# ePrescribe Setup Guide

### For Dentrix Enterprise



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# Contents

	1
Meeting the Pre-requisites	2
Activating ePrescribe	2
Configuring Practice Information	3
Configuring Provider Information	4
Preparing for First-time Use	9
Linking an ePrescribe Account	39
Registering for EPCS	44
Usage	51
Usage Opening ePrescribe	
	52
Opening ePrescribe	52 54
Opening ePrescribe Editing Patients	52 54 55
Opening ePrescribe Editing Patients Adding and Editing Allergies	52 54 55 57

# **Introduction & Setup**

ePrescribe allows you to submit prescriptions to pharmacies online. The ePrescribe features of Dentrix Enterprise are available as an add-on. To get this add-on, you must purchase a license to enable ePrescribe in Dentrix Enterprise. The online access to ePrescribe is a third-party service provided by Veradigm (formerly Allscripts). This guide will help you understand how to set up and use the ePrescribe features. You can download and print this document from the Resource Center at <u>www.dentrixenterprise.com</u>.

This chapter covers several topics about how to activate ePrescribe and set up locations and users to use ePrescribe. The first four items below are tasks that you must perform in Dentrix Enterprise before you begin configuring ePrescribe:

- Meeting the Pre-requisites
- Activating ePrescribe
- Configuring Practice Information
- Configuring Provider Information

**Important**: All of the tasks above should be completed before a trainer starts the training with your office. For information about training, contact Customer Support at 800-459-8067.

These final tasks need to be done in ePrescribe after purchasing and enabling ePrescribe:

- Enabling Locations
- Adding Users
- Preparing for First-time Use
- Linking an ePrescribe Account
- Registering for EPCS
- Adding Sites in ePrescribe

Note: ePrescribe refers to locations (or clinics) as "sites."

## **Meeting the Pre-requisites**

Before you attempt any setup and configuration of ePrescribe, you must meet the following pre-requisites:

- 1. Purchase ePrescribe licenses:
  - Call your sales manager, or
  - Call the Sales department at 866-624-4095.
- **2**. Install Dentrix Enterprise 7.0 or later. To take advantage of all the functionality described in this guide, you must install the latest version of Dentrix Enterprise.
- 3. Have passwords enabled and set up in Dentrix Enterprise.

\* Make sure these requirements are met before a trainer starts the training with your office.

**Important**: If a provider has been signed up with ePrescribe previously and already has an active Electronic Prescribing of Controlled Substances (EPCS) account through ID.me, that provider must link his or her EPCS account to ePrescribe instead of signing up for an account. The provider will need his or her Veradigm (formerly Allscripts) security account credentials, which are the login ID and password associated with the provider's ePrescribe user account.

## **Activating ePrescribe**

You must be logged on to the Central clinic as an administrator to activate ePrescribe. The steps in this section must be completed with the help of an ePrescribe Adoption Specialist or Dentrix Enterprise Customer Support (800-459-8067).

Important: Do not log on as the "Enterprise" user to activate ePrescribe.

#### To activate ePrescribe

1. In the Office Manager, from the **Maintenance** menu, point to **Practice Setup**, and then click **Clinic Resource Setup**.

The Clinic Resource Setup dialog box appears.

- 2. Under Clinic Information, click Edit.
  - The **Clinic Information** dialog box appears.
- 3. On the Subscriptions tab, click Setup ePrescribe.

The ePrescribe settings dialog box appears.

ePrescribe settings -	CENTRAL
Activate	
DB Key:	
4803874-4257-90	49 AS LA SABICIP'IN LB
License Key:	
# Licenses:	Expiration Date: 01/01/2040 Daily Reminders: 10
View EULA	OK Cancel

4. Select the **Activate** check box.

- 5. Send an email message to the Customer Support department with the value in the DB Key field.
- 6. From the email message you receive back from Customer Support, copy the license key into the License Key field.

The # Licenses and Expiration Date fields are populated automatically.

7. In the **Daily Reminders** field, type the number of days before the license expires that you want to be notified of the upcoming expiration.

Important: The daily reminders should be set to 90 days.

- 8. Click OK.
- 9. Read the ePrescribe Customer License Agreement (EULA) that appears, and then click I Agree.

**Important**: Pursuant to the EULA, providers who are set up to use ePrescribe are responsible for all activity performed while logged in to Dentrix Enterprise and ePrescribe using their respective user accounts. This includes, but is not limited to, activities performed when a provider shares his or her login credentials with someone else or when a provider leaves himself or herself logged in to Dentrix Enterprise, thus allowing someone else to access ePrescribe as that provider. The following is a relevant portion of the EULA:

You may allow any number of non-practitioner users to use ePrescribe, but only in support of Your legal and professional use and provided further that You agree that You are responsible for such users' compliance with all the terms of this Agreement.

\* Complete the activation before a trainer starts the training with your office.

## **Configuring Practice Information**

You must be logged on to the Central clinic to configure the information of all clinics that will use ePrescribe. You can log on as the "Enterprise" user to complete the steps in this section.

#### To configure clinic information

1. In the Office Manager, from the **Maintenance** menu, point to **Practice Setup**, and then click **Clinic Resource Setup**.

The Clinic Resource Setup dialog box appears.

- 2. For all clinics that you want to enable to use ePrescribe, do the following:
  - **a**. Select a clinic, and then click **Edit**.

The **Clinic Information** dialog box appears.

Clinic Information - MESA	Clinic Information - CENTRAL	
General Settings Optional Settings Subscriptions	General Settings Optional Settings Subscriptions	
Descriptive ID: Internal ID: MESA [2] Financial Number: Merchant ID: Clinic TIN Entity ID Code: Clinic NPI Title: The Dentist Group Address: [1234 Oakdale Dr	Administrative Contact:       MCDDK         Bank Deposit Number       >>         123456	
City         ST         Zip           American Fork         UT         [84003           Phone         Ext.         Fax           [801]555-9999         [801]555-9999	Change Provider Completion Options   Change Provider For All Transactions   Per Patient  Per Session  Change Fee Schedule Rounding Option  Round to: Dollar  Use First Clinical Note Template to Name  Clinical Per Service Pe	

b. Verify that the following information is entered: Title, Street, City, ST, Zip, Phone, and Fax, and Time Zone.

Important: These options are required to use ePrescribe.

c. Click OK.

\* Complete the configuration before a trainer starts the training with your office.

## **Configuring Provider Information**

You must configure information for all providers who you want to enable to use ePrescribe.

#### To configure provider information

1. In the Office Manager, from the **Maintenance** menu, point to **Practice Setup**, and then click **Enterprise Setup**.

The Enterprise Setup dialog box appears.

2. Under Providers, select a provider, and then click Edit.

rovider Information X MI Suffix Last Log On User ID: Edit Us assword: Non-Person <u>I</u>D: Title: Password: Confir Specialty: Dentist • Electronic Rx User Stree Address: Eee Schedule: >> RVU Schedule: 0. City State Zip Clinic: CENTRAL >> TIN <u>#</u>: [ >> Ext P<u>h</u>one: E-Mail: <u>s</u>s #: [ State ID #: State: State License Expiration: Medicaid #: DEA #: Provider ID Setup DEA License Expiration: <u>C</u>lass DEA Schedule: 🔲 II 🔲 III 🔲 IV I Primary NPI: C Secondary Blue Lross 104 Blue Shield ID#: Insurance Claim Options Provider #: Print Provider's Signature Using: Office #: Signature on File C Provider's Name Other ID#: 🔲 Use Clinic TIN UPIN#: ΟK Cancel

The **Provider Information** dialog box appears.

- **3**. Verify that the following information is entered:
  - Last Name
  - First Name
  - User ID & Password
  - Specialty
  - Address (City, State, Zip)
  - Phone
  - E-Mail

**Important**: A provider you register for ePrescribe will receive an email confirmation of the registration at the **E-Mail** address entered.

- State ID #
- State
- State License Expiration
- DEA #
- DEA License Expiration
- DEA Schedule
- NPI

Important: These options are required to use ePrescribe.

4. Click OK.

\* Complete the provider configuration before a trainer starts the training with your office.

## **Adding Users**

You must be logged on to the Central clinic to add a user to ePrescribe. A user can be a provider, someone who can prescribe on behalf (POB) of a credentialed provider, or another type of staff member.

Be aware that the first time a user who can prescribe attempts to use ePrescribe, he or she must complete an identity verification process through Veradigm (formerly Allscripts; the third-party vendor that provides the ePrescribe services), which consists of filling out an online form. For more information about this process, see "Opening ePrescribe" in the Usage chapter.

Additionally, if a user can prescribe controlled substances, he or she must complete a registration process for Electronic Prescribing of Controlled Substances (EPCS). For information about this process, see "Registering for EPCS" in this chapter.

#### To add a user

1. Dentrix EnterpriseWhile logged on to the Central clinic, in the Office Manager, from the **Maintenance** menu, point to **Practice Setup**, and then click **Enterprise Setup**.

The **Enterprise Setup** dialog box appears.

2. Click Electronic e-Rx Admin.

The Administration - ePrescribe window appears and displays the Clinics page.

hort Name	Name	Member Of	City	State	Status	Enable
CENTRAL	My Dental Corporation	Hill Dental Clinic	American Fork	UT	Enabled	Enable
ALPINE	Alpine Family Dental		Alpine	UT	Enabled	
PROVO	Provo Dental		Provo	UT		Disable
AF	American Fork Dental Practice	Sandy Family Dental	American Fork	UT	Enabled	Disable
LEHI	Lehi Dental		Lehi	UT		
IGHLAND	Highland Dental Associates		Highland	UT		View
SANDY1	Sandy Family Dental		Sandy	UT	Enabled	
TEST	Test Clinic		American Fork	UT	Enabled	
BILLING	Billing Office	Test Clinic	Lehi	UT	Enabled	<u>U</u> sers
HILL1	Hill Dental Clinic		Eagle Mountain	UT	Enabled	
cense	II. Maadagaan kanadig Adadaad (35a II. Kanadaga Colifornia Danad Sana II. Kanadaga Colifornia Danad Sana		Provident			

#### 2a. Select a clinic.

The **Clinic Resource Setup** dialog box appears.

3. Click Users.

#### The Users page appears.

C Administration - ePrescribe			×
Users			1.0.56.0
Clinic: Test Clinic [TEST]			
ID	Name	Status	Add
			View
			Disable
			Clinics
License Allowed Providers: 50 In Use: 6 Availa	ble: 44 Expires: 4/30/2015		
	•		
			Close

### 4. Click Add.

The User Details page appears.

C Administration - ePrescribe			
User Details			10.520
Clinic:	American Fork Dental Practice [AF]	DEA License:	<b>A</b>
<u>U</u> ser:	, 🔥	DEA Lic. Expiration:	<b>A</b>
User <u>T</u> ype:	Doctor •	DEA Schedule:	IIIIIVVV
<u>A</u> dministrator:		State License:	<b>A</b>
Email:	<u>^</u>	State Lic. Expiration:	<b>A</b>
Upload Status:	Upload pending	State Lic. State:	<u> </u>
a verification pro	been uploaded, they will need to go through cess before writing a prescription. To begin out of the software, then log back in with the tials.	NPI:	<b>\</b>
	User has validation errors		Disable Upload Cancel

**Important**: A yield symbol  $\triangle$  indicates that required data has not been entered. If this symbol appears next to the **Email**, **DEA License**, **DEA Lic. Expiration**, **State License**, **State Lic. Expiration**, **State Lic. State**, or **NPI** box, close ePrescribe, enter the appropriate provider information, and then return to this point.

