



ePrescribe Setup Guide

(For Standalone ePrescribe Users)

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Introduction & Setup

ePrescribe allows you to submit prescriptions to pharmacies online. To use ePrescribe, you must purchase a license. 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.

This chapter covers the following topics about how to activate ePrescribe and set up sites and users to use ePrescribe.

- Meeting the Pre-requisites
- Preparing for First-time Use
- Linking an ePrescribe Account
- Registering for EPCS
- Adding Sites in ePrescribe

Meeting the Pre-requisites

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

Purchase ePrescribe licenses:

- Call your sales manager, or
- Call the sales department at 866-624-4095.

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.

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. Go to www.HSePrescribe.com/access.

The Henry Schein ePrescribe **Create New Account** page appears.


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ePrescribe

Create New Account

Already completed this step? [Click here](#) and then login to continue registration.

Welcome to ePrescribe. The first step to prescribing is to create a user account and go through our identity proofing process. Please enter your information below.

 Please have your **Driver's License/State Issued ID/Passport and Social Security Number** available to complete the registration credentialing process.

PERSONAL INFORMATION

Title

* First Name

Middle Name

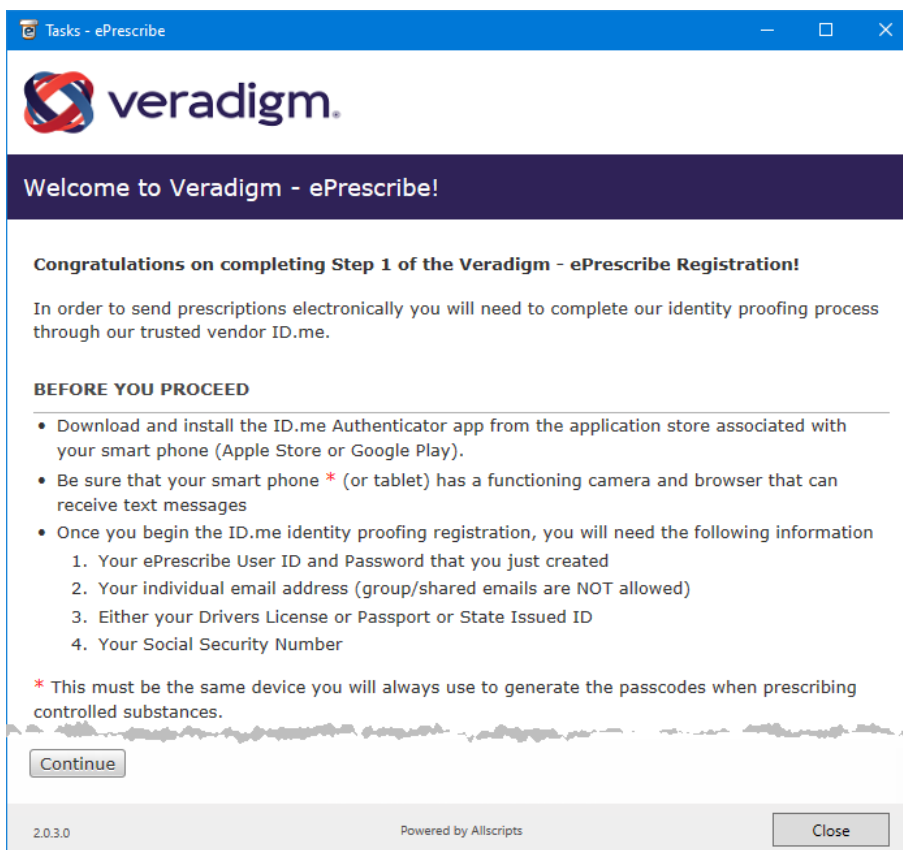
* Last Name

2. Fill out the form, and then click **Submit**.

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

3. Close and reopen ePrescribe.

The **Welcome to Veradigm - ePrescribe** page appears.

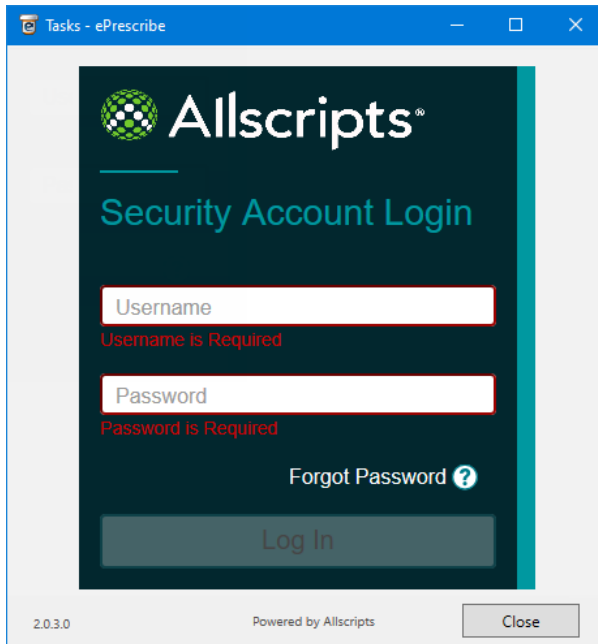


Important: To verify your identity through ID.me, you must have the following:

- 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.

4. Click **Continue**.

The **Security Account Login** page appears.



5. Enter your Veradigm (formerly Allscripts) security account credentials, 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 Veradigm (formerly Allscripts) security account, the **Sign in to ID.me** page appears.

The screenshot shows a web browser window titled "Tasks - ePrescribe". Inside the window, there is a sign-in modal for ID.me. At the top of the modal, it says "ID.me + Allscripts®". Below this, the heading "Sign in to ID.me" is displayed. A link "Or create an ID.me account" is provided. There are input fields for "Email" (with placeholder "Enter your email") and "Password" (with placeholder "Enter your password"). A blue "Sign in to ID.me" button is below the password field. A "Forgot password" link is also present. Below these, a separator line is followed by "Or sign in with" and three social login buttons: Facebook, Google, and LinkedIn. A "View more options >" link is at the bottom of the modal. The footer of the modal includes the version "2.0.3.0", "Powered by Allscripts", and a "Close" button.

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.

The screenshot shows a web browser window titled "Tasks - ePrescribe". The main content area displays the "ID.me + Allscripts" logo at the top. Below the logo, the heading "Create an ID.me account" is centered. A light blue button with the text "Or sign in to your account" is positioned below the heading. The form contains three input fields: "Email" with the placeholder "Enter your email", "Password" with the placeholder "Enter your password", and "Confirm Password" with the placeholder "Confirm your password". Below these fields is a checkbox labeled "I accept the ID.me Terms of Service and Privacy Policy". A large blue button labeled "Create an ID.me account" is centered below the checkbox. Underneath this button, the text "Or sign in with" is followed by three social media login options: Facebook, Google, and LinkedIn. At the bottom of the form is a button labeled "View more options >". The footer of the window shows the version "2.0.3.0", the text "Powered by Allscripts", and a "Close" button.

- b. 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.

The screenshot shows a web browser window titled "Tasks - ePrescribe". The page header features the "ID.me" logo followed by a plus sign and the "Allscripts" logo. The main heading is "CONFIRM YOUR EMAIL ADDRESS" in bold, uppercase letters. Below the heading is an envelope icon. The text reads: "We sent an email to gwinn@henryscheinone.com. If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email." A green circular progress indicator is shown. Below this, it says: "After your email is confirmed, return to this page to continue." and "Didn't receive the email? [Send it again](#)". A light blue section contains the heading "Can't click on the button in your email?" and the instruction "Enter the 6-digit code from the email below." Below this is a text input field with six dashes "-----". At the bottom of this section is a blue button labeled "Continue". The footer of the page includes the version number "2.0.3.0", the text "Powered by Allscripts", and a "Close" button.


Tasks - ePrescribe

ID.me + Allscripts®

CONFIRM YOUR EMAIL ADDRESS



We sent an email to gwinn@henryscheinone.com.
If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.



After your email is confirmed, return to this page to continue.

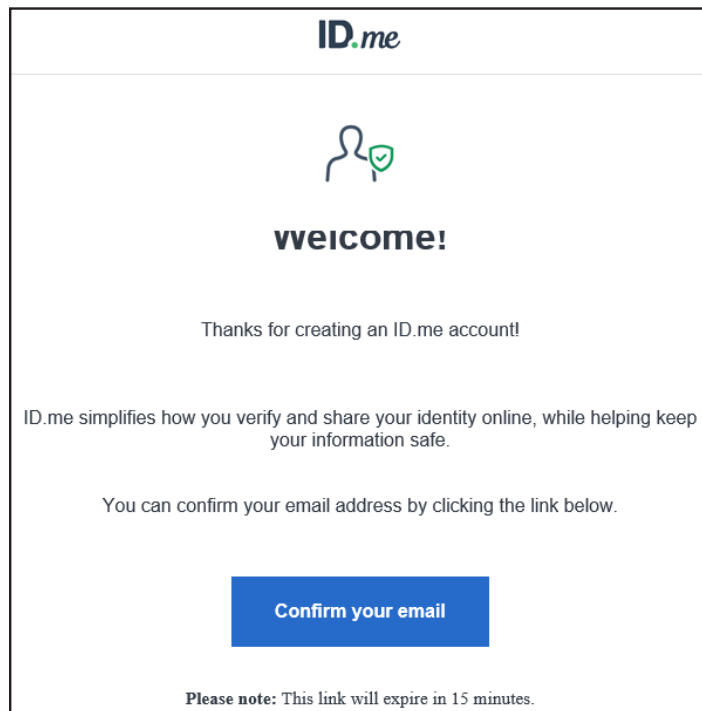
Didn't receive the email? [Send it again](#)

Can't click on the button in your email?
Enter the 6-digit code from the email below.

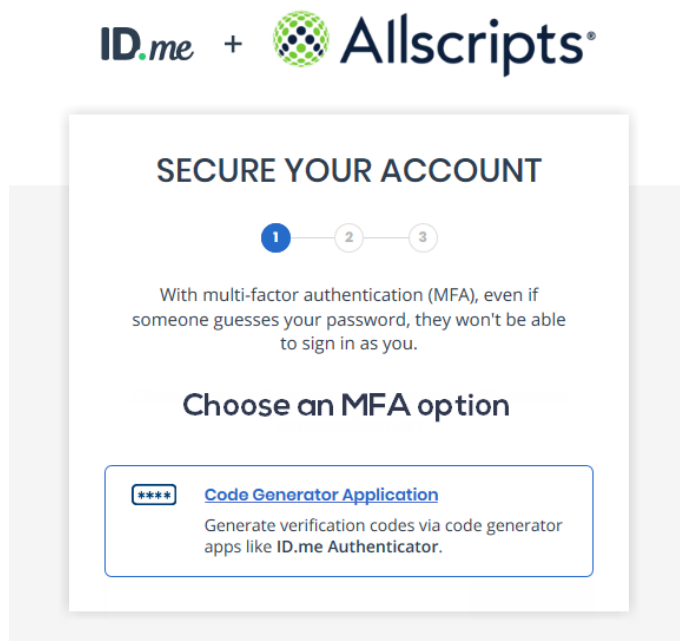
Continue

2.0.3.0 Powered by Allscripts Close

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





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



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

The enrollment options appear.

