (no Wi-Fi needed): If you do not respond to the push notification within 30 seconds, the Imprivata app will generate a different 6-digit token code every 30 seconds. Enter the current visible code from the Imprivata app into the **Imprivata ID** field. Press **Enter** key or click .

After about 2-3 seconds the **Prescription Preview** window closes and the prescription(s) are routed to the selected pharmacy.



Additional EPCS Workflow Considerations

- **Schedule II medications** cannot be ordered with refills due to legal requirements. It is permissible to order up to a 90 day supply, but it must be done with separate transactions. In order to allow for this, an **Earliest Fill Date** field is available for C-II prescriptions. After you setup an initial prescription for the first 30 days, you could add 1 or 2 additional prescriptions for the same medication with earliest fill dates 30 and 60 days out.
- If you have **additional information** that needs to be provided for the controlled substance you are sending electronically, it should be included in the **eRx Note to Pharmacy** field. This would include additional identifiers such as an NADEA number, information for the pharmacist, or other provider specific identifiers.
- If you need to order a **compound medication** that includes a controlled substance, then it will be necessary to send multiple prescriptions for each component. Make sure to include a note in the **eRx Note to Pharmacy** field so the pharmacy knows the prescriptions are meant to be linked to provide a compound medication.

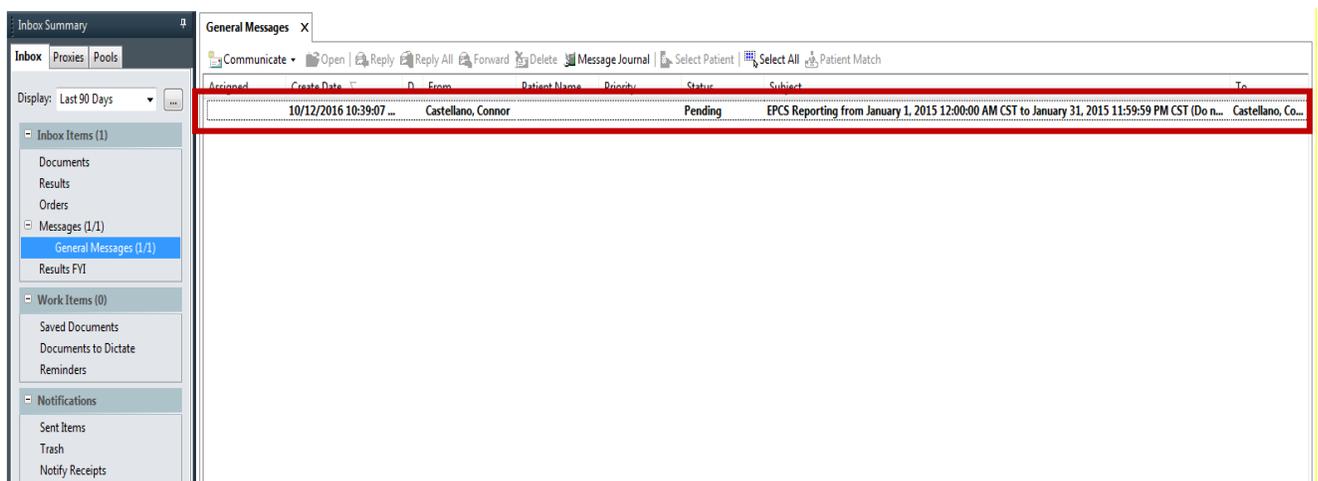


Provider Monthly Controlled Substance Report

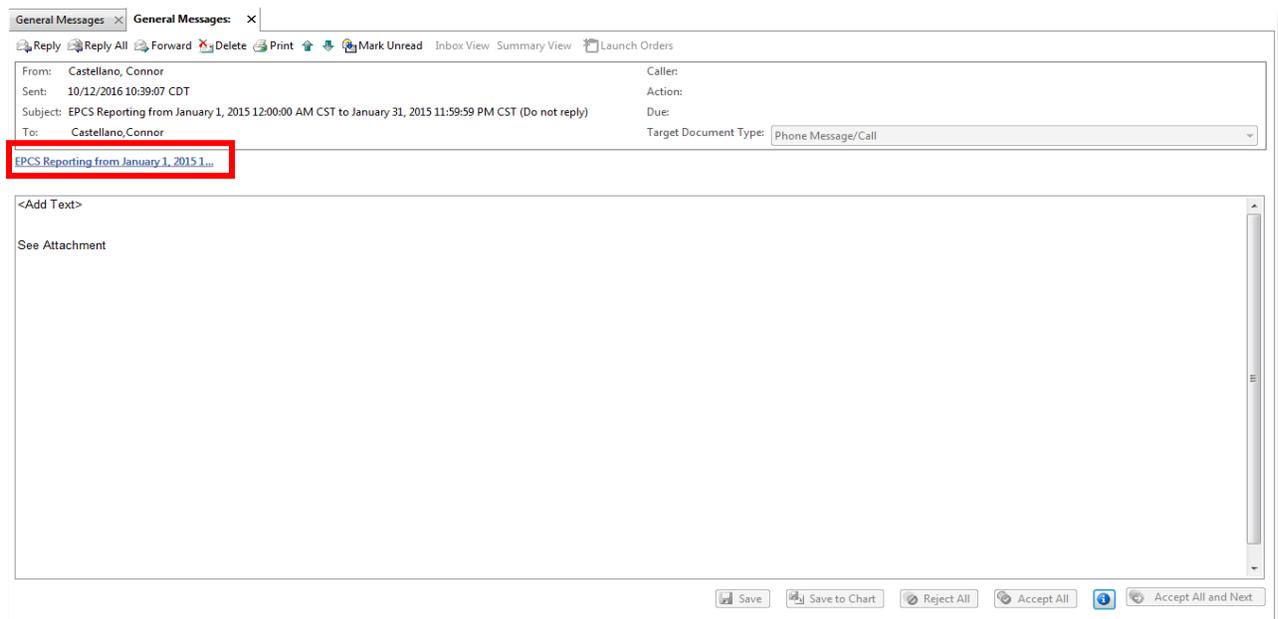
At the beginning of every month, providers using EPCS will receive a report of the controlled substances that they prescribed for the previous month. Providers are expected to review the auto generated report upon receipt in their Message Center. The report is scheduled to run on the first of every month. If there is a discrepancy or suspicious activity found within the report, the provider should immediately contact their local Risk Management or Pharmacy Director and log a SI (safety intelligence) incident as an 'EPCS Discrepancy'. The provider will be instructed to report any suspicious activity found within the report within one business day to the Medical Board and DEA. This workflow has been documented and approved by DHS Risk Management in the [Process for Monthly EPCS Provider Activity Report](#).