5. Click the **User** search button >> to select a provider or a staff member.

ID	Name	Status
DS78	Country DMD, Doctor	Disabled
DDS90	Location 3 DMD, Doc	Disabled
DDS67	Third DMD, Location	Disabled
DDS221	Groove DMD, Test	Disabled

- 6 Select the provider you want to make an administrator from the list, and then click **Select**.
- 7. Select the Administrator check box if the user is to be an administrator of ePrescribe.

**Note**: If your organization has multiple providers who prescribe controlled substances, it is recommended that you have a user who is not one of those providers be an ePrescribe administrator.

8. Click Upload.

**Important**: After you enable a provider's user account to use ePrescribe, if the provider has been signed up with ePrescribe previously and already has an active Electronic Prescribing of Controlled Substances (EPCS) account through Zentry (formerly Verizon) or ID.me, skip "Preparing for First-time Use" on page 9. That provider must, instead, link his or her EPCS account to ePrescribe as explained in "Linking an ePrescribe Account" on page 39. The provider will need his or her Veradigm (formerly Allscripts) security account credentials, which are the login ID and password associated with the provider's ePrescribe user account.

## **Preparing for First-time Use**

The first time a user who has been enabled to use ePrescribe opens ePrescribe, he or she must go through an identity verification process and accept the End User License Agreement (EULA) for Veradigm (formerly Allscripts) ePrescribe. Providers who prescribe medications must complete additional identity verification steps.

Also, providers who prescribe controlled substances must complete the identity verification process explained in this section before they can register for Electronic Prescribing of Controlled Substances (EPCS) as explained in "Registering for EPCS" in this chapter.

### To prepare for first-time use

1. Log in to Dentrix Enterprise with a user account that has been enabled to use ePrescribe. Then, from the Office Manager, click the **ePrescribe Task Mode** button in the toolbar to open ePrescribe.

If you have not used ePrescribe yet, the **Welcome to the Veradigm Security Account Activation Wizard!** page appears.

😇 Ta	ks - ePrescribe		- 0	×
8	🕽 veradigm.			^
We	come to the Veradigm Security Account Act	ivation Wizard!		
$\left[ \right]$	Enroll Now	Link Accounts		
	Please use this option to create a new Veradigm Security Account.	Please use this option to use an existing Ve Security Account Login if you have or	-	
	Sign Up	Link Accounts		
		c <b>ribe Customer Support</b> cribeSupport@Veradigm.com		~
2.0.3		Powered by Allscripts	Close	

2. Click Sign Up.

The Veradigm security account information page appears.

👩 Tasks - ePrescribe		
🔯 verad	digm.	^
Create New Acco	unt	
PERSONAL INFORM	ATION	
* First Name		
Middle Name		
* Last Name		
* Personal Email		
USER CREDENTIALS	& SECURITY	
* Username		
* Password		
* Confirm Password		
Rules	Must have between 8 (min) and 25 (max) characters and any three of the following: • One (1) upper case character	
	<ul><li>One (1) lower case character</li><li>One (1) special character</li></ul>	
	• One (1) number	
	Select Security Questions Provide Answer What was your childhood nickname?	s
	In what city did you meet your spouse/significant other?	
	What is the name of your favorite childhood pet?	
ACKNOWLEDGEMEN	г	
Captcha	Type the Captcha code here	
□ I have reviewed my	registration entries	
Submit		~
2.0.3.0	Powered by Allscripts	Close

### 3. Complete the form

Notes:

- Providers must use their own personal email addresses.
- After you specify a user name, when you click outside the box, a green check mark appears if that user name is available.
- 4. Click Submit.

A message appears, stating that your shield account is set up.

5. Close and reopen ePrescribe (in task mode).

One of the following occurs:

- If you are logged in as a prescriber, the Welcome to Veradigm ePrescribe page appears. Proceed to step 6.
- If you are logged in as a non-prescriber (staff or prescribe-on-behalf user), the End User License Agreement page appears. Skip to step 5 under "Finishing ePrescribe Setup."
- 6. Read the instructions for verifying your identity.

**Important**: To verify your identity through ID.me, you must have the following:

- A smartphone or tablet with iOS 10.3 or later, or Android 6 or later. The smart device must also have a camera and Web browser and be able to receive text messages.
- The ID.me Authenticator app (which is used for two-factor authentication) installed on the smart device. You can download this app from the Apple Store or Google Play.
- Veradigm (formerly Allscripts) security account credentials. These credentials are the login ID and password that are associated with the provider's ePrescribe user account.
- A personal or a private email address. A group or shared email is not allowed.
- A valid driver's license, a state ID, a passport, or a passport card. Alternatively, you can answer questions about your credit history.
- A Social Security Number.
- 7. Close ePrescribe.
- 8. Using the Google Chrome or Microsoft Edge browser, go to eprescribe allscripts.com.

Sveradigm. ePrescribe	
Username	
Password	
Remember me	
Log In	
Forgot Password? Register for New Account.	

Version: 22.4.0.3	3
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 Use your ePrescribe user name and password (created in steps 1-4) to log in to the Veradigm website. The Welcome to Veradigm - ePrescribe page appears.

- 12 Setup
  - **10**. Make sure you have the ID.me Authenticator app installed on your smart phone or tablet and have the proper identification, and then click **Continue**.

The Security Account Login page appears.

👩 Tasks	- ePrescribe — 🗆	×
	<sup>⊗</sup> Allscripts <sup>®</sup>	
	Security Account Login	
	Username Usemame is Required	
	Password Password is Required	
	Forgot Password ?	
	Log In	
2.0.3.0	Powered by Allscripts Close	e

11. Enter your ePrescribe username and password that you just created in steps 1-4, and then click Log In.

### **Creating an ID.me Account**

After creating your Veradigm security account, you'll need to create an ID.me account and link it to the Veradigm security account you just created.

**Note**: You will use these same ID.me account steps if you link to an existing ePrescribe account or register for EPCS, so this "Creating an ID.me Account" section is referenced again in those later sections of this guide.

After logging in to your ePrescribe security account, the Sign in to ID.me page appears.

Tasks - ePrescribe — 🗆 🗙
ID.me + 🛞 Allscripts
Sign in to ID.me
Or create an ID.me account
Email
Enter your email
Password
Enter your password
Sign in to ID.me
Forgot password
Or sign in with
<b>f</b> Facebook <b>G</b> Google <b>in</b> LinkedIn
View more options >
2.0.3.0 Powered by Allscripts Close

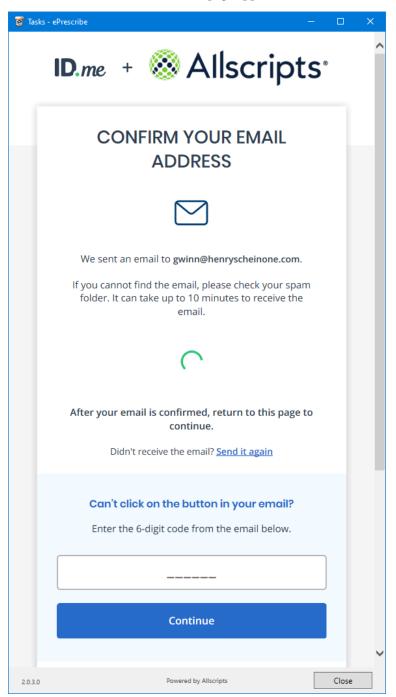
- 1. Do one of the following:
  - If you already have an ID.me account, enter the applicable **Email** address and **Password**, and then click **Sign in to ID.me**.
  - If you do not have an ID.me account, create one:
    - a. Click the **Or create an ID.me account** link.

The **Create an ID.me account** page appears.

Tasks -	ePrescribe —		×
	ID.me + 🛞 Allscripts	Þ	^
	Create an ID.me account		
	Or sign in to your account		
	Email		
	Enter your email		
	Password		
	Enter your password		
	Confirm Password		
	Confirm your password		
	I accept the ID.me <u>Terms of Service</u> and <u>Privacy Policy</u>		
	Create an ID.me account		
	Or sign in with		
	Facebook Google in LinkedIn		
	View more options >		~
	Powered by Allscripts	Close	

- Enter your email address in the Email box, enter a password in the Password and Confirm Password boxes, and select the I accept the ID.me Terms of Service and Privacy Policy check box.
- c. Click Create an ID.me account.

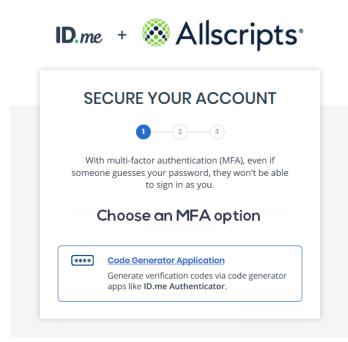
The Confirm Your Email Address page appears.



ID.me vveicome! Thanks for creating an ID.me account! ID.me simplifies how you verify and share your identity online, while helping keep your information safe. You can confirm your email address by clicking the link below. Confirm your email Please note: This link will expire in 15 minutes.

In Prescribe, the Secure Your Account page appears and displays the multi-factor authentication options.

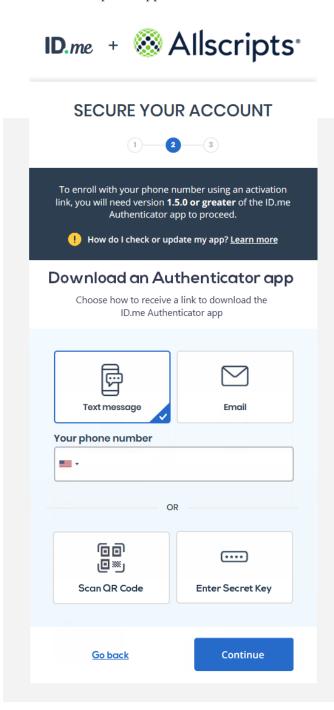
d. Locate the Welcome to ID.me email message in your email program's inbox, and then click



- 2. Set up two-factor authentication:
  - a. Click the Code Generator Application box.

Confirm your email.

The enrollment options appear.



b. Click Scan QR Code.

A QR code appears.



c. Open the ID.me Authenticator app on your smart device.

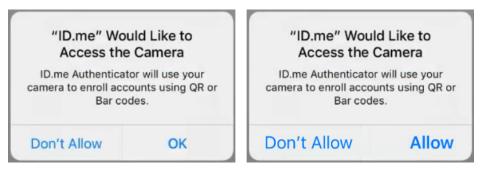
•	- ( •	<u>·</u>	
20	না Sketch হ	9:41 AM	*100% ■,
		come to ID. uthenticato	

**d**. Tap the plus sign (+) in the upper-right corner. The options to add an account appear.

📶 Sketch 🗢	9:41 AM	\$100% 🔳
÷	Add Account	Help
the v	g this app, scan the QR code on vebsite where you are enabling ſwo-Factor Authentication.	

e. Tap Scan QR Code.

An access message appears.



- f. Tap OK or Allow to allow ID.me Authenticator to have access to your device's camera.
- **g**. Point your device's camera at the QR code being displayed in ePrescribe.

📶 Sketch 🗢	9:41 AM	\$100% 🔳
←	Add Account	Help
S	can the QR Coo	de
ſ		T
	marie	
	817675	

When the phone captures the QR code, a six-digit code appears in the ID.me Authenticator app.