 +  Allscripts®


SECURE YOUR ACCOUNT

1

2


3


To enroll with your phone number using an activation link, you will need version **1.5.0 or greater** of the ID.me Authenticator app to proceed.

 How do I check or update my app? [Learn more](#)


Download an Authenticator app

Choose how to receive a link to download the ID.me Authenticator app



Text message



Email

Your phone number



OR


Scan QR Code


Enter Secret Key

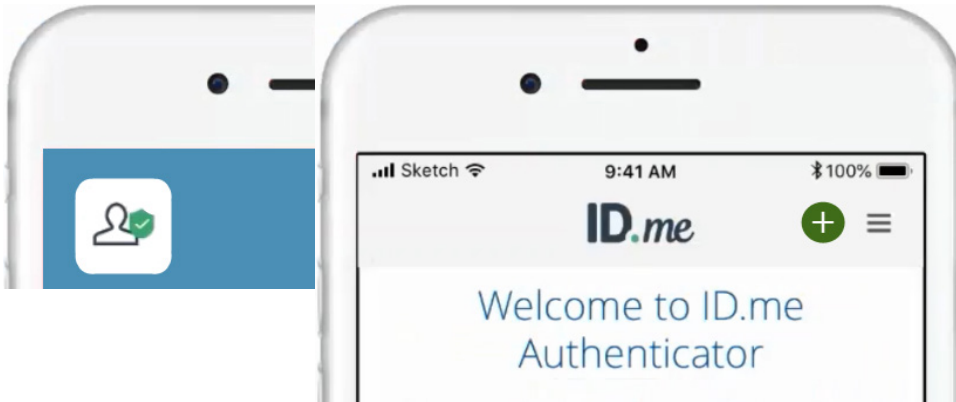
[Go back](#) [Continue](#)

- b. Click **Enroll with barcode/secret key**.

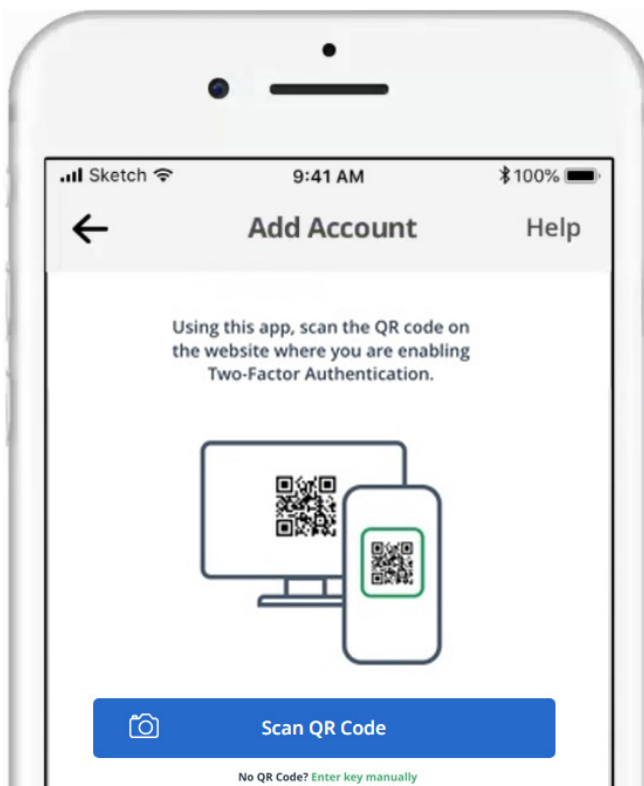
A QR code appears.



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

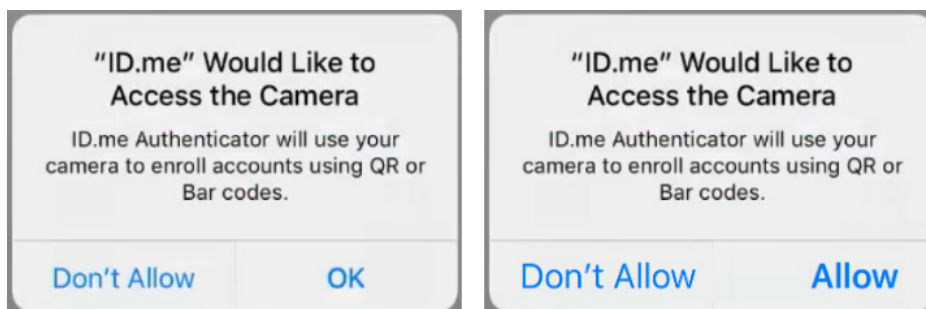


- d. Tap the plus sign (+) in the upper-right corner.
The options to add an account appear.

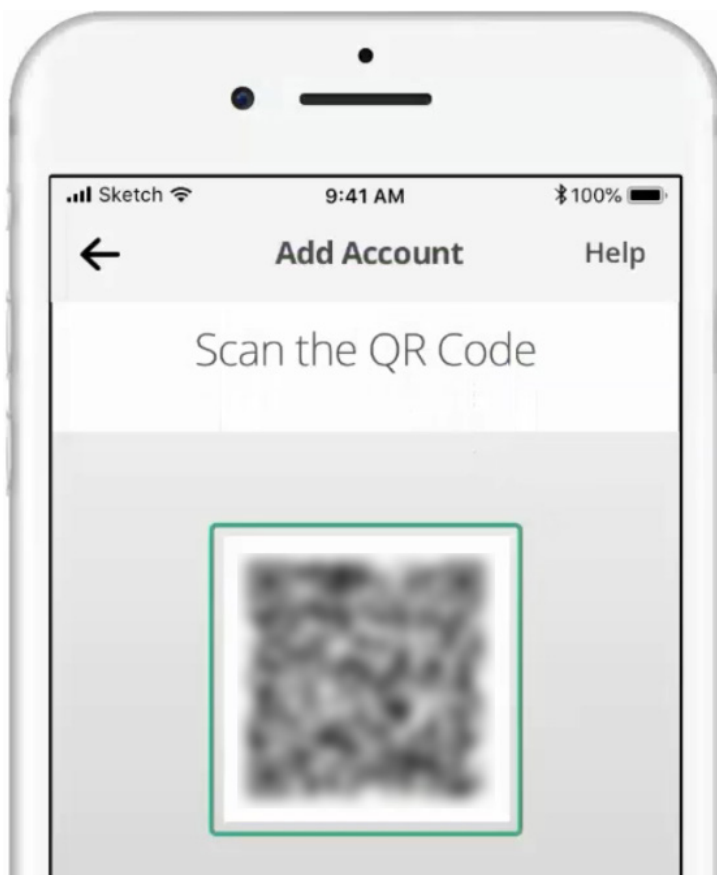


- e. Tap **Scan QR Code**.

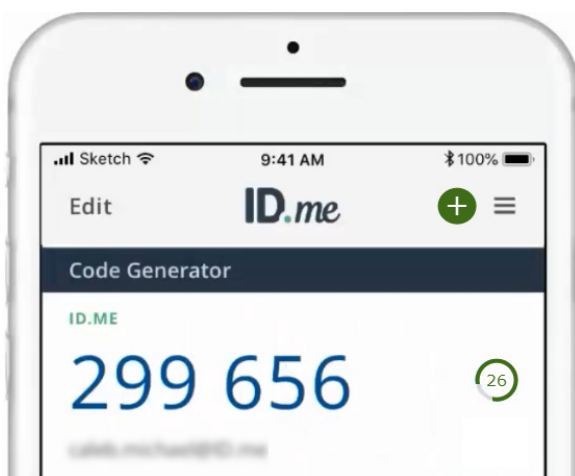
An access message appears.




- 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.



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



In ePrescribe, the **Secure Your Account** page displays the confirmation options.



SECURE YOUR ACCOUNT

1 — 2 — 3

Confirm your device

Please check your code generator app and enter the 6-digit code to complete securing your account.

Enter the 6-digit code *

767030

Name your device

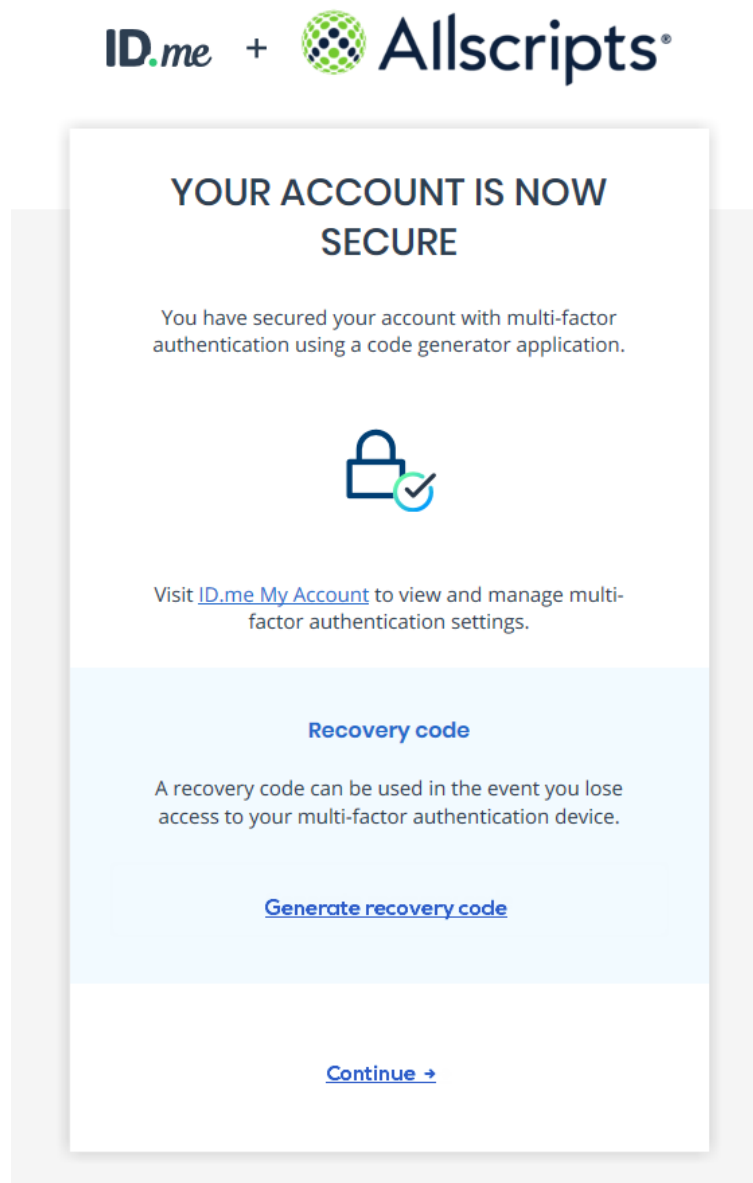
ex. My iPhone optional

[Go back](#)