Accessing Monthly Provider Report

1. Access **Message Center**.
2. Click on **General Messages** in the Inbox. Locate message with the subject - **EPCS Reporting from X date to Y date (Do not reply)**.



3. Click blue hyperlink to open attachment. Review for suspicious activity and immediately report any discrepancies to IT/Security Office.



Sample: Prescriber EPCS Activity Report Data

EPCS Reporting from September 1, 2016 12:00:00 AM CDT to September 30, 2016 11:59:59 PM CDT (Do not reply)

Prescriber EPCS Activity Report

Prescriber Id	Prescriber Last Name	Prescriber First Name	Prescriber Address Line 1	Prescriber Address Line 2	Prescriber City	Prescriber State	Prescriber Zip Code	DEA Number	Patient Id	Patient Last Name
1020971	Test	Physician2	450 E 23rd St		Fremont	NE	68025	NE1234555	7273129	Swift
1020971	Test	Physician2	450 E 23rd St		Fremont	NE	68025	NE1234555	7273130	Kyle
1020971	Test	Physician2	450 E 23rd St		Fremont	NE	68025	NE1234555	7273129	Swift

EPCS Reporting from September 1, 2016 12:00:00 AM CDT to September 30, 2016 11:59:59 PM CDT (Do not reply)

Patient First Name	Patient Address Line 1	Patient Address Line 2	Patient City	Patient State	Patient Zip Code	Patient Date of Birth	Prescription Id	Prescription Name
Johnathan	99238 Vertigo Lane		Minneapolis	MN	55427	1979-10-24	198197501	OxyCONTIN 10 mg oral tablet, extended release
Selena	23230 Port		South Arlington	OH	44306	1966-10-11	198197949	OxyCONTIN 80 mg oral tablet, extended release
Johnathan	99238 Vertigo Lane		Minneapolis	MN	55427	1979-10-24	198197481	OxyCONTIN 80 mg oral tablet, extended release

EPCS Reporting from September 1, 2016 12:00:00 AM CDT to September 30, 2016 11:59:59 PM CDT (Do not reply)

	Prescription Dispensed Quantity	Prescription Directions	Prescription Date Written	Prescription Earliest Fill Date	Prescription Type	Prescription Number Of Refills	Prescription Pharmacy Note	Prescription Status
ase	60	1 tab(s) PO q12hR	2016-09-27		NEWRX	0		Delivered
ase	60	1 tab(s) PO q12hR	2016-09-28		NEWRX	0		Delivered
ase	120	2 tab(s) PO q12hR	2016-09-26		NEWRX	0		Delivered