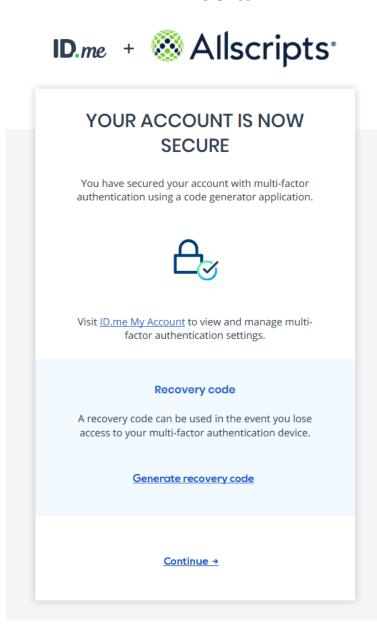
•	
9:41 AM	<b>*</b> 100% <b>—</b> )
ID.me	● =
tor	
656	26
000	
	ID.me

On the Veradigm website, the Secure Your Account page displays the confirmation options.

ID.me + 🛞 🗚	llscripts
SECURE YOUR	ACCOUNT
1 2	3
Confirm you	r device
Please check your code gene 6-digit code to complete s	
Enter the 6-digit code *	
76703	80
Name your device	
ex. My iPhone	optional
<u>Go back</u>	Continue

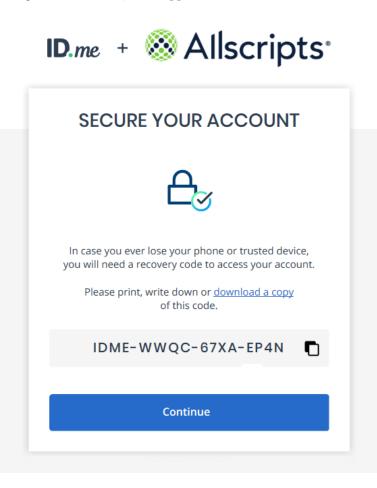
h. In the Enter the 6-digit code box, enter the code from your smart device, and then click Continue.

The Your Account Is Now Secure page appears.



i. Click Generate recovery code.

The generated recovery code appears.

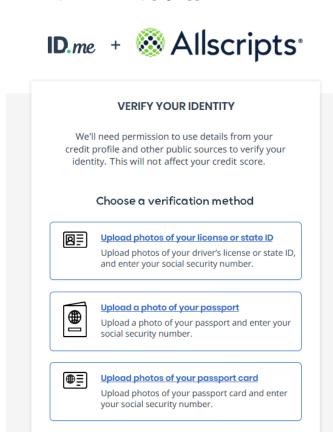


j. Click the **download a copy** link to save the recovery code as .pdf file in a safe storage location.

**Note**: This recovery code is a one-time use code that allows you to access your account in the event that you change or lose your smart device. A recovery code is required any time you change your multi-factor authentication. A new recovery code will be generated automatically after the previous code is used. You must download and save the new recovery code each time.

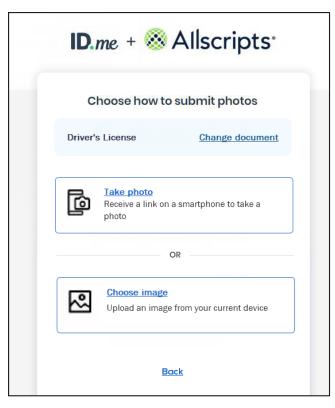
k. Click Continue.

The Verify Your Identity page appears.



- 3. Complete the identity proofing steps:
  - **a.** Under **Choose a verification method**, click the box that corresponds to how you want to verify your identity. For the purposes of this guide, the uploading of license photos is explained, but the following methods are available:
    - Upload photos of your license or state ID
    - Upload a photo of your passport
    - Upload photos of your passport Card
  - **b.** If the **Biometric Information Privacy Statement** page opens, read the policy, select the check box to acknowledge that you understand, and then click **Continue**.

The Choose how ot submit photos options appear.



c. Click Take photo.

The Receive a link on a smartphone to take a photo options appear.

1 <b>D</b> .me + 🍩	Allscripts
VERIFY YO	OUR IDENTITY
1_2	3-4-5
	on a smartphone e a photo
, , ,	phone number. We'll also with telecom operators.
Mobile Phone Number	
•	
	levice must have a I a web browser
receive notifications th calls during sign-in at	ine number, you agree to rough text message or voice tempts in order to protect account.
	6

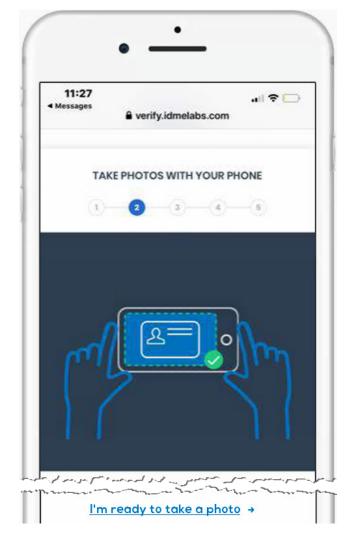
- **d**. Enter your mobile phone number. The number must be registered to you under your full legal name, and the phone must be able to receive text messages.
- e. Click Continue.
- **f**. If a message regarding whether you control the email address for your ID.me account or not appears, click **Yes**.

You receive a text message from ID.me with a link to take photos of your license.

III Verizon 穼	10:23 AM	∦ 98% 🗖
Messages	221-020	Details
	Text Message Today 10:23 AM	
This messag	e is from	
Allscripts and	d our verification le. Please click	
the following photos: http confirm-pho	s://verify.id.me/	

g. On your smart device, tap the link in the text message.

The device's browser opens and displays the Take Photos With Your Phone page.



h. Tap I'm ready to take a photo.

The options for taking photos appear.

11:27 ∢ Messages	بال ❤ ◯ ≜ verify.idmelabs.com
	ID.me
TAK	E PHOTOS WITH YOUR PHONE
<u>1</u>	2 3 4 5
	<u>₽</u> =
<u>Take pł</u>	noto of your driver's license or state ID (FRONT)

**i**. In the upper box, tap the **Take photo of your driver's license or state ID** link to take a photo of the front of your license.



- j. Tap Take Photo.
- **k**. Use your device's camera to take a picture of the front of your license.



The resulting photo appears.

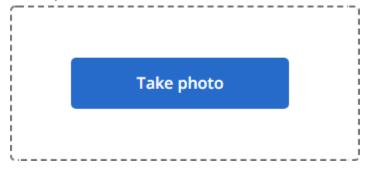


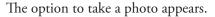
**I**. Tap **Continue**.

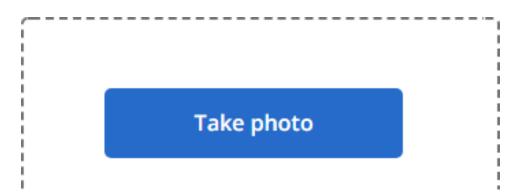
ID.me + 🛞 Allscripts TAKE PHOTOS WITH YOUR PHONE (1)-(3)---(4)---(5) 2 UTAH DRIVER LIGENSE UT Take a different photo Choose photo of your driver's license or state (BACK)

The upper box now displays the photo of the front of the license.

**m**. In the lower box, tap the **Take photo of your driver's license or state ID** link to take a photo of the back of your license.



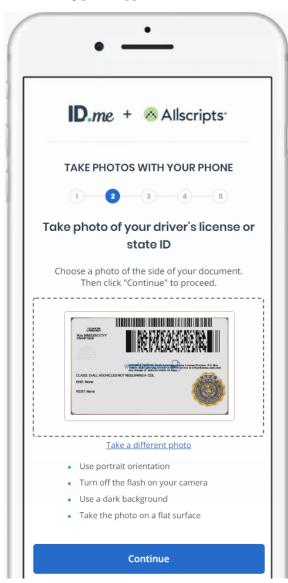




- n. Tap Take photo.
- **o**. Use your device's camera to take a picture of the back of your license.



The resulting photo appears.



**p**. Tap **Continue**.

The lower box now displays the photo of the back of the license.



**q**. If the photos of your license are clearly displayed on your device, tap **Submit your photos** to upload the photos.

A message appears on a new browser tab when the images have been submitted.

	•
	ID.me + 🛞 Allscripts
	R
Υοι	ur driver's license or state ID was uploaded
Plea	ase go back to the browser on your device to continue. You may now close this page.

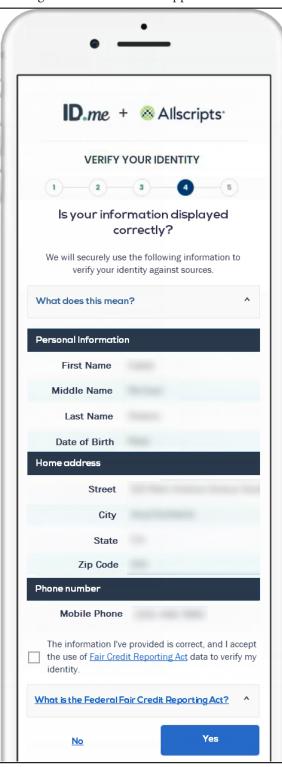
**r**. Return to the other open browser tab.

The Enter Your Social Security Number page appears.

• —	-
<b>ID</b> .me + 🚳	Allscripts
VERIFY YOUR IE	DENTITY
1_2_3_	
Enter your Social Sec ocial Security Number *	curity number
###-##-####	
The Social Security number identifier to confirm identity your credit so	. This will not affect
Back	Continue

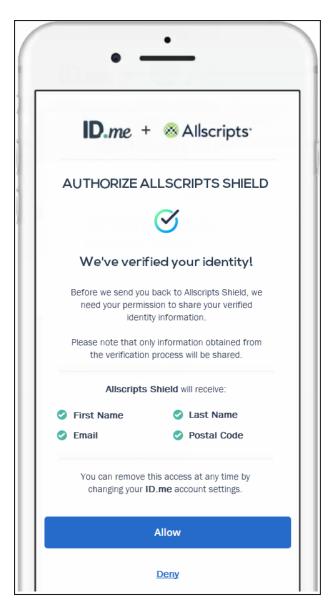
s. Enter your Social Security Number, and then click **Continue**.

Your registration information appears.



- t. Confirm that your information is correct, and then select the **The information I've provided is** correct, and I accept the use of Fair Credit Reporting Act data to verify my identity check box.
- u. Click Yes.

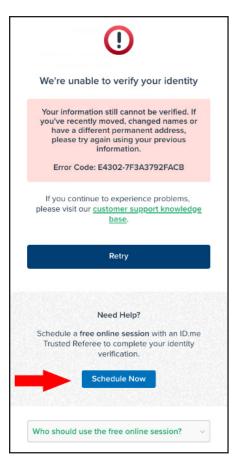
The Authorize Allscripts Shield page appears.



#### v. Click Allow.

Your ID.me account is now linked to your Veradigm (formerly Allscripts) security account, and you are logged out automatically.

**Important:** If ID.me was not able to complete the identity proofing process, you will need to follow an alternate verification process, which involves completing a video conference with an ID.me representative (Trusted Referee) to confirm your identity.



#### Alternate verification process

If you receive a message stating that your identity could not be verified, do the following:

- i.) On your smart device, click Schedule Now.
- ii.) Click Get Started.
- iii.) Select a preferred date and time, and then click Continue.
- iv.) Confirm your personal information, and then click Continue.
- **v**.) Select a primary and secondary identification document. Refer to <u>https://help.id.me/hc/en-us/articles/360012933634-What-is-a-Primary-or-Secondary-Identification-Document-</u> for information about acceptable primary and secondary documents.
- vi.) Click Continue.
- vii.)From your smart device, take and upload photos of your identification documents, and then tap **Continue**.
- **viii**.)When your photos are received, in the ePrescribe window, enter your mobile phone number, and then click **Continue**.
- **ix**.) On you smart device, click the link in the text message that you receive from ID.me, and then take a photo of yourself using the device's camera.
- x.) Under Selfie, tap Choose.
- xi.) Tap Choose file, and then select the photo that you took of yourself.
- xii.) Tap Submit Selfie.