Continue

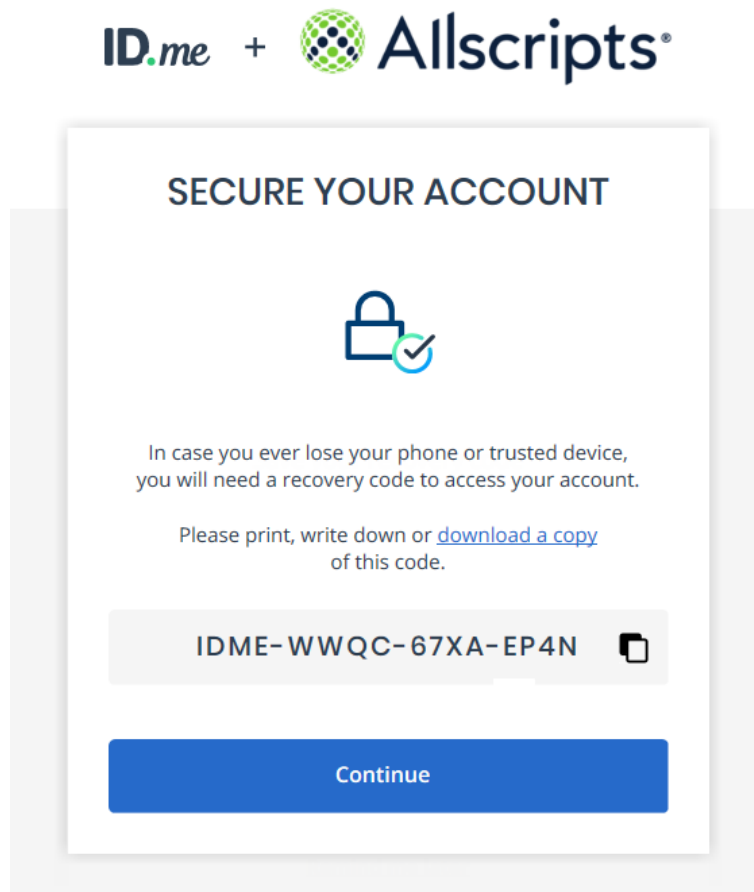
- h. In the **Enter the 6-digit code** box, enter the code from your smart device, and then click **Continue**.

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 **I have copied the recovery code**.

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 to submit photos** options appear.

The screenshot shows the 'Choose how to submit photos' screen. At the top is the ID.me + Allscripts logo. Below the title, there are two options: 'Driver's License' with a 'Change document' link, and 'Take photo' with a camera icon and the text 'Receive a link on a smartphone to take a photo'. Below these is an 'OR' separator, followed by 'Choose image' with a picture icon and the text 'Upload an image from your current device'. At the bottom is a 'Back' link.

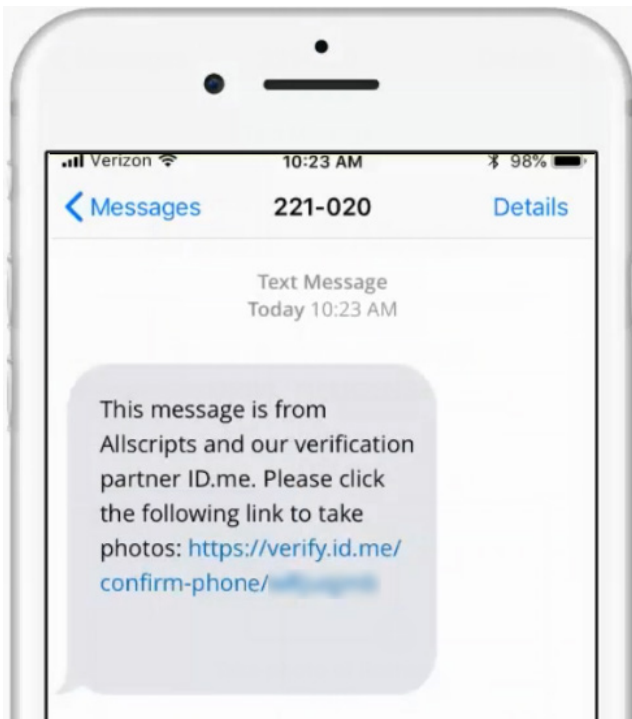
- c. Click **Take photo**.

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

The screenshot shows the 'VERIFY YOUR IDENTITY' screen. At the top is the ID.me + Allscripts logo. Below the title is a progress bar with five steps, where step 1 is highlighted. The main heading is 'Receive a link on a smartphone to take a photo'. Below this is the instruction: 'Enter your personal phone number. We'll also confirm your identity with telecom operators.' There is a 'Mobile Phone Number' label above a text input field that has a US flag dropdown. Below the input field is a light blue box with the text: 'Your mobile device must have a camera and a web browser'. At the bottom, there is a paragraph of text: 'By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.' and two buttons: 'Back' and 'Continue'.

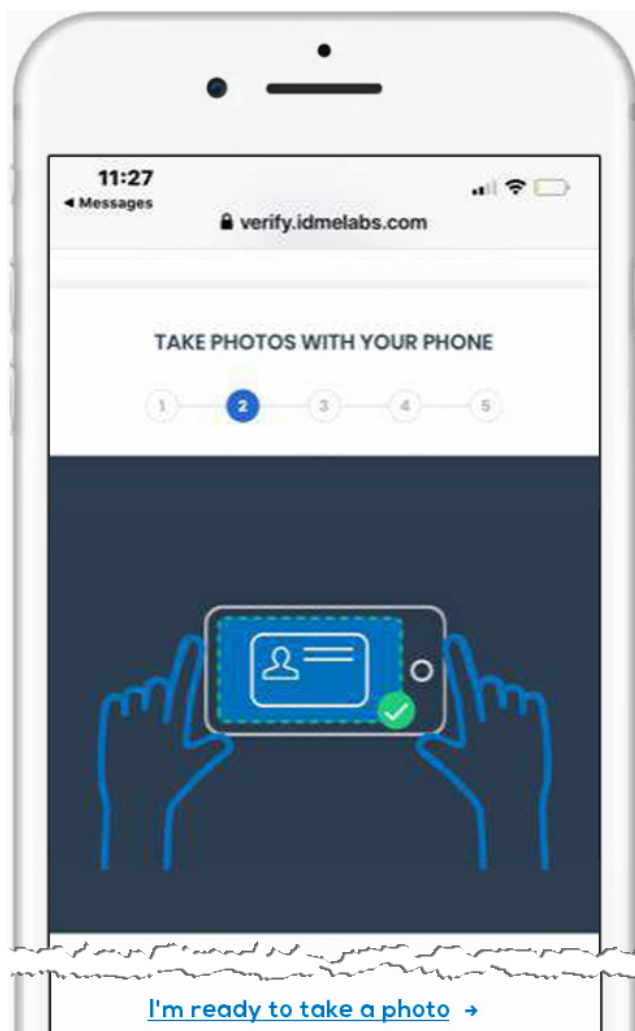
- d. Enter your mobile phone number. The number must be registered to you under your full legal name, and the phone must be able to receive text messages.
- e. Click **Continue**.
- f. If a message regarding whether you control the email address for your ID.me account or not appears, click **Yes**.

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



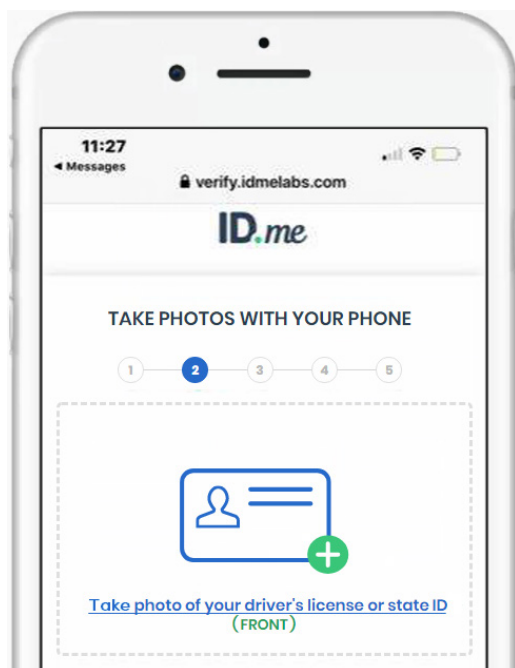
- g. On your smart device, tap the link in the text message.

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



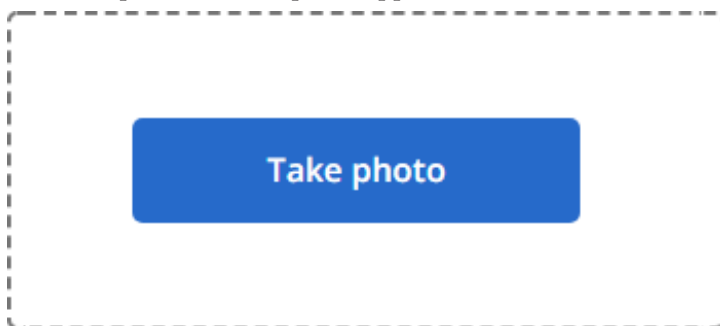
- h. Tap **I'm ready to take a photo.**

The options for taking photos appear.

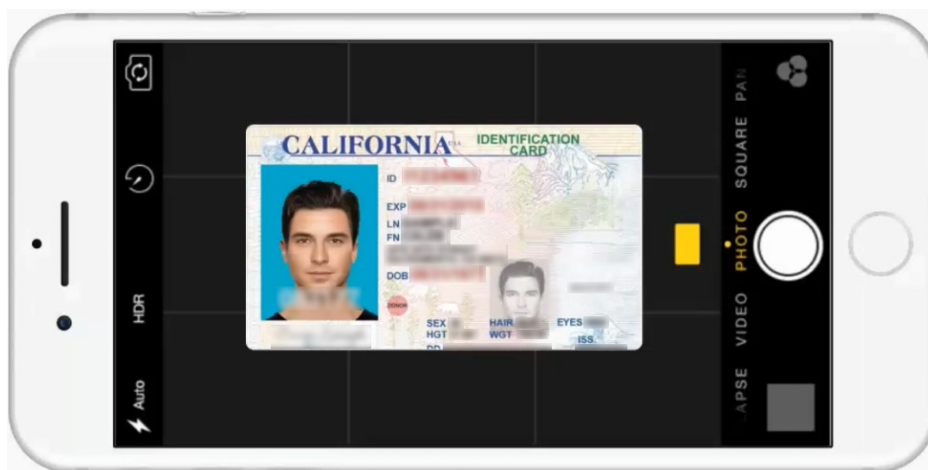


- i. In the upper box, tap the **Take photo of your driver's license or state ID** link to take a photo of the front of your license.

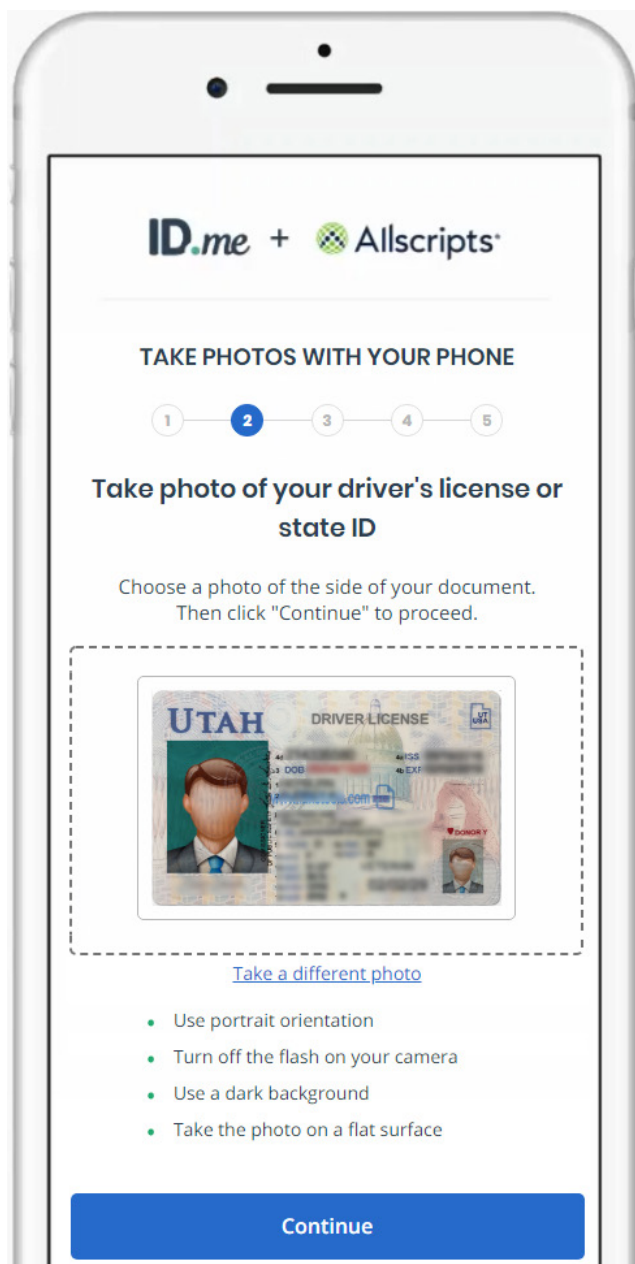
The option to take a photo appears.



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

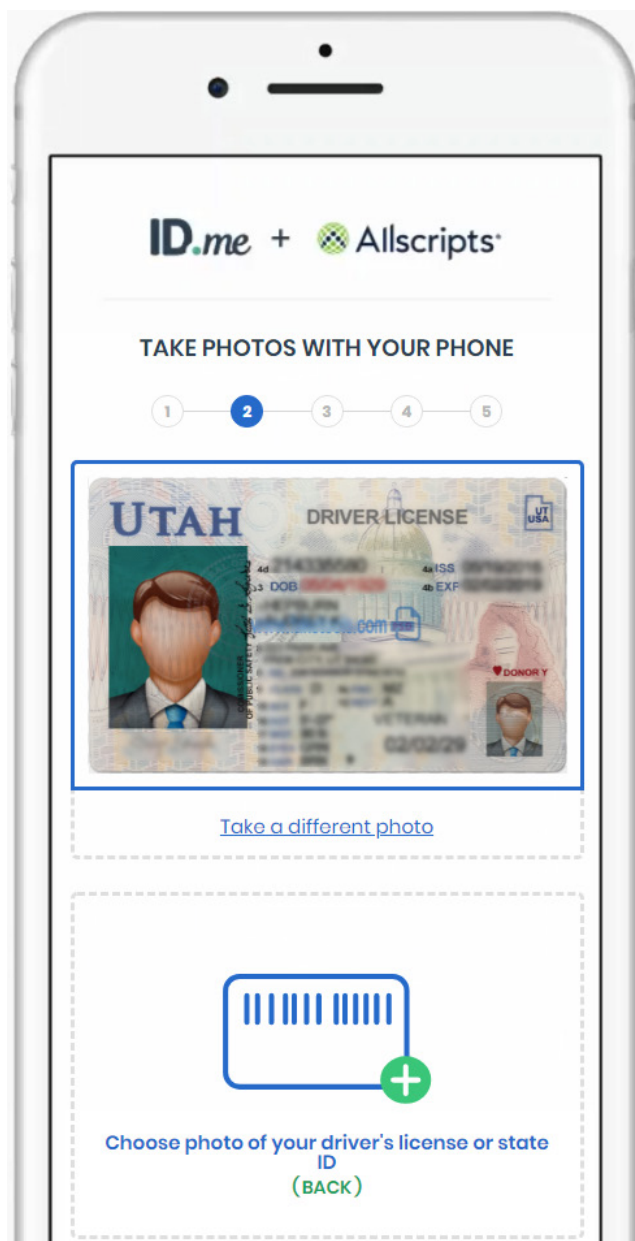


The resulting photo appears.



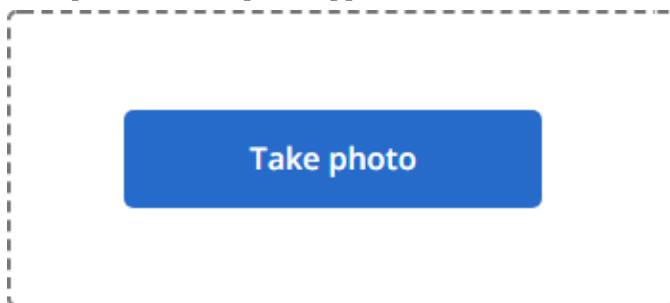
1. Tap **Continue**.

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

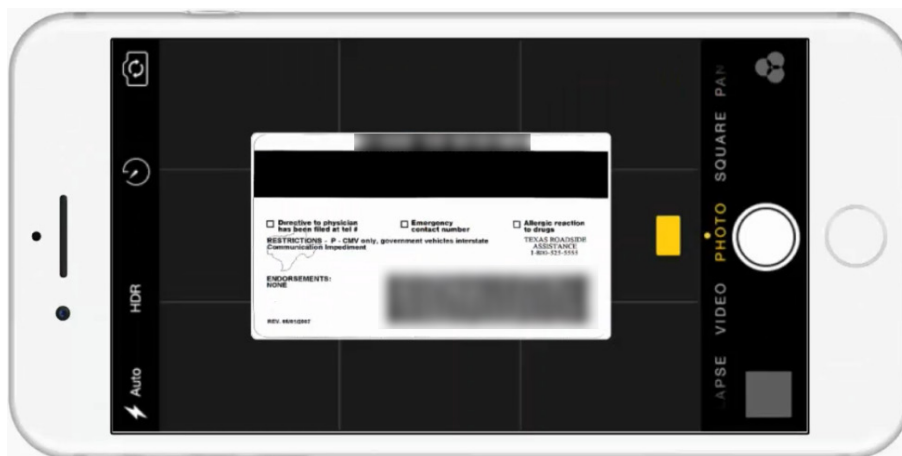


- m. In the lower box, tap the **Take photo of your driver's license or state ID** link to take a photo of the back of your license.

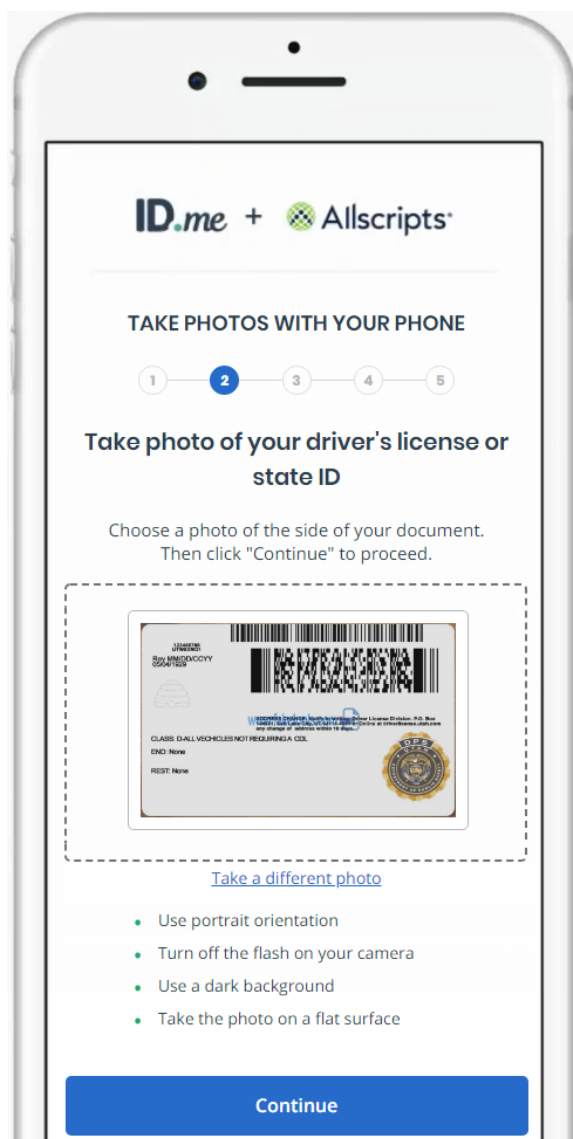
The option to take a photo appears.



- n. Either tap **Take Photo**, or tap **Choose File** and then **Take Photo**.
- o. Use your device's camera to take a picture of the back of your license.

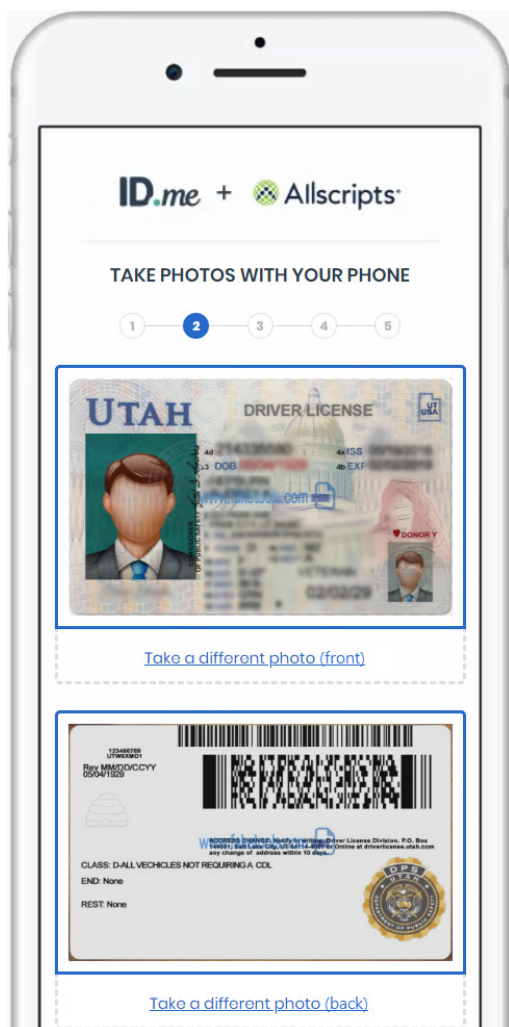


The resulting photo appears.