In the ePrescribe window, a confirmation that your video call appointment with an ID.me referee has been scheduled appears.

### **Finishing ePrescribe Setup**

After your ID.me account is successfully created and linked to your Veradigm (formerly Allscripts) security account, you'll need to finish the ePrescribe setup.

1. Close and reopen ePrescribe using the web address eprescribe.allscripts.com.

Note: You will use the web address eprescribe.allscripts.com going forward to create prescriptions.

#### The Home Address page appears.

🖻 Tasks - ePrescribe		—	×
			^
Home Address			
*Home Address			
Home Address 2			
*City			
*State	Select a State 🔽		
*ZIP Code			
Submit Cance			4

2. Enter your home street address, and then click Submit.

The **NPI Verification** page appears.

🖻 Tasks - ePrescribe		– 🗆 X
		-
		Logout
NPI Verification		
Please provide your details for	NPI verification.	* = Required
* First Name	Marie	
* Last Name	Hayes	
* NPI	3886802073	
	SUBMIT CANCEL	

3. Verify that your name and NPI are correct, and then click **Submit**.

The **Congratulations!** page appears.

🖻 Tasks - ePrescribe			×
			^
veradigm.			
Congratulations!			_
Congratulations! you are now able to use ePrescribe.			-
Click Next to start ePrescribing.			
Next			
Control of the second second second second			
Contact us: eprescribe.allscripts.com/help   🖂 ePrescribeSup	port@Ve	eradigm.c	om
2.0.3.0		Close	

4. Click Next.

The End User License Agreement page appears.

😇 Tasks - ePrescribe			×
	Heathe	AF Clin r Tompkiı Loqou	ıs
End User License Agreement			f
Allscripts ePrescribe™ Services Agreement THIS IS A LEGAL AGREEMENT BETWEEN YOU (DEFINED BELOW) AND ALLSCRIPTS HEALTHCAR ("ALLSCRIPTS") BY CLICKING "I AGREE" OR BY OTHERWISE SIGNING UP FOR AN ACCOUNT, OF OR USING THE EPRESCRIBE SERVICES (DEFINED BELOW), YOU ARE ENTERING INTO THIS ALL ePRESCRIBE SERVICES AGREEMENT (THE "AGREEMENT") AND YOU AGREE TO BE BOUND BY I CONDITIONS. YOU REPRESENT THAT YOU ARE ACTING ON BEHALF OF YOURSELF, AS AN INDI' YOUR EMPLOYER (COLLECTIVELY, "YOU"). Please read this agreement carefully, and do not sign u use the ePrescribe Services if You are unwilling or unable to be bound by this Agreement.	R BY ACCI SCRIPTS TS TERM VIDUAL, A	SAND ND	^

5. Review the agreement, and then click **I Agree**.

If the **Password Setup** page appears, proceed to the next step; otherwise, skip to step 16.

Tasks - ePrescribe	
[	
Password Setup	
Why am I seeing this?     Your current practice settings allow you to setup a password that can be used for or     Setting up users for the electronic prescribing of controlled substances     Prescribing controlled substances electronically     Accessing the IPhone and Mobile versions of ePrescribe     Note that these features are dependant on your current practice configuration. Plea	
Username: hschein_TH1.Tompkins.Heat.1  Password: Confirm Password: Setup Password Skip Setup For Now	Password requirements: • At least 8 characters and Maximum 25 characters • At least 3 of the 4: • 1 upper case letter • 1 lower case letter • 1 numeric character • 1 punctuation character

6. If you need to set up users to prescribe controlled substances electronically, or if you need to prescribe controlled substances electronically, enter a password in the **Password** and **Confirm Password** boxes, and then click **Setup Password**.

If you have multiple sites set up in ePrescribe (as explained in "Adding Sites in ePrescribe" on page 51), the site selection page appears.

lease select the accou	int from which y	ou are practi	icing today:	
My Dental Corpo	oration	$\sim$		
AF Clinic				
O My Dental Corpo	ration			
Keep me logged into			of the day.	
Make this my default	site (do not ask m	ie again)		
Select				
				20.1.2.12
.0.3.0	Powered	by Allscripts		Close

- 7. Select a site.
- **8**. Select any of the following check boxes as needed:
  - Keep me logged into the selected site until the end of the day When you click Select, for the rest of the day, ePrescribe will not prompt you to select a site.
  - Make this my default site (do not ask me again) When you click Select, ePrescribe will always log you in to the selected site and will never again prompt you to select a site.

**Note**: With neither check box selected, ePrescribe will prompt you to select a site each time you open that module from Dentrix Enterprise.

9. Click Select.

### Linking an ePrescribe Account

After you enable a provider's user account to use ePrescribe, if the provider has been signed up with ePrescribe previously and already has an active Electronic Prescribing of Controlled Substances (EPCS) account through ID.me, that provider must link his or her EPCS account to ePrescribe. The provider will need his or her Veradigm (formerly Allscripts) security account credentials, which are the login ID and password associated with the provider's ePrescribe user account.

#### To link an ePrescribe account

1. Log in to the ePrescribe website at hseprescribe.com/access with a user account that has been enabled to use ePrescribe.

If you have not used ePrescribe yet, the **Welcome to the Veradigm Security Account Activation Wizard!** page appears.

veradigm.	ivation Wizard!
Enroll Now	Link Accounts
Please use this option to create a new Veradigm Security Account.	Please use this option to use an existing Veradigm Security Account Login if you have one.
Sign Up	Link Accounts

2. Click Link Accounts.

The Veradigm Security Account: Link to Existing Account page appears.

Veradigm Security Account: Link to Existing Account				
Please enter your Veradigm Security Account credentials to link to your existing account				
* Security Account Name: * Password:				
If you have forgotten your User Name or Password, please log into the system you originally used to configure your Veradigm Security Account to view user name and/or change password.				
Link Account Not a registered user? Enroll now				

- 3. Enter the correct credentials in the Security Account Name and Password boxes.
- 4. Click Link Account.

A confirmation message that contains some basic account information appears.



5. Click Next.

The Home Address page appears.

🗑 Tasks - ePrescribe		-	×
			^
(			 _
Home Address			
*Home Address			
Home Address 2			
*City			
*State	Select a State 🗸		
*ZIP Code			
Submit Cance			

6. Enter your home street address, and then click **Submit**.

The **NPI Verification** page appears.

🧃 Tasks - ePrescribe			—		×
		•			~
				Logou	<u>it</u>
NPI Verification					
Please provide your details for	NPI verification.		_	* = Requi	red
* First Name	Marie				
* Last Name	Hayes				
* NPI	3886802073				
	SUBMIT CANCEL				

7. Verify that your name and NPI are correct, and then click **Submit**.

The **Congratulations!** page appears.

😇 Tasks - ePrescribe	—		×
			^
veradigm.			
Congratulations!			
이 있는데 이는 것이 이는 것은 것이 데이지 않는데 이것 같다.			-
Congratulations! you are now able to use ePrescribe. Click Next to start ePrescribing.			
Next			
Contact us: eprescribe.allscripts.com/help   🖂 ePrescribeSup	port@Ve	eradigm.c	om
2.0.3.0		Close	

8. Click Next.

The End User License Agreement page appears.

🖻 Tasks - ePrescribe	-		×
	Heather	AF Clin Tompkin Loqou	ns
End User License Agreement			
I Agree I Decline			
Allscripts ePrescribe™ Services Agreement			~
THIS IS A LEGAL AGREEMENT BETWEEN YOU (DEFINED BELOW) AND ALLSCRIPTS HEALTHCAR ("ALLSCRIPTS") BY CLICKING "I AGREE" OR BY OTHERWISE SIGNING UP FOR AN ACCOUNT, OF OR USING THE EPRESCRIBE SERVICES (DEFINED BELOW), YOU ARE ENTERING INTO THIS ALL ePRESCRIBE SERVICES AGREEMENT (THE "AGREEMENT") AND YOU AGREE TO BE BOUND BY I CONDITIONS. YOU REPRESENT THAT YOU ARE ACTING ON BEHALF OF YOURSELF, AS AN INDIV YOUR EMPLOYER (COLLECTIVELY, "YOU"). Please read this agreement carefully, and do not sign u use the ePrescribe Services if You are unwilling or unable to be bound by this Agreement.	R BY ACCE SCRIPTS TS TERMS /IDUAL, A	S AND ND	

9. Review the agreement, and then click I Agree.

If the **Password Setup** page appears, proceed to the next step; otherwise, skip to step 17.

e Tasks - ePrescribe	
Password Setup	
Why am I seeing this?     Your current practice settings allow you to setup a password that can be used for certain     Setting up users for the electronic prescribing of controlled substances     Prescribing controlled substances electronically     Accessing the iPhone and Mobile versions of ePrescribe     Note that these features are dependant on your current practice configuration. Please co	
* Password:	At least 8 characters and Maximum 25 characters     At least 3 of the 4:         1 upper case letter         1 lower case letter         1 numeric character         1 punctuation character

**10**. If you need to set up users to prescribe controlled substances electronically, or if you need to prescribe controlled substances electronically, enter a password in the **Password** and **Confirm Password** boxes, and then click **Setup Password**.

If you have multiple sites set up in ePrescribe (as explained in "Adding Sites in ePrescribe" on page 51), the site selection page appears.

e Administration - eP	rescribe		-	- 🗆	×
					Ŧ
Please select the acc	ount from which y	ou are practic	ing today:		
My Dental Cor	poration	$\sim$			
AF Clinic					
O My Dental Cor	poration				
🗌 Keep me logged in	to the selected site	until the end of	the day.		
Make this my defa	ult site (do not ask r	ne again)			
Select					
					20.1.2.126
2.0.3.0	Powered	by Allscripts		Close	

#### **11**. Select a site.

**12**. Select any of the following check boxes as needed:

- Keep me logged into the selected site until the end of the day When you click Select, for the rest of the day, ePrescribe will not prompt you to select a site.
- Make this my default site (do not ask me again) When you click Select, ePrescribe will always log you in to the selected site and will never again prompt you to select a site.

**Note**: With neither check box selected, ePrescribe will prompt you to select a site each time you open that module from Dentrix Enterprise.

#### 13. Click Select.

# **Registering for EPCS**

Each doctor who prescribes controlled substances electronically must complete a one-time registration for Electronic Prescribing of Controlled Substances (EPCS). ID.me is the Credential Service Provider (CSP) that providers will use to register for EPCS.

The following sections explain the registration process according to the number of providers who will prescribe controlled substances:

- One Provider
- Multiple Providers

### **One Provider**

If you have only one provider who uses ePrescribe to prescribe controlled substances, the Provider can complete the registration process (setup, identity verification, and approval).

#### Step 1 — To turn on EPCS

Prior to beginning the registration process, do the following:

- 1. Log in the Dentrix Enterprise. Then, in the Office Manager, click the **ePrescribe Task Mode** toolbar button button to open ePrescribe in "task mode."
- 2. Click the **Settings** tab.
- 3. Click the Manage EPCS link.

Regis	tration of	Electronic P	Providers for EF	PC S				
Back								
	t EPCS Pri	ivilege - View	6			<b>v</b> 4		
~	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted
	5	Dennis	1,000,000	True	False	False	Not Registered	False

- 4. From the list at the top, select Grant EPCS Privilege View.
- 5. Select the check box next to your name.
- 6. Click Grant EPCS Privilege.
- 7. Close ePrescribe to log out.

#### Step 2 — To set up approval

To set up the permissions for approval, do the following:

- 1. In the Office Manager, click the **ePrescribe Task Mode** toolbar with button to open ePrescribe in "task mode."
- 2. Click the Settings tab.
- **3**. Click the **Edit Users** link.

Edit Use Back	ers					
Last Nan	ne:	First Name:	Sea	rch 💿 Active 🔿	Inactive OA	JI
	Login ID		Last Name 🔺	First Name	Status	
<u>Edit</u>	hschein_MCOOK.Cook.Ma	ria.1	Cook	Maria	Active	Reset Password

4. Click the **Edit** link to the left of your name.

Back Save
Vuser Information
Security Settings
State License
Vuser Preferences
EPCS Settings
EPCS Permissions: Registered 🕡 EPCS Approver

- 5. Scroll to the bottom. Under EPCS Settings, select the EPCS Approver check box.
- 6. Scroll back to the top, and click **Save**.
- 7. Close ePrescribe to log out.

#### Step 3 — To approve

After setting up the approval permission, do the following:

- 1. Open ePrescribe as explained in "Opening ePrescribe" in the Usage chapter.
- 2. On the right, under Urgent Message, click the Manage EPCS Approvals link.

If you have successfully completed registration, your name appears.

Regi	stration of E	Electronic P	roviders for EP	PC S				
Back	:							
		r for EPCS S Signing Priv	Signing Permissi	on - View		V		
	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPC <b>S</b> Privilege Granted	EPCS Registration Status	EPCS Signing Granted
~	Cook	Maria	-	True	False	True	Not Registered	False

**3**. Select the check box next to your name.

#### 4. Click Approve EPCS Signing Privilege.

The due diligence dialog box appears.

when you assign EPC-5 pe	rmissions to others, you must co	onfirm a number of ite	ms are true.
certify due diligence to en	sure that the selected practitions	ers are eligible for EP	CS as follows:
Either State or Federa	I government identification was	used to verify their id	entity.
State authorizations to standing.	practice and prescribe controlle	ed substances are cu	rrent and in good
Either DEA registration registration under § 13	ns are current, or exception has 301.22.	been granted from th	e requirement of
- With a sense bit and in our	which at he although facilities and		and all interests in the last
as an employee or at:	rking at healthcare facilities op a healthcare facility operated by suant to 38 U.S.C. 8153, the pra .C. 7401-7408.	the Department of Vi	eterans Affairs on a
as an employee or at: contractual basis, pur	a healthcare facility operated by suant to 38 U.S.C. 8153, the pra	the Department of Vi	eterans Affairs on a
as an employee or at contractual basis, pun to do so under 38 U.S User Name	a healthcare facility operated by suant to 38 U.S.C. 8153, the pra	the Department of Vi	eterans Affairs on a
as an employee or at contractual basis, pun to do so under 38 U.S	a healthcare facility operated by suant to 38 U.S.C. 8153, the pra	the Department of Vi	eterans Affairs on a

- 5. Review the information, and select all four check boxes.
- 6. Enter your Veradigm (formerly Allscripts) security account credentials in the User Name and Password boxes.
- 7. Select Authenticator from the Token Device list.
- **8**. In the **One Time Password (OTP)** box, enter the OTP that you generate with the ID.me Authenticator app on your smart device.
- 9. Click Accept.
- 10. Close ePrescribe to log out.

**Tip**: To verify that EPCS registration has been completed, so you can begin prescribing controlled substances, do the following:

- 1. Open ePrescribe as explained in "Opening ePrescribe" in the Usage chapter.
- 2. To open your ePrescribe user profile, click the pencil icon 🖍 next to the user name in the upper-right corner.
- **3.** Scroll to the bottom, and verify that **EPCS Permission** has "ON" next to it. If it does, you have the necessary permission to prescribe, sign, and send electronic prescriptions for controlled substances.

### **Multiple Providers**

If you have multiple providers who use ePrescribe to prescribe controlled substances, the following three individuals are required to complete the EPCS registration (two of the three must be DEA registrants):

- Admin Turns EPCS on for the Providers. <u>Cannot be a DEA registrant.</u>
- **Provider** Goes through the identity proofing. Is a DEA registrant.
- **Approver** Approves a Provider other than him or herself. Is a DEA registrant. (Providers approve each other.)

#### Step 1 — To turn on EPCS (Admin)

Prior to a Provider beginning the registration process, the Admin must do the following:

- Log in to Dentrix Enterprise as the Admin. Then, in the Office Manager, click the ePrescribe Task Mode toolbar button to open ePrescribe in "task mode."
- 2. Click the Settings tab.
- 3. Click the Manage EPCS link.

ack								
ant	EPCS Pri	vilege - View	,			✓ 4		
rant	t EPCS P	rivilege	6					
_		_						
1	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPC S Privilege Granted	EPCS Registration Status	EPCS Signing Granted
1						Privilege	Registration	Signing

- 4. From the list at the top, select **Grant EPCS Privilege View**.
- 5. Select the check boxes next to the Providers to whom you are granting EPCS privileges.
- 6. Click Grant EPCS Privilege.
- 7. Close ePrescribe to log out. The Providers (from step 5) must also log out of ePrescribe.

#### Step 2 (Admin) — To set up the Approver

The Admin must set up the permissions for the Approver. Do the following:

- 1. Log in to Dentrix Enterprise as the Admin. Then, in the Office Manager, click the **ePrescribe Task Mode** toolbar button is to open ePrescribe in "task mode."
- 2. Click the **Settings** tab.
- 3. Click the Edit Users link.

Edit Us	ers				
Back					
Last Nai	me: First Name:	Sea	irch 💿 Active 🔘	Inactive OA	All
	Login ID	Last Name 🔺	First Name	Status	
<u>Edit</u>	hschein_MCOOK.Cook.Maria.1	Cook	Maria	Active	Reset Password
<u>Edit</u>	hschein_DSMITH.Smith.Denn.1	Smith	Dennis	Active	Reset Password
Edit	hschein STEVE.Thompson.St.1	Thompson	Steve	Active	Reset Password

4. Click the **Edit** link to the left of the Provider who will be the Approver.

Back Save
V User Information
🛛 Security Settings
V State License
V User Preferences
A EPCS Settings
EPCS Permissions: Registered 🕡 EPCS Approver

- 5. Scroll to the bottom. Under EPCS Settings, select the EPCS Approver check box.
- 6. Scroll back to the top, and click **Save**.
- 7. Close ePrescribe to log out.

#### Step 3 (Approver) — To approve Providers

After the Admin sets up an Approver's permissions, the Approver (who must be a DEA registrant) must do the following:

- 1. Log in to Dentrix Enterprise as the Approver, and then open ePrescribe as explained in "Opening ePrescribe" in the Usage chapter.
- 2. On the right, under Urgent Message, click the Manage EPCS Approvals link.

A list of providers who have successfully completed registration appears.

Back	-							
		ler for EPCS S Signing Priv	Signing Permis	sion - View		~		
App	IOVE EFC.	s signing Ph	vilege					
	Last Name	First Name	DEA Number	DEA Registrant	EPC S Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted
Image: A start of the start						Privilege	Registration	Signing

- **3.** Select the check box next to the Provider who you are approving for the signing of electronic prescriptions for controlled substances.
- 4. Click Approve EPCS Signing Privilege.

The due diligence dialog box appears.

When you assign 8	EPCS permissions to	others, you must cor	nfirm a number of	tems are true.	
certify due diligen	ice to ensure that the	selected practitione	rs are eligible for B	PCS as follows:	
Either State o	r Federal governmen	tidentification was u	used to verify their	identity.	
State authoriz standing.	cations to practice and	s prescribe controlle	d substances are (	current and in good	
	nistrations are numer	t, or exception has b	een granted from	the requirement of	
registration un	nder § 1301.22.				
registration un lif the practition as an employ contractual ba		facility operated by t I.S.C. 8153, the pract	the Department of	tment of Veterans Aff Veterans Affairs on a	
registration un lif the practition as an employ contractual ba	nder § 1301.22. ner is working at heal ee or at a healthcare asis, pursuant to 38 U	facility operated by t I.S.C. 8153, the pract	the Department of	tment of Veterans Aff Veterans Affairs on a	
registration un fifthe practition as an employ contractual ba to do so unde	nder § 1301.22. ner is working at heal ee or at a healthcare asis, pursuant to 38 U	facility operated by t I.S.C. 8153, the pract	the Department of	tment of Veterans Aff Veterans Affairs on a	
registration un fifthe practition as an employ contractual ba to do so unde User Name	nder § 1301.22. ner is working at heal ee or at a healthcare asis, pursuant to 38 U	facility operated by t I.S.C. 8153, the prac I8.	the Department of	tment of Veterans Aff Veterans Affairs on a	

- 5. Review the information, and select all four check boxes.
- 6. Enter your Veradigm (formerly Allscripts) security account credentials in the User Name and Password boxes.
- 7. Select Authenticator from the Token Device list.
- **8**. In the **One Time Password (OTP)** box, enter the OTP that you generate with the ID.me Authenticator app on your smart device.
- 9. Click Accept.
- 10. Close ePrescribe to log out.

**Tip**: To verify that EPCS registration has been completed for a Provider, so he or she can begin prescribing controlled substances, do the following:

- 1. Log in to Dentrix Enterprise as the Provider, and then open ePrescribe as explained in "Opening ePrescribe" in the Usage chapter.
- 2. To open your ePrescribe user profile, click the pencil icon 🖍 next to the user name in the upper-right corner.
- **3**. Scroll to the bottom, and verify that **EPCS Permission** has "ON" next to it. If it does, you have the necessary permission to prescribe, sign, and send electronic prescriptions for controlled substances.

### **Adding Sites in ePrescribe**

For each location that you join to an existing group and enable for ePrescribe from Dentrix Enterprise, you must add that location as a "site" from ePrescribe. A stand-alone location or the primary location of a group that you enable for ePrescribe from Dentrix Enterprise is added automatically as a site in ePrescribe.

**Note**: If a user attempts to open ePrescribe while logged in to a location that has not been added as a site in ePrescribe, an error message appears, and the user will not be able to use ePrescribe until the location is added as an ePrescribe site.

#### To add a site in ePrescribe

- Log in to Dentrix Enterprise in the primary location of a group with a user account that has been enabled as an administrator for ePrescribe. Then, from the Office Manager, click the ePrescribe Task Mode button so on the toolbar to open ePrescribe.
- 2. Click the **Settings** tab.
- 3. Click the Site Management link.

The **Site Management** page opens and displays a list of sites that have already been added in ePrescribe.

Site	Management						
Ва	ck						
C	Add New Site						
	Site Name		Address	State	Status		
	My Dental Corporation		1234 Maple Drive	UT	Active	Edit Pharmacy Favorites	*
Un	iversal Account Settings						
A	ccount Name:	My Denta	I Corporation				
P	references:	Show	Patient List				
		✓ Show	RxInfo Pre-Built Prescriptions				
_	ledication Reference Search: Save	Facts	& Comparisons 💿 Lexicomp				

4. Click Add New Site.

Site Name:	
Address:	
City:	
State:	
ZIP Code:	
Phone:	
Fax:	
Time Zone:	Central Time
	Allow Allscripts Remote Access
	Perform Generic Equivalent Searches
	Show and apply Branded Rx Discount Offers
	Allow InfoScripts
	Allow Patient Informational Copy
	Allow Maximum Daily Dose
Printing Preference:	● 1Up ○ 4Up
	Add Site Cancel

The options for adding a new site become available.