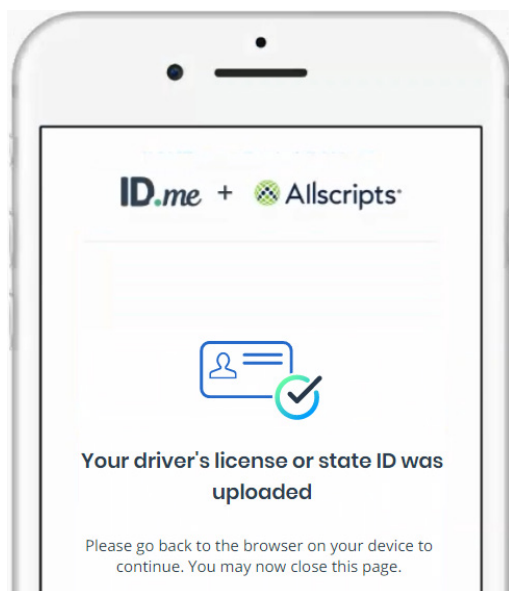
- p. Tap **Continue**.

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



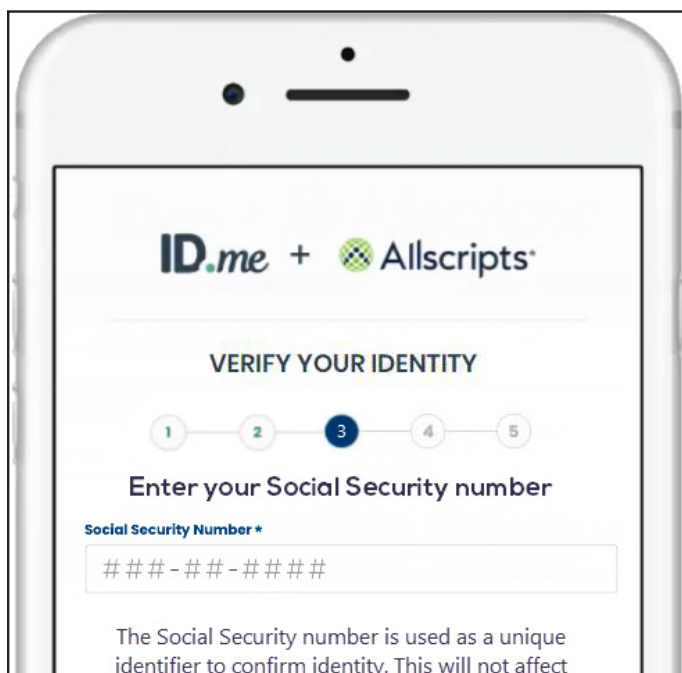
- q. If the photos of your license are clearly displayed on your device, tap **Submit your photos** to upload the photos.

A message appears when the upload is complete.



- r. Return to the other open browser tab.

The **Enter Your Social Security Number** page appears.



ID.me + Allscripts

VERIFY YOUR IDENTITY

1 2 3 4 5

Enter your Social Security number

Social Security Number *

- ## -

The Social Security number is used as a unique identifier to confirm identity. This will not affect

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

Your registration information appears.

ID.me + Allscripts

VERIFY YOUR IDENTITY

1 2 3 4 5

Is your information displayed correctly?

We will securely use the following information to verify your identity against sources.

[What does this mean?](#) ^

Personal Information

First Name

Middle Name

Last Name

Date of Birth

Home address

Street

City

State

Zip Code

Phone number

Mobile Phone

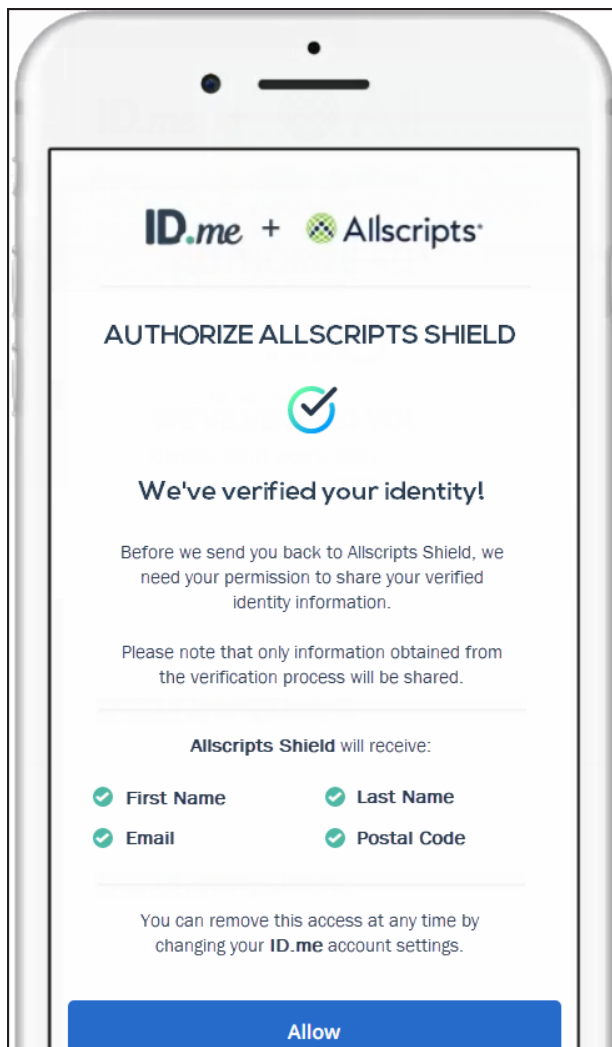
☐ The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

[What is the Federal Fair Credit Reporting Act?](#) ^

[No](#) [Yes](#)

- 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**.

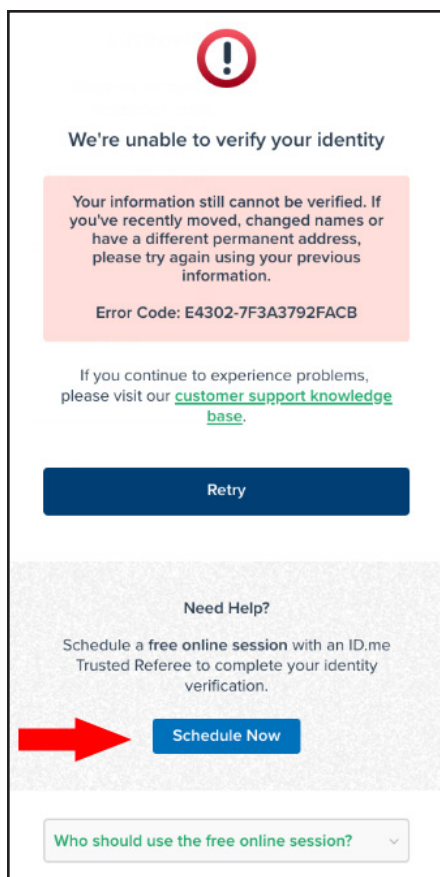
The **Authorize Allscripts Shield** page appears.



- 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 <https://help.id.me/hc/en-us/articles/360012933634-What-is-a-Primary-or-Secondary-Identification-Document-> 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 your 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.

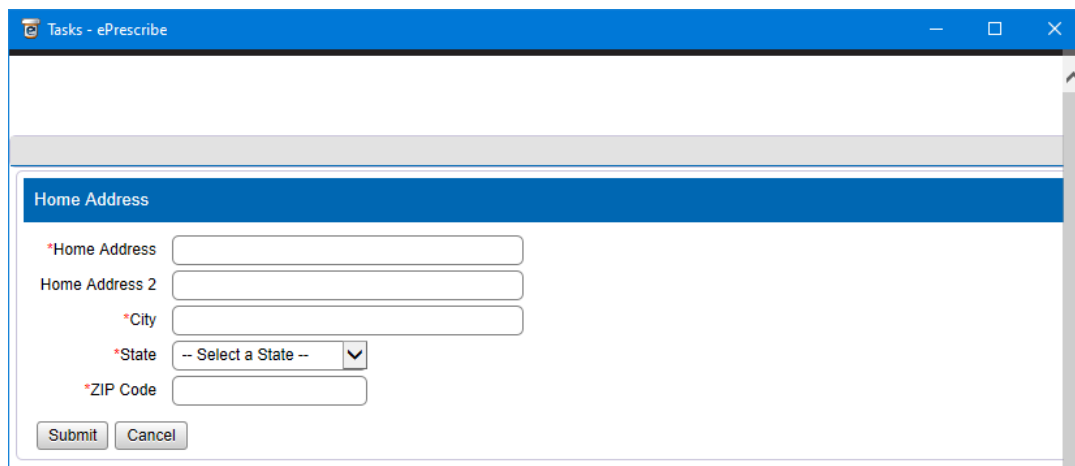
Finishing ePrescribe Setup

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.

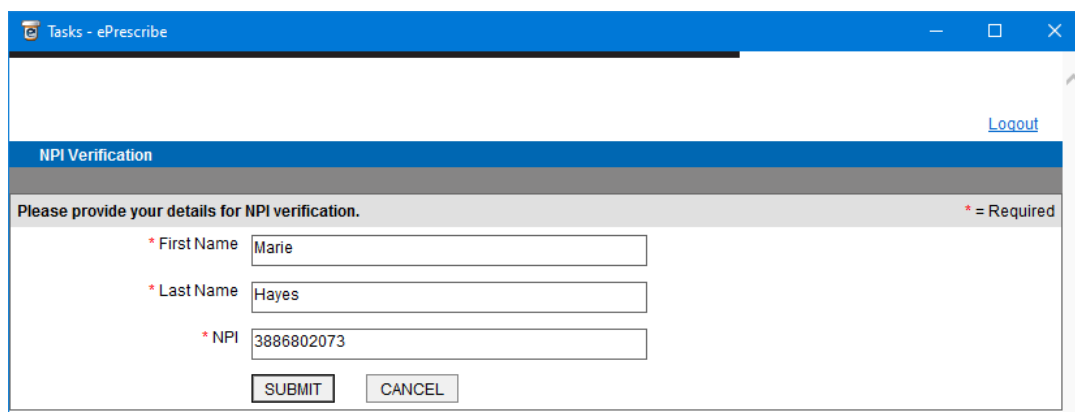
The **Home Address** page appears.