- 5. Set up the details for the site: name, address, phone number, fax number, time zone, general preferences, and printing preference.
- 6. Click Add Site.

Note: Do not confuse the Add Site button with the Save button (in the lower-left corner), which is for the Universal Account Settings section of the page.

# Usage

This chapter explains the workflow for opening ePrescribe and writing a prescription using ePrescribe. Hints on how to navigate through the ePrescribe module are also provided.

This chapter covers the following topics:

- Opening ePrescribe
- Adding and Editing Patients
- Adding and Editing Allergies
- Adding and Editing Problems
- Entering New Prescriptions

### **Opening ePrescribe**

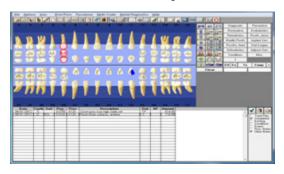
You can open the ePrescribe module from the Prescriptions module of Dentrix Enterprise so that you can prescribe medications and submit them electronically to the patient's pharmacy.

#### To open ePrescribe

1. Log in to Dentrix Enterprise with a user account that has been enabled to use ePrescribe.

Notes:

- If this is the first time you are opening ePrescribe, for instructions on how to complete the initial identification verification process and agree to the terms and conditions in the EULA, see "Preparing for First-time Use" in the Setup chapter.
- ePrescribe users are stored in the DDB\_ERX\_USER\_BASE table of your Dentrix Enterprise database.
- 2. From a patient-specific module (such as the Patient Chart, Ledger, Family File, Document Center, or Treatment Planner), select a patient, and then click the **Prescriptions** button **I**.



The Patient Prescriptions dialog box appears.

Patient Prescription - (Crosby, Brent)[AF][DESMITH][CR0004C]       Patient Prescription - (Crosby, Brent)[AF][DESMITH][CR0004C]									
Date	Description	Status	Drug Name	Sig	Note				
12/05/2013	Amoxicillin	Created	Amoxicillin 500mg	Take 1 tablet 3 times a day.	Contact offi				
12/03/2013	Amoxicillin	Printed	Amoxicillin 500mg	Take 1 tablet 3 times a day.					
1			Prescribe will tions module.		Þ				

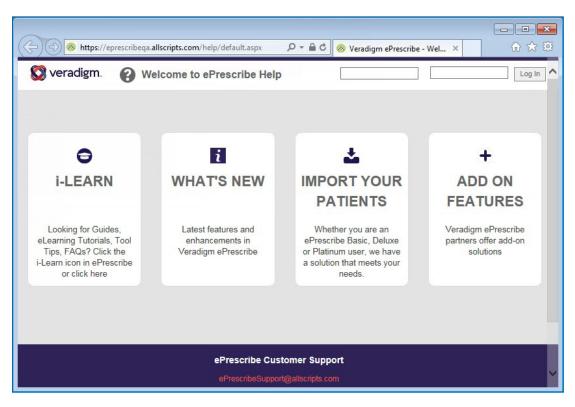
- 3. Click the Electronic Rx button 🖲.
- **4**. If you are using ePrescribe in "Test Mode," a dialog box will appear, indicating that ePrescribe is in Test Mode; click **OK** to continue. Otherwise, skip this step.

#### The ePrescribe module opens.

Prescriptions - ePrescribe					
Patient CROSBY, Brent November 11, 1973 (44 Y)   Male Act. Allergies SulfADIAZINE - Oral Act. Problems ECHINOCOC MULTILOC LIVER Act. Meds Cournadin, Tyler Retail Pharm. CS CVS 169361 Navigation MO. Pharm. CS WALGREF Duttons Patient Tasks	Allergy Multi-Symp		80	Läst Sig	My Dental Corporation Help icon 109:41 am 109:5 Mith 109:41 am 109:41 am 100
A Medication & Med Allergy representation has not yet been	performed on this pa	atient.			URGENT MESSAGE
Review History         Select Dx >         Select Med >>>				Document Visit	
Patient ID Patient Name	DOB	Phone Number	Street Address	;	These are 0 failed
20601 Crosby, Brent	11-Nov-1973	8015556177	1234 Oak St		There are 3 failed registration messages.
					View failed messages Start EPCS Registration
					-
10.68.0	Pow	ered by Allscripts			Close

#### Tips:

- The navigation buttons are located toward the middle-left area of the window.
- Clicking the **Help** icon opens the Veradigm (formerly Allscripts) ePrescribe Help system in your Web browser.



### **Editing Patients**

You can edit patient demographic information in ePrescribe.

#### To edit a patient

1. With the ePrescribe module open, click the pencil icon next to the patient name you want to edit.



#### The Edit Patient screen appears.

ncel Save &	Close Save & Prescribe Patient Allergy Amendments	
Phone		Mobile Phone:
* First Name		Middle Name:
* Last Name		Patient allows Yes Ves
		Patient allows Yes Disclosures to Health Plan:
* Date of Birth	01/01/1968	Patient Preferred English
* Gender	Female	Current Weight: 0 Ib 0 oz
Patient ID (MRN)		0.00 kg
Patient GUID		
Patient Status	Active O Inactive  Inactive patients will not be included in searches, reports and will not be checked for duplicity.	
* Address 1	A second	Current Height: 0 ft 0 in
Address 2		0.0 cm
* City	:	* State:
E-mail		* ZIP Code:
lected Pharmacy	None Entered [edit]	

- 2. Click Insurance Plan Information at the bottom, and fill in the insurance plan information.
- **3**. When finished, do any of the following:
  - Click Save & Close to save the information and close the window.
  - Click Save & Prescribe to save the information and open the prescription window.
  - Click **Patient Allergy** to add allergy information for the patient.

# **Adding and Editing Allergies**

You can add and edit allergies for a patient in ePrescribe.

#### To add or edit an allergy

1. In ePrescribe, next to Active allergies, click the text "None entered" (or the text of any existing allergies).

Prescriptions - ePrescrib		
Patient	CROSBY, Brent November 11, 1973 (44 Y)   Male   MRN 20601	My Dental Corporation
Act. Problem Act. Meds	SulfADIAZINE - Oral SECHINOCOC MULTILOC LIVER Coumadin, Tylenol 8 Hour, Tylenol Allergy Multi-Symptom CS VVS 16936 IN TARGET, 608 W MAIN ST, AMERICAN FOR MORE CS WALGREENS MAIL SERVICE, 8350 S RIVER PKWY, TEMPE MORE S	Last Sign In Jan 14, 2021 - 09:41 am Dennis Smith / Dennis Compared by the second sec

#### The Act. Allergies dialog box appears.

Act. Allergies					
Patient Allergy ○ Active ● Inactive ● All					
	Reaction	Туре	Active	Updated Date	e
SulfADIAZINE - Oral	Hives	Allergy	Y 0	1/24/2018	Edit EIE

**2**. Add or edit an allergy, specify that there are no known allergies, or specify that an allergy was entered in error (EIE):

#### • Add

a. Click Add Allergy.

The search options appear.

Drug Name	Dosage Form	Route
Penicillin G Benzathine	Suspension	Intramuscular
Penicillin G Benzathine & Proc	Suspension	Intramuscular
Penicillin G Pot in Dextrose	Solution	Intravenous
Penicillin G Potassium	Solution Reconstituted	Injection
Penicillin G Potassium in D5W	Solution	Intravenous
Penicillin G Procaine	Suspension	Intramuscular
Penicillin G Sodium	Solution Reconstituted	Injection
Penicillin V Potassium	Solution Reconstituted	Oral
Date when allergy first noticed/reported: 1/24/2018	(mm/dd/yyyy)	
Allergy O Intolerance		
Reaction		n in only: more than one reaction
bdominal pain	A	Medication, select (sightight) the
naphylaxis		ke to enter more than one reaction Medication, select (highlight) the
nemia .rrhythmia	101 4 01455 01	rom the list. Then hold down the
sthma		Ctrl) and continue to select other
radycardia		en done, click the Save button. All
constipation		ions will be associated to the Clas
ough	or Medication	selected.
lecreased libido	-	

- b. Select whether you want to search by Class or Medication.
- c. Type all or part of a class or medication that you want to search for in the **Search Class/Meds** search field, and then click **GO**.
- d. Select an item in the search results list
- e. Leave today's date, or enter the correct **Date when allergy first noticed/reported**.
- f. Select whether you are entering an Allergy or an Intolerance.
- **g**. Select the patient's **Reaction** to the specified allergen, or if the appropriate reaction is not listed, type a description in the field provided.
- h. Click Save.
- i. Repeat steps a-h as needed.
- Edit
  - a. Click an allergy's Edit link.

The options for editing the allergy appear.

SulfADI/	AZINE - Oral		
Save	Cancel		
	Active Inactive		
Reactio	n		
	Headache	*	
	Hives		
	Irregular menses		
	Irritability		
	Itching		
	Nausea		
	Paresthesia		
	Rash		
	Sexual dysfunction	=	
	Shock		
	Shortness of breath		
	Sleeplessness		
	Tachycardia		
	Tremor	Ŧ	
	If Reaction not listed above(enter description below)		
	Allergy O Intolerance		

- **b**. Select whether this allergy is **Active** or **Inactive**.
- **c**. Select a **Reaction**, or if the appropriate reaction is not listed, type a description in the field provided.
- d. Select whether this is an Allergy or Intolerance.
- e. Click Save.
- **f**. Repeat steps a e as needed.
- No known allergies
  - a. Click No Known Allergies.
  - b. Click **Back** to close the **Act. Allergies** dialog box.
- Entered in error
  - **a**. Click an allergy's **EIE** link.
  - **b**. Repeat as needed.
- 3. Click Back to close the Act. Allergies dialog box.

## **Adding and Editing Problems**

You can add and edit problems for a patient in ePrescribe.

#### To add or edit a problem

1. In ePrescribe, next to **Active problems**, click the text "None entered" (or the text of any existing problems).

		November 11, 1973 (44 Y)   Male   MRN 20601
Act. Problems ECHINOCOC MULTILOC LIVER	In Jan 14, 2021 - 09:41	
	Dennis Sr	ms ECHINOCOC MULTILOC LIVER
Act. Meds Coumadin, Tylenol 8 Hour, Tylenol Allergy Multi-Symptom		Coumadin, Tylenol 8 Hour, Tylenol Allergy Multi-Symptom

The Act. Problems dialog box appears.

Act. Problems					
Patient Diagnosis					
Back Add Diagnosis O Active	O Inactive / Resolved	All			
Diagnosis	Start Date ICD-9 Code	ICD-10 Code	SNOMED Code	Status	
Echinococcus multilocularis infection of liv	er 1/24/2018	B67.5		Active	Inactivate EIE

- 2. Add or inactivate a problem, or specify that a problem was entered in error (EIE):
  - Add
    - a. Click Add Diagnosis.

The search options appear.

chronic migraine	GO			
Back Save 🖌 Active 🛛	Date when diagnosis first noticed/reported:			
	1/24/2018		I	
(	(mm/dd/yyyy)			
Diagnosis		ICD-10 Code≑		
<ul> <li>Chronic migraine without</li> </ul>	t aura	G43.7		
<ul> <li>Chronic migraine without</li> </ul>	t aura, intractable	G43.71		
<ul> <li>Chronic migraine without</li> </ul>	t aura, intractable, with status migrainosus	G43.711		
Chronic migraine without	t aura, intractable, without status migrainosus	G43.719		
<ul> <li>Chronic migraine without</li> </ul>	t aura, not intractable	G43.70		
<ul> <li>Chronic migraine without</li> </ul>	t aura, not intractable, with status migrainosus	G43.701		
Chronic migraine without	t aura, not intractable, without status migrainosus	G43.709		

- **b**. Type all or part of a diagnosis that you want to search for in the **Search Diagnosis** search field, and then click **GO**.
- c. Select an item in the search results list
- d. If this is an active problem, select the Active check box.
- e. Leave today's date, or enter the correct **Date when diagnosis first noticed/reported**.

- f. Click Save.
- g. Repeat steps a-f as needed.

#### Inactivate

**a**. Click a problem's **Inactivate** link.

Note: The problem's Inactivate link becomes unavailable.

ICD9 Code	Diagnosis	Active	Start Date	
122.5	ECHINOCOC MULTILOC LIVER	Ν	Dec 4 2013	Inactivate <u>EIE</u>

- **b**. Repeat as needed.
- Entered in error
  - **a**. Click a problem's **EIE** link.
  - **b**. Repeat as needed.
- 3. Click Back to close the Act. Problems dialog box.

## **Entering New Prescriptions**

You can enter a new prescription into ePrescribe, which you will be able to view in the Dentrix Enterprise Prescriptions module and the ePrescribe module.

#### To enter a new prescription

**Note**: The steps that follow are based on a provider/doctor role. However, for a POB (prescribe on behalf) user role, what you actually see may differ.

- 1. With the ePrescribe module open, do one of the following:
  - If you are a provider, click **Select Med** >>.
  - If you are someone who prescribes on behalf (POB) of another, select the provider whom you are prescribing on behalf of, and then click **New Rx >>**.

	Patient	Tasks		
Γ	Check In	Review History	Smith, Dennis 🔽	New Rx 🚿

#### The **Choose Medication** page opens.

P								W	/rite Free F	Form Rx	
Covera	Coverage: Avaleon Patient Options 🗸										
Back	Back Add to Script Pad Add & Review Review Script Pad										
				Medication	And Sig			Quantity	DAW	Refills	Days
	$\odot$				Acetaminophen-Codeine #2 , 300-15 MG Tablet , TAKE 1 TO 2 TABLETS EVERY 4 HOURS AS NEEDED					0	3
	٢		4	Amoxicillin ,	AmoxicIllin , 250 MG Capsule , TAKE 1 CAPSULE TWICE DAILY.					0	7
		\$	4		<u>NexIUM</u> , 20 MG Packet, MIX THE CONTENTS OF 1 PACKET IN 15ML OF WATER AND DRINK ONCE DAILY.					0	30
				Norvasc , 1	0 MG Tablet , TAKE 1 TABLET	TWICE DAILY	·	60		0	30
	٢		4	SulfADIAZIN	<u>NE</u> , 500 MG Tablet , TAKE 1 TA	BLET 3 TIMES	DAILY.	21		0	7

#### Notes:

- The green, yellow, and red faces represent formulary indicators, which are based on the patient's insurance plan:
  - The green face indicates a preferred status.
  - The yellow face indicates an approved status.
  - The red face is indicates an unapproved status.

Additionally, the number next to the faces represents levels of preference within a formulary.

- A yellow triangle represents a pre-emptive drug utilization review (DUR) warning:
  - Drug to drug interactions
  - Adverse reactions
  - Dosage checks
  - Duplicate therapies
- 2. Search for medications by using any of the following options:
  - **Patient History** Search the medications prescribed previously for the patient.
  - My History Search the medications that you have prescribed in the past.
  - All Meds Search the entire medication database, which is maintained by Medi-Span.
- **3**. Do one of the following:
  - If you are using the **Patient History** or **My History** search option, do the following:
    - **a**. Select the check boxes of the desired prescriptions. Only complete prescriptions are available for selection.

P	Search N	/ledicat	ion	GO	Patient History	O My His	story	All Meds	O By C	Group: Select Gro	oup	W	/rite Free F	Form Rx
Covera	Coverage: Avaleon Patient Options 🗸													
Back		Add to	Script	Pad >	Add & Rev	iew 🚿	>	Review Scri	ipt Pad	)				
				Medication	And Sig						Quantity	DAW	Refills	Days
	٢				Acetaminophen-Codeine #2 , 300-15 MG Tablet , TAKE 1 TO 2 TABLETS EVERY 4 HOURS AS NEEDED					LETS EVERY 4	36		0	3
✓	٢		4	Amoxicillin ,	Amoxicillin , 250 MG Capsule , TAKE 1 CAPSULE TWICE DAILY.						14		0	7
		\$	4		NexIUM , 20 MG Packet , MIX THE CONTENTS OF 1 PACKET IN 15ML OF WATER AND DRINK ONCE DAILY.				I5ML OF	30		0	30	
				Norvasc , 1	0 MG Tablet , TAK	E 1 TABLE	ет ти	VICE DAILY.			60		0	30
	٢		4	SulfADIAZIN	NE , 500 MG Tablet	TAKE 11	FABLI	ET 3 TIMES D	DAILY.		21		0	7

**Note**: If you select a medication with either a yellow or a red face, the **Formulary Alternatives** panel on the right may be populated, allowing you to choose an alternative medication, which may result in a lower co-payment for the patient.

Status
🙄 <sup>1</sup>
🙂 1
🙂 1
<u> </u>

**b.** To the right of any medication name, you can change the **Quantity**, **DAW**, **Refills**, and/or **Days** as needed.

- If you are using the **All Meds** search option, do the following:
  - a. Type a medication name in the Search Medication search field, and then click GO.

P I	norvasc	GO Patier	nt History 🔍 My History 🕻	All Meds 🔍 By	Group: Select Group	Write Free Form Rx	
Coverage: CVS/Caremark CMX00339							
Back	Select Sig 📏	]					
		Drug Name	Strength	Unit	Dosage Form	Route	
۲		Norvasc	10	MG	Tablet	Oral	
0		Norvasc	2.5	MG	Tablet	Oral	
0		<u>Norvasc</u>	5	MG	Tablet	Oral	

- **b**. Select the desired medication.
- c. Click Select Sig >.

The **Choose SIG** page opens.

noose Sig : Preferred			
Choose or write a SIG for Norvasc 10 MG Tab	let Oral :		
Back Patient Ed Sheet Change Med	Add to Script Pad	Add & Review >>	
Preferred O All O Write Free Text SIG			
TAKE 1 TABLET TWICE DAILY. TAKE 1 TABLET DAILY AS DIRECTED.			
TAKE 1 TABLET DAILY AS DIRECTED. TAKE 1 TABLET DAILY FOR BLOOD PRES TAKE 1 TABLET DAILY.	SURE.		Ŧ
* Days Supply: 30 * Quantity: 60			
* Refills: 0	Dispens	e As Written	
Library - Adi	min & Dosage		
pecial instructions to pharmacist Note: should	I not be used for patient instruction	ons or comments	
	na nai len seeret for paliene inner		*
laximum 210 Characters / 210 characters remai			<b>T</b>

- **d**. Select the appropriate sig for the medication being prescribed:
  - **Preferred** Displays a list of the common ways of prescribing this medication.
  - All Provides every generic option of prescribing a medication.
  - Write Free Text SIG Allows you to write complex directions or to write a sig that cannot be found for Preferred or All.
- e. Set up the following options:
  - **Days Supply** Type the number of days needed for the prescription. Based on the sig and instructions, the correct **Quantity** is entered automatically. However, if your practice dispenses medication by quantity, type a **Quantity** to have the **Days Supply** entered automatically.

**Note**: If the calculated quantity on the sig page is above 9,999, a quantity alert appears.

- **Refills** Type the number of refills for this prescription.
- **Choose Package/Unit** If this option is available, the list displays packages or units from the smallest to the largest package size.

Choose Package/Unit:	GM 🗸
	GM
	EA
	16 GM Bottle

- **Dispense as Written** Select this check box if no substitutes may be given at the pharmacy.
- Library Admin & Dosage Click this link to be directed to the Wolters Kluwer facts and comparisons library (Deluxe users only).
- **Special instructions to pharmacist** Type any additional comments that you want to send with the prescription to the selected pharmacy. The pharmacy staff will be the only ones who see these comments as this is not for communication with the patient.
- To enter a free-form prescription (for a unique prescription), do the following:
  - a. Click Write Free Form Rx.
  - **b.** Next to **Please choose**, select whether this is a **Compound Medication** or a **Supply Item**. If it is a compound medication, and it is a controlled substance, select the **Controlled Substance Medication** check box.
  - c. In the Medication field, type a medication. This field has a maximum limit of 105 characters.

Choose Medication	1	Search M	ly Rx History	Search All Meds					
L Enter the nam	e of the drug (Max characters allowed is 105)								
Change Med Select Sig									
* Please choose:	Compound Medication O Supply Item		Controlled S	ubstance Medication					
* Medication:		*							
		-							
	(Maximum 105 Characters / 105 characters remaining)								

d. Click Select Sig.

hoose Sig : Free Text	
Choose or write a SIG for Norvasc:	
Back Patient Ed Sheet Change Med Add to Script Pad Add	& Review >>
O Preferred O All  Write Free Text SIG	
(Maximum 140 Characters / 140 characters remaining)	
	*
	<b>T</b>
* Days Supply:	
* Quantity:	
	Weitten
* Refills: Dispense As \	Written
pecial instructions to pharmacist Note: should not be used for patient instructions or comm	nents
	*
	-
faximum 210 Characters / 210 characters remaining)	

- e. In the field, type a free-form prescription. This field has a maximum limit of 140 characters.
- **f**. Set up the following options:
  - **Days Supply** Type the number of days needed for the prescription.
  - **Quantity** Type the quantity of this medication to dispense, and select the unit (such as ML) to dispense this medication in.
  - **Refills** Type the number of refills for this prescription.
  - **Dispense as Written** Select this check box if no substitutes may be given at the pharmacy.

- **Special instructions to pharmacist** Type any additional comments that you want to send with the prescription to the selected pharmacy. The pharmacy staff will be the only ones who see these comments as this is not for communication with the patient.
- **4**. Do one of the following:
  - To add a medication to your script pad (similar to a shopping cart at an online store) and continue prescribing, click **Add to Script Pad** >. You are returned to the **Choose Medication** page. Repeat steps 1–3 as needed to enter another prescription.
  - If you are done prescribing, to add a medication to your script pad and review your script pad for patient safety and accuracy, click **Add & Review** >>.
- 5. After you click **Add & Review**, if the **DUR Check** (Drug Utilization Review) page appears, read and respond to it appropriately. Otherwise, if there are no DUR warnings to show, the **DUR Warning** page does not appear, so skip this step.

DUR Check		COVERAGE & CO-PAY				
Back Continue						
The medications y or more similar me with medications y warnings presente	SCRIPT PAD					
Prior Adverse Reactions	8	SulfADIAZINE 500 MG Tablet - QUANTITY 21 Tablet - REFILL				
Warning		<ul> <li>0 - TAKE 1 TABLET 3 TIMES</li> <li>DAILY 7 DAYS</li> </ul>				
	SulfADIAZINE Oral Tablet 500 MG.(Reaction Category: Allergic, Symptoms: Hives)					
Medication Name		<ul> <li>36 Tablet - REFILL 0 - TAKE 1</li> <li>TO 2 TABLETS EVERY 4</li> </ul>				
Norvasc	The daily dose of 2 tablets exceeds the usual dose of 0.25 to 1 tablet. The frequency of 2 times per day exceeds the usual frequency of daily.	HOURS AS NEEDED - 3 DAYS - DAW				
SulfADIAZINE	The daily dose of 3 tablets is below the usual dose of 4 to 8 tablets.	Edit Remove				
Copyright 2017 CDI, LLC.	Norvasc 10 MG Tablet - QUANTITY 60 Tablet - REFILL 0 - TAKE 1 TABLET TWICE DAILY, - 30 DAYS Edit Remove Review Script Pad					

The **DUR Check** page displays all DUR warnings on one screen for all listed medications. The warnings are grouped by category (Prior Adverse Reaction, Duplicate Therapy, Drug to Drug Interaction, and so forth). Do the following:

- **a**. Under **Script Pad** (on the right), for any of the prescriptions listed, click **Edit** to change the prescription or **Remove** to delete the prescription.
- b. Click Continue.