The screenshot shows a web browser window titled "Tasks - ePrescribe". The main content area has a blue header bar labeled "Home Address". Below this, there are five input fields, each preceded by an asterisk indicating it is required: "Home Address", "Home Address 2", "City", "State" (a dropdown menu currently showing "-- Select a State --"), and "ZIP Code". At the bottom of the form are two buttons: "Submit" and "Cancel".

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

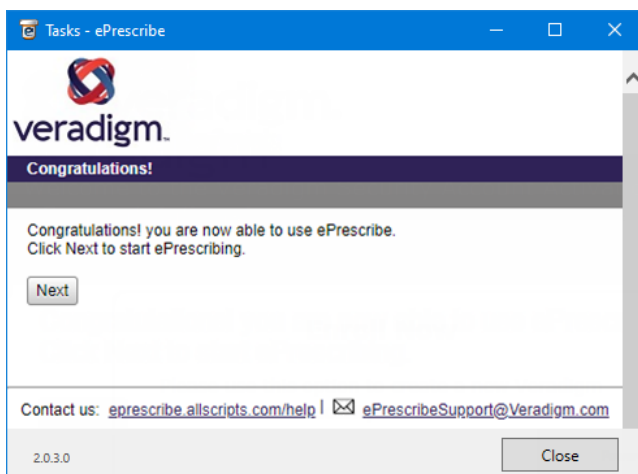
The **NPI Verification** page appears.



The screenshot shows a web browser window titled "Tasks - ePrescribe". The main content area has a blue header bar labeled "NPI Verification". Below this, there is a grey bar with the text "Please provide your details for NPI verification." and a legend "* = Required". There are three input fields, each preceded by an asterisk: "First Name" (containing "Marie"), "Last Name" (containing "Hayes"), and "NPI" (containing "3886802073"). At the bottom of the form are two buttons: "SUBMIT" and "CANCEL". A "Logout" link is visible in the top right corner of the page.

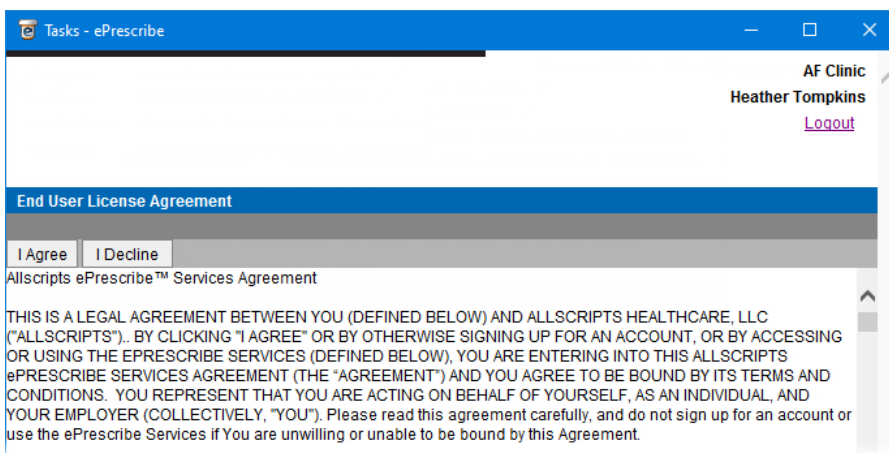
3. Verify that your name and NPI are correct, and then click **Submit**.

The **Congratulations!** page appears.



4. Click **Next**.

The **End User License Agreement** page appears.



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.

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 (clinics) set up in ePrescribe (as explained in “Adding Sites in ePrescribe” on page 51), the site selection page appears.

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 Dentrrix.

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.

PERSONAL INFORMATION

Title

* First Name

Middle Name

* Last Name

Suffix

* Personal Email

* Contact Phone Number

* Home Address

Home Address 2

* City

* State

* ZIP Code

PROVIDER INFORMATION

* User Type ☒ Doctor or Physician (including DO)
☐ Midlevel (including Physician Assistant and Nurse Practitioner without supervision)

* NPI

* Specialty 1

Specialty 2

DEA Number

DEA Number Exp. Date

DEA Schedule ☐ II ☐ III ☐ IV ☐ V

* State License Number

* State License Issuing State

* State License Exp. Date


USER CREDENTIALS & SECURITY

☐ Create a New ePrescribe Account ☒ Link to an existing Account

* Username

* Password

ACKNOWLEDGEMENT

Captcha  Type the Captcha code here

The next step is to verify you are who you say you are through an online identity management process provided by ID.me. ID.me

☐ I have reviewed my registration entries and ID.me Terms of Service.

- Under **User Credentials & Security**, click the **Create a New ePrescribe Account Link to an existing Account** link.

PROVIDER INFORMATION

* **User Type** ☒ Doctor or Physician (including DO)
☐ Midlevel (including Physician Assistant and Nurse Practitioner without supervision)

* **NPI**

* **Specialty 1**

Specialty 2

DEA Number

DEA Number Exp. Date

DEA Schedule ☐ II ☐ III ☐ IV ☐ V

* **State License Number**

* **State License Issuing State**

* **State License Exp. Date**

USER CREDENTIALS & SECURITY

☒ Create a New ePrescribe Account ☐ Link to an existing Account

* **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
 - One (1) lower case character
 - One (1) special character
 - One (1) number

Select Security Questions Provide Answers

What was your childhood nickname?

In what city did you meet your spouse/significant other?

What is the name of your favorite childhood pet?

ACKNOWLEDGEMENT

Captcha  Type the Captcha code here

The next step is to verify you are who you say you are through an online identity management process provided by ID.me. ID.me will ask you to provide i Submit.

☐ I have reviewed my registration entries and ID.me Terms of Service.

- Enter the correct credentials in the **Username** and **Password** boxes.
- Click **Link Account**.

A confirmation message that contains some basic account information appears.

Veradigm Security Account Confirmation

Your existing Veradigm Security Account has been successfully linked to this eRx System.

First Name: Dennis

Last Name: Smith

Email: documentation@henryschein.com

Security Account Name: hschein_DSMITH.Den.Smi

- Click **Next**.

The **Home Address** page appears.

Tasks - ePrescribe

Home Address

*Home Address

Home Address 2

*City

*State -- Select a State --

*ZIP Code

6. Enter your home street address, and then click **Submit**.
The **NPI Verification** page appears.

Tasks - ePrescribe

[Logout](#)

NPI Verification

Please provide your details for NPI verification. * = Required


* First Name

* Last Name

* NPI

7. Verify that your name and NPI are correct, and then click **Submit**.
The **Congratulations!** page appears.

Tasks - ePrescribe


veradigm.

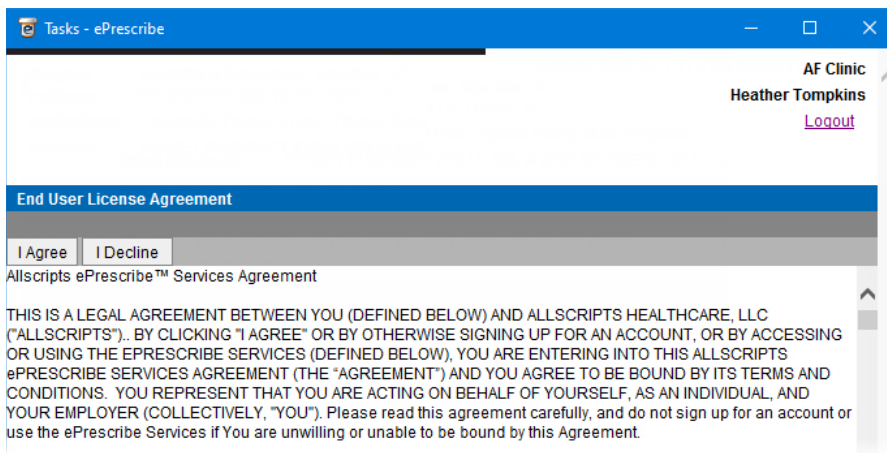
Congratulations!

Congratulations! you are now able to use ePrescribe.
Click Next to start ePrescribing.

Contact us: eprescribe.allscripts.com/help | EPrescribeSupport@Veradigm.com

2.0.3.0

8. Click **Next**.
The **End User License Agreement** page appears.



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.

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 (clinics) set up in ePrescribe (as explained in “Adding Sites in ePrescribe” on page 51), the site selection page appears.

The screenshot shows a window titled "Administration - ePrescribe". Inside, there is a prompt: "Please select the account from which you are practicing today:". Below this is a dropdown menu currently showing "My Dental Corporation". Under the dropdown, there are two radio button options: "AF Clinic" (which is selected) and "My Dental Corporation". Below these options are two checkboxes: "Keep me logged into the selected site until the end of the day." and "Make this my default site (do not ask me again)". A "Select" button is located below the checkboxes. At the bottom of the window, there is a status bar with "2.0.3.0" on the left, "Powered by Allscripts" in the center, and a "Close" button on the right. The version "20.1.2.126" is also visible in the top right corner of the main content area.

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 ePrescribe.

13. Click **Select**.
14. The Admin grants EPCS privileges to the provider. For more information, see “Step 1 — To turn on EPCS (Admin)” on page 38 (for multiple providers) or “Step 1 — To turn on EPCS” on page 36 (for a one provider).
15. The Admin sets up the provider as an Approver. For more information, see “Step 3 (Admin) — To set up the Approver” on page 39 (for multiple providers) or “Step 3 — To set up approval” on page 36 (for one provider). If there are already two Approvers, you can skip this step.
16. An Approver approves the EPCS signing privilege for the provider. For more information, see “Step 4 (Approver) — To approve Providers” on page 40 (for multiple providers) or “Step 4 — To approve” on page 37 (for one provider).

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 to the ePrescribe website as the Admin.
2. Click the **Settings** tab.
3. Click the **Manage EPCS** link.

<input checked="" type="checkbox"/>	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted
<input checked="" type="checkbox"/>	Dennis			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. Log in to the ePrescribe website as the Admin.
2. Click the **Settings** tab.
3. Click the **Edit Users** link.

Edit Users

Back

Last Name: First Name: Search ☒ Active ☐ Inactive ☐ All

	Login ID	Last Name	First Name	Status	
Edit	hschein_MCOOK.Cook.Maria.1	Cook	Maria	Active	Reset Password

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

Back Save

▼ User Information

Security Settings

State License

▼ User Preferences

▲ EPCS Settings

EPCS Permissions: Registered ☒ **EPCS Approver**

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

Step 3 — To approve

After setting up the approval permission, do the following:

- Open ePrescribe as explained in “Opening ePrescribe” in the Usage chapter.
- On the right, under **Urgent Message**, click the **Manage EPCS Approvals** link.

If you have successfully completed registration, your name appears.