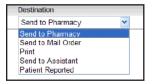
Note: You cam click Back to go back and choose a different medication for the patient, if necessary.

The Script Pad page appears.

Script Pad								
Select Med	Change Pharmacy	Process Script Pad >	Check Registry	State Registry	Checked			
Rx Date	Medication & Sig	Total Colorador Delegan	TARE I TARLET AT R	Destination			Action	s
01/24/2018 10:09 AM	TABLET EVERY 4 T	ninophen 5-325 MG Oral Ta O 6 HOURS AS NEEDED F et - REFILL 0 - Days Supply	OR PAIN DAW	Send to Pharmacy	~	CS	/	8
01/24/2018 10:09 AM	IN 15ML OF WATER	Packet - MIX THE CONTE AND DRINK ONCE DAIL et - REFILL 0 - Days Suppl	ί.	Print	~		/	8
01/24/2018 10:09 AM	DAILY.	oral Capsule - TAKE 1 CAP		Send to Pharmacy	~		/ 🗋	8

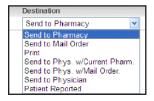
**6**. Review the listed prescriptions, and select the appropriate **Destination**.

#### For a provider



- Send to Pharmacy Send the prescription to the retail pharmacy last used by the patient.
- Send to Mail Order Send the prescription to the patient's mail order pharmacy.
- **Print** Print the prescription for the patient (for any prescription with a Schedule II V this is the default).
- Send to Assistant Save the prescription and send a task to the assistant's Task List to be processed at a later time.
- **Patient Reported** Record the prescription in the patient's medical record (does not print or send a prescription to the pharmacy).

#### For a prescribe on behalf of (POB)



- **Send to Pharmacy** Send the prescription to the retail pharmacy last used by the patient.
- Send to Mail Order Send the prescription to the patient's mail order pharmacy.
- **Print** Print the prescription for the patient (for any prescription with a Schedule II V this is the default).
- Send to Physician w/ Current Pharmacy Send the prescription to the physician with the current retail pharmacy selected (will show up in the doctor's Task List).
- Send to Physician w/ Mail Order Send the prescription to the physician with the current mail order pharmacy selected (will show up in the doctor's Task List).
- **Send to Physician** Send the prescription to the physician (will show up on the physician's **Tasks** tab).
- **Patient Reported** Record the prescription in the patient's medical record (does not print or send a prescription to the pharmacy).

Note: You can also perform any of the following Actions for a prescription: edit, duplicate, and delete.

- 7. For provider's in New York, to indicate that you have checked the state registry, select the **State Registry Checked** check box.
- **8**. If needed, do any of the following:
  - To add another medication, click **Select Med**.
  - To change the patient's selected pharmacy, click **Change Pharmacy**.
- **9.** To save the medications within the patient's record, and send the prescriptions to the selected destinations, click **Process Script Pad**.

If you are electronically sending any prescriptions for controlled substances to a pharmacy, the **Electronic Prescribing of a Controlled Substance Confirmation** dialog box appears. Proceed to step 10.

Pro	Date: 10/26/2012 wider: atient: macy:					
	Medication and Sig		Quantity	DAW	Refills	Days
	Hydrocodone-Acetamino TO 6 HOURS AS NEEDE	then 5-325 MG Tab TAKE 1 TABLET ET O FOR PAIN.	VERY 4 30		0	5
ve abo		cation protocol at this time, you are legally for dispensing. The two-factor authenticatio sear here.	on protocol may only be con		y Sign	
	Passworu.	***********				

- **10**. You must electronically sign any prescriptions for controlled substances that you want to electronically send to a pharmacy:
  - a. Select the check boxes of the prescriptions that you want to be processed.

Note: Your user name appears for your reference, and your DEA number is selected automatically.

- **b.** Enter your Veradigm (formerly Allscripts) security account credentials in the **User Name** and **Password** boxes.
- **c.** In the **One Time Password (O.T.P.)** box, enter the OTP that you generate with the ID.me Authenticator app on your smart device.
- d. Click Electronically Sign and Send.

### **Updating Patient Records**

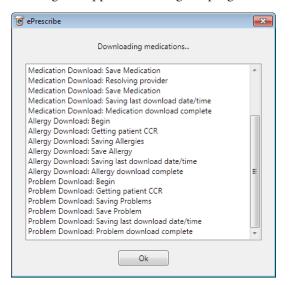
After you add medical alerts/problems, medications, and allergies for a patient in ePrescribe, you can choose to add any or none of them to the corresponding patient's record in Dentrix Enterprise.

#### To update a patient's record

1. After entering prescriptions, allergies, and/or problems, close ePrescribe.

@ Pres	scriptions - ePre	escribe					
	Patient		<b>ent</b> 3 (44 Y)   Male   <i>MRN</i> 20601				My Dental Corporation
		ergies SulfADIAZINE - Or oblems ECHINOCOC MULT		intom		Last Sign	In Jan 14, 2021 - 09:41 am Dennis Smith 🥒
	Retail F MO. Pf	Pharm. CS CVS 16936 IN T harm. CS WALGREENS I	ARGET, 608 W MAIN ST, AMER MAIL SERVICE, 8350 S RIVER P	RICAN FOR MORE	S S	(	
-	Patient Medication & M		s not yet been performed on this	patient.		Document Visit	URGENT MESSAGE
	Patient ID	Patient Name	DOB	Phone Number	Street Address	5	
۲	20601	Crosby, Brent	11-Nov-1973	8015556177	1234 Oak St		There are 3 failed registration messages.
							View failed messages
							Start EPCS Registration
1.0.6	8.0		Po	wered by Allscripts			Close

A dialog box appears, showing the progress of the download.



2. Click **Ok**.

The Comparison dialog box appears with the Problems tab selected.

**3**. Reconcile data on the CCR document with data already in the patient's record in Dentrix Enterprise. You can click each tab or click **Previous** or **Next** to navigate between each tab. The following tabs are be available:

#### Problems

omparison - (Crosby,			[CR0004C]										-
Problems Medications							Data in Dentrix Ente	erprise					
Description	Status	Discovered Date	SNOMED	Changed	Action		Description	Status	Discovered Date	SNOMED	Changed	Action	
ECHINOCOC MUL	Active	12/04/2013			Accept	-	Allergic To Latex	Active	12/03/2013		12/03/2013	Кеер	•
							Bleeding	Active	12/03/2013		12/03/2013	Кеер	-
			Previ	ous N	ext Pr	eview	Consolidated List			Finish	Cancel		

- **Data from Document** The list displays the problems on the document that you can add to the patient's record. For each problem, select **Add To** Patient or **Do Not Add** from the **Action** list to specify whether you want to add or not add the problem to the patient's record.
- **Data in Dentrix Enterprise** The list displays the problems that already exist in the patient's record. For each problem, select **Keep**, **Update**, **Inactivate**, or **Remove** from the **Action** list. Data that is removed from Dentrix Enterprise will be available only in an audit trail report.

#### Medications

mparison - (Crosby,		] [DESMI	TH] [CR000	4C]													
oblems Medications	Allergies																
Data from Document								1	Data in Dentrix	Enterpr	ise						_
Description	Status	Туре	Duration	RxNorm	Changed	Action			Description	Status	Туре	Strength	Duration	RxNorm	Changed	Action	
Coumadin 1 MG - T	Active	eRx	10 Days			Accept	-		Amoxicillin 50	Active						Кеер	•
Tylenol 8 Hour 650	Active	eRx	15 Days			Accept	-		CeleBREX 1	Active	Med		1 Day			Кеер	•
Tylenol Allergy Multi	Inactive	eMed	0 Day			Accept	-										
				Previous	s Next	Pre	eview	Co	onsolidated List				Finish	Cance	el		

- **Data from Document** The list displays the medications on the document that you can add to the patient's record. For each medication, select **Add To Patient** or **Do Not Add** from the **Action** list to specify whether you want to add or not add the medication to the patient's record.
- Data in Dentrix Enterprise The list displays the medications that already exist in the patient's record. For each mediation, select Keep, Update, Inactivate, or Remove from the Action list. Data that is removed from Dentrix Enterprise will be available only in an audit trail report.

All	ergies

Con	nparison - (	Crosby, E	Brent ) [AF]	[DESMITH	H] [CR0004C]	]												<b>-</b> ×
Pro	olems Med	ications [	Allergies															
	ata from Do	cument -								1	Data in Dentrix Enter	prise —						
	Description	Status	Reaction	Severity	Discovered Date	RxNorm	Changed	Action			Description	Status	Reaction	Severity	Discovered Date	RxNorm	Changed	Action
	<sup>p</sup> enicillin	Active	Anaphyl	Unkno	12/12/20			Accept	•		Penicillins - CLASS	Active	Anaph	Unkn	12/04/20		12/04/20	Кеер 💌
						Previous	Nex	t Pr	review	Co	onsolidated List			F	inish	Cancel		

- **Data from Document** The list displays the medication allergies on the document that you can add to the patient's record. For each allergy, select **Add To Patient** or **Do Not Add** from the **Action** list to specify whether you want to add or not add the allergy to the patient's record.
- **Data in Dentrix Enterprise** The list displays the medication allergies that already exist in the patient's record. For each allergy, select **Keep**, **Update**, **Inactivate**, or **Remove** from the **Action** list. Data that is removed from Dentrix Enterprise will be available only in an audit trail report.
- **4**. To view all the resulting changes to the problems, medications, and allergies (based on your selections on each tab), click **Preview Consolidated List**. Then, click **OK** to close the preview dialog box.
- 5. Click Finish.
  - A confirmation message appears.
- 6. Click Yes to make the changes to the patient's record.

A summary of the reconciliation appears.

Problems						_						_
Description			Stat	Status		Discovered Date		te	SNON	IED	Changed	
Added												
Existing												
Allergic To Latex			Activ	-		/3/2			25875	0005	12/3/2013	_
Bleeding			Activ	-		/3/2					12/3/2013	
ASTHMA						7/20	14		30452	7002	1/7/2014	
Updated												
Medications												
Description		Status	Тур	e	R	xNon	n	NDC		Sig	Changed	
Added												
Existing												
Amoxicillin 500mg		Active	RX							Take 1 tablet	12/3/2013	
Amoxicillin 500mg		Active	RX							Take 1 tablet	12/5/2013	
CeleBREX 100 MG		Active	Med					000251	52031	take 1 pill in t	12/3/2013	
Updated												
Allergies												
Description	Sta	tue	Reaction		Severit	v	Discov	ered Date	-	RxNorm	Changed	
Added	0.0				ooron	,	0.0001	0100 200			Ghangoa	
SulfADIAZINE - Oral	Acti	ve	Hives	_	Unknov	vn	3/25/2	015			3/25/2015	
Penicillin G Potassium - Injection	Inac	tive	Anaphylax	dis	Unknov	vn	1/14/2	014			3/25/2015	_
Existing												
Penicillins - CLASS	-		Anaphylax	dis(	Unknov	vn	12/4/2	013			12/4/2013	
Updated				•								

7. Click **OK**.