Registration of Electronic Providers for EPCS

Back

Approve Provider for EPCS Signing Permission - View

Approve EPCS Signing Privilege

<input type="checkbox"/>	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted
<input checked="" type="checkbox"/>	Cook	Maria		True	False	True	Not Registered	False

- Select the check box next to your name.
- Click **Approve EPCS Signing Privilege**.

The due diligence dialog box appears.

EPCS Permission Due Diligence Dialog

When you assign EPCS permissions to others, you must confirm a number of items are true.

I certify due diligence to ensure that the selected practitioners are eligible for EPCS as follows:

- ☐ Either State or Federal government identification was used to verify their identity.
- ☐ State authorizations to practice and prescribe controlled substances are current and in good standing.
- ☐ Either DEA registrations are current, or exception has been granted from the requirement of registration under § 1301.22.
- ☐ If the practitioner is working at healthcare facilities operated by the Department of Veterans Affairs as an employee or at a healthcare facility operated by the Department of Veterans Affairs on a contractual basis, pursuant to 38 U.S.C. 8153, the practitioner has been validated for the eligibility to do so under 38 U.S.C. 7401-7408.

User Name:

Password:


Token Device: Request OTP

One Time Password(OTP):

Accept Cancel

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. Cannot be a DEA registrant.
- **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:

1. Log in to the ePrescribe website as the Admin.
2. Click the **Settings** tab.
3. Click the **Manage EPCS** link.

Registration of Electronic Providers for EPCS

Back

Grant EPCS Privilege - View 4

Grant EPCS Privilege 6

<input checked="" type="checkbox"/>	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted
<input checked="" type="checkbox"/>	Cook	Maria	[REDACTED]	True	False	False	Not Registered	False
<input checked="" type="checkbox"/>	Smith	Dennis	[REDACTED]	True	False	False	Not Registered	False

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 the ePrescribe website as the Admin.
2. Click the **Settings** tab.
3. Click the **Edit Users** link.

Edit Users

Back

Last Name: First Name: Search ☒ Active ☐ Inactive ☐ All

	Login ID	Last Name	First Name	Status	
Edit	hschein_MCOOK.Cook.Maria.1	Cook	Maria	Active	Reset Password
Edit	hschein_DSMITH.Smith.Denn.1	Smith	Dennis	Active	Reset Password
Edit	hschein_STEVE.Thompson.St.1	Thompson	Steve	Active	Reset Password

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

The screenshot shows a user settings form with sections for User Information, Security Settings, State License, User Preferences, and EPCS Settings. The EPCS Settings section is expanded, showing 'EPCS Permissions: Registered' with a blue icon and a checked 'EPCS Approver' checkbox, which is highlighted with a red rectangle.

- Scroll to the bottom. Under **EPCS Settings**, select the **EPCS Approver** check box.
- Scroll back to the top, and click **Save**.
- 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:

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

A list of providers who have successfully completed registration appears.

Registration of Electronic Providers for EPCS								
Back								
Approve Provider for EPCS Signing Permission - View								
Approve EPCS Signing Privilege								
<input type="checkbox"/>	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted
<input checked="" type="checkbox"/>	Cook	Maria	[REDACTED]	True	False	True	Not Registered	False
<input type="checkbox"/>	Smith	Dennis	[REDACTED]	True	False	True	Not Registered	False

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

The due diligence dialog box appears.

EPCS Permission Due Diligence Dialog

When you assign EPCS permissions to others, you must confirm a number of items are true.

I certify due diligence to ensure that the selected practitioners are eligible for EPCS as follows:

- ☐ Either State or Federal government identification was used to verify their identity.
- ☐ State authorizations to practice and prescribe controlled substances are current and in good standing.
- ☐ Either DEA registrations are current, or exception has been granted from the requirement of registration under § 1301.22.
- ☐ If the practitioner is working at healthcare facilities operated by the Department of Veterans Affairs as an employee or at a healthcare facility operated by the Department of Veterans Affairs on a contractual basis, pursuant to 38 U.S.C. 8153, the practitioner has been validated for the eligibility to do so under 38 U.S.C. 7401-7408.

User Name


Password

Token Device

One Time Password(OTP)

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

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

To add a site in ePrescribe

1. Log in to the ePrescribe website as the Admin.
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

[Back](#)

+ Add New Site

Site Name	Address	State	Status	
My Dental Corporation	1234 Maple Drive	UT	Active	Edit Pharmacy Favorites *

Universal Account Settings

Account Name:

Preferences:

- ☒ Show Patient List
- ☒ Show RxInfo
- ☒ Show Pre-Built Prescriptions

Medication Reference Search: ☐ Facts & Comparisons ☒ Lexicomp

[Save](#)

4. Click **Add New Site**.

The options for adding a new site become available.

Site Name:

Address:

City:

State: ▼

ZIP Code:

Phone:

Fax:

Time Zone: ▼

- ☐ 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](#)

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:

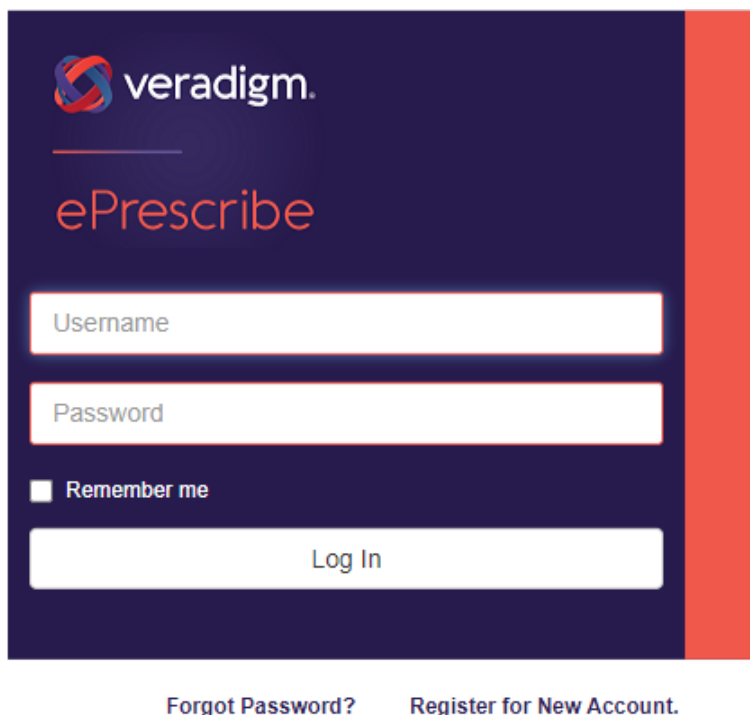
- Opening ePrescribe
- Adding and Editing Patients
- Adding and Editing Allergies
- Adding and Editing Problems
- Entering New Prescriptions

Opening ePrescribe

You can open ePrescribe in your web browser.

To open ePrescribe

1. From your web browser, go to ePrescribe.allscripts.com.



The image shows the Veradigm ePrescribe login interface. It features a dark blue background with the Veradigm logo at the top left. Below the logo, the word "ePrescribe" is displayed in a light blue font. There are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". At the bottom of the login area is a "Log In" button. To the right of the login area, there are two links: "Forgot Password?" and "Register for New Account."

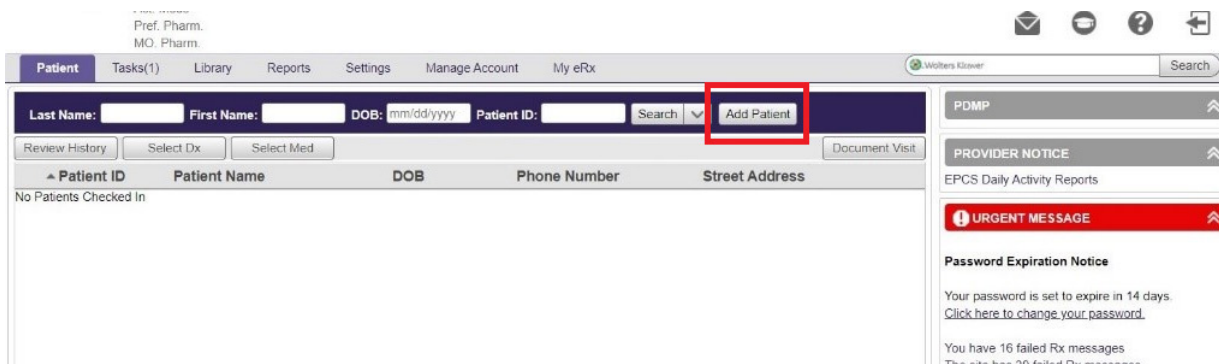
2. Type your username and password in the boxes provided.
3. Click **Log In**.

Adding and Editing Patients

You can add and edit patient demographic information in ePrescribe.

To add a patient

1. With the ePrescribe module open, from the home screen, click **Add Patient**.



The image shows the ePrescribe home screen. At the top, there is a navigation bar with tabs: "Patient", "Tasks(1)", "Library", "Reports", "Settings", "Manage Account", and "My eRx". Below the navigation bar, there is a form for adding a new patient. The form includes fields for "Last Name", "First Name", "DOB" (with a date picker), "Patient ID", and a "Search" button. The "Add Patient" button is highlighted with a red box. Below the form, there is a table with columns: "Patient ID", "Patient Name", "DOB", "Phone Number", and "Street Address". The table currently shows "No Patients Checked In". On the right side of the screen, there is a sidebar with various notifications and links, including "PDMP", "PROVIDER NOTICE", "EPSC Daily Activity Reports", "URGENT MESSAGE", and "Password Expiration Notice".

2. On the **Edit Patient** screen, fill in the patient information in the boxes provided.

Patients

Edit Patient

Cancel Save & Close Save & Prescribe Patient Allergy Amendments

Phone: Mobile Phone:

* First Name: Middle Name:

* Last Name:

* Date of Birth:

* Gender:

Patient ID (MRN):

Patient GUID:

Patient Status: ☒ Active ☐ Inactive
Inactive patients will not be included in searches, reports and will not be checked for duplicity.

* Address 1:

Address 2:

* City:

E-mail:

Selected Pharmacy: **None Entered** [\[edit\]](#)

Patient allows Medication History:

Patient allows Disclosures to Health Plan:

Patient Preferred Language:

Current Weight: lb oz
 kg

Current Height: ft in
 cm

* State:

* ZIP Code:

Insurance Plan Information

No records to display.

3. Click **Insurance Plan Information** at the bottom, and fill in the insurance plan information.
4. 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.

To edit a patient

1. With the ePrescribe module open, from the home screen, search for a patient by name (last, first) or date of birth.

Patient [No Patient Selected]

veradigm. Act. Allergies Act. Problems Act. Meds Pref. Pharm. MO. Pharm.

Patient Tasks(1) Library Reports Settings Manage Account My eRx

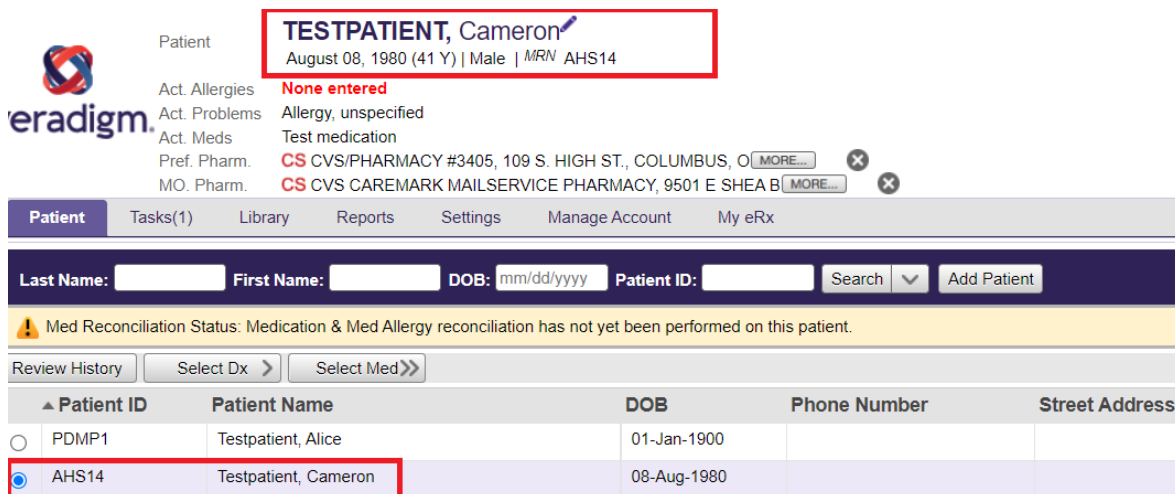
Last Name: testpatient First Name: DOB: mm/dd/yyyy Patient ID: Search Add Patient

Review History Select Dx Select Med

Patient ID	Patient Name	DOB	Phone Number	Street Address
<input type="radio"/> PDMP1	Testpatient, Alice	01-Jan-1900		
<input type="radio"/> AHS14	Testpatient, Cameron	08-Aug-1980		

2. Select the patient.

The patient's name appears at the top of the home screen.



eradigm Patient

TESTPATIENT, Cameron
August 08, 1980 (41 Y) | Male | MRN AHS14

Act. Allergies: **None entered**
 Act. Problems: Allergy, unspecified
 Act. Meds: Test medication
 Pref. Pharm.: **CS** CVS/PHARMACY #3405, 109 S. HIGH ST., COLUMBUS, O [MORE...](#)
 MO. Pharm.: **CS** CVS CAREMARK MAILSERVICE PHARMACY, 9501 E SHEA B [MORE...](#)

Patient Tasks(1) Library Reports Settings Manage Account My eRx

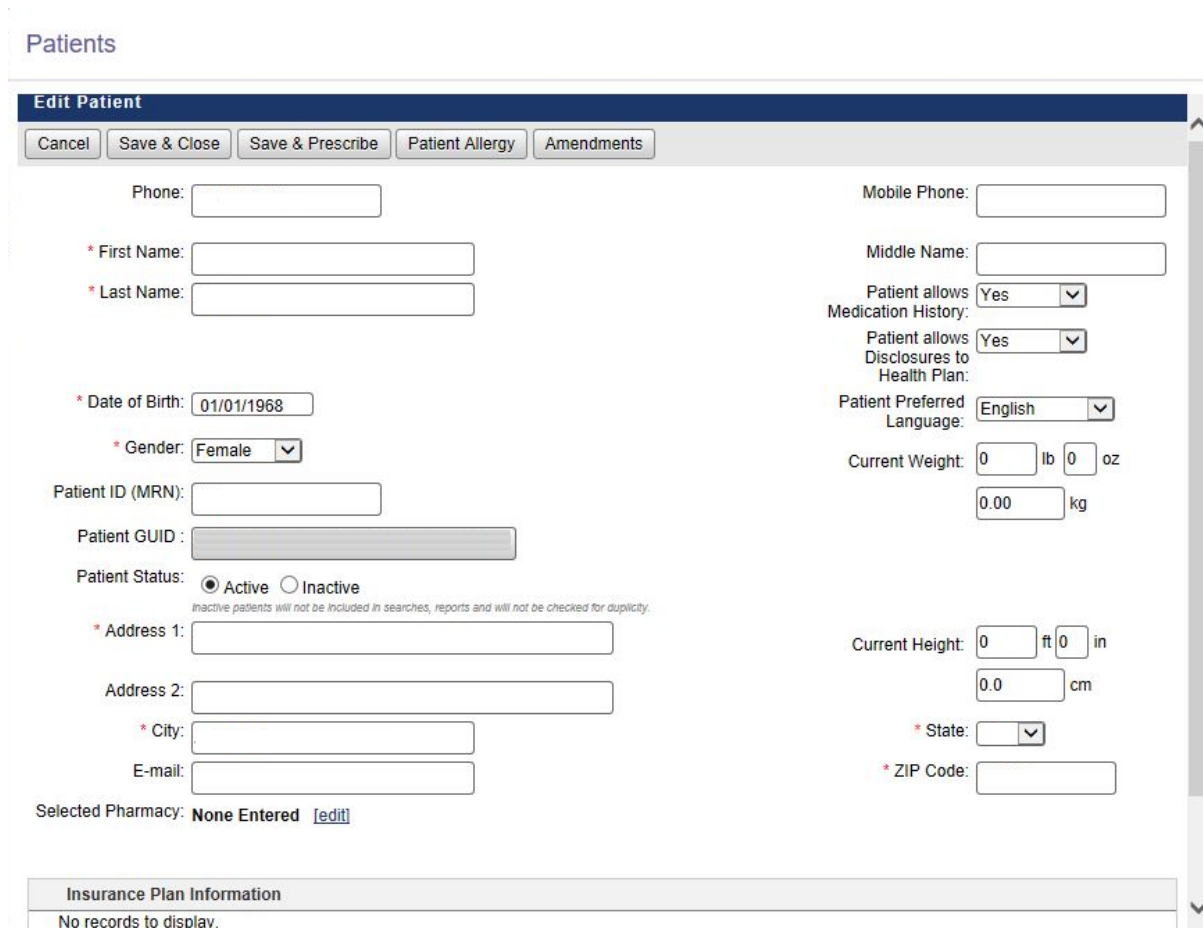
Last Name: First Name: DOB: mm/dd/yyyy Patient ID: Search Add Patient

⚠ Med Reconciliation Status: Medication & Med Allergy reconciliation has not yet been performed on this patient.

Review History Select Dx Select Med

Patient ID	Patient Name	DOB	Phone Number	Street Address
<input type="radio"/> PDMP1	Testpatient, Alice	01-Jan-1900		
<input checked="" type="radio"/> AHS14	Testpatient, Cameron	08-Aug-1980		

3. Click on the pencil icon to open the patient profile and edit the information as needed.



Patients

Edit Patient

Cancel Save & Close Save & Prescribe Patient Allergy Amendments

Phone: Mobile Phone:

* First Name: Middle Name:

* Last Name: Patient allows Medication History: Yes

* Date of Birth: 01/01/1968 Patient allows Disclosures to Health Plan: Yes

* Gender: Female Patient Preferred Language: English

Patient ID (MRN): Current Weight: 0 lb 0 oz
0.00 kg

Patient GUID: Current Height: 0 ft 0 in
0.0 cm

Patient Status: ☒ Active ☐ Inactive
Inactive patients will not be included in searches, reports and will not be checked for duplicity.

* Address 1: * State: * ZIP Code:

Address 2: * City: * ZIP Code:

E-mail:

Selected Pharmacy: **None Entered** [\[edit\]](#)

Insurance Plan Information
No records to display.

4. When finished, do any of the following:

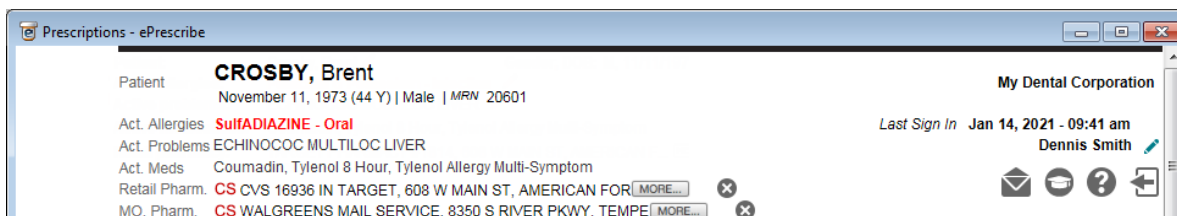
- Click **Save & Close** to save the information and close the window.
- Click **Save & Prescribe** to save the information and open the prescription window.
- Click **Patient Allergy** to add allergy information for the patient.

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).



The **Act. Allergies** dialog box appears.

Act. Allergies

Patient Allergy

☒ Active ☐ Inactive ☐ All

[Back](#) [Add Allergy](#) [No Known Allergies](#)

Class/Medication	Reaction	Type	Active	Updated Date	
SulfADIAZINE - Oral	Hives	Allergy	Y	01/24/2018	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.

Choose Allergen ☐ Class ☒ Medication

Drug Name	Dosage Form	Route
<input type="radio"/> Penicillin G Benzathine	Suspension	Intramuscular
<input type="radio"/> Penicillin G Benzathine & Proc	Suspension	Intramuscular
<input type="radio"/> Penicillin G Pot in Dextrose	Solution	Intravenous
<input checked="" type="radio"/> Penicillin G Potassium	Solution Reconstituted	Injection
<input type="radio"/> Penicillin G Potassium in D5W	Solution	Intravenous
<input type="radio"/> Penicillin G Procaine	Suspension	Intramuscular
<input type="radio"/> Penicillin G Sodium	Solution Reconstituted	Injection
<input type="radio"/> Penicillin V Potassium	Solution Reconstituted	Oral

Date when allergy first noticed/reported: (mm/dd/yyyy)

☒ Allergy ☐ Intolerance

Reaction

Abdominal pain
Anaphylaxis
Anemia
Arrhythmia
Asthma
Bradycardia
Constipation
Cough
Decreased libido
Depression

If you would like to enter more than one reaction for a Class or Medication, select (highlight) the first reaction from the list. Then hold down the Control Key (Ctrl) and continue to select other reactions. When done, click the Save button. All selected reactions will be associated to the Class or Medication selected.

If Reaction not listed above, enter description below.

- 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.

SulfADIAZINE - Oral

☒ Active ☐ Inactive

Reaction

Headache
Hives
Irregular menses
Irritability
Itching
Nausea
Paresthesia
Rash
Sexual dysfunction
Shock
Shortness of breath
Sleeplessness
Tachycardia
Tremor

If Reaction not listed above (enter description below)

☒ Allergy ☐ Intolerance

- b. Select whether this allergy is **Active** or **Inactive**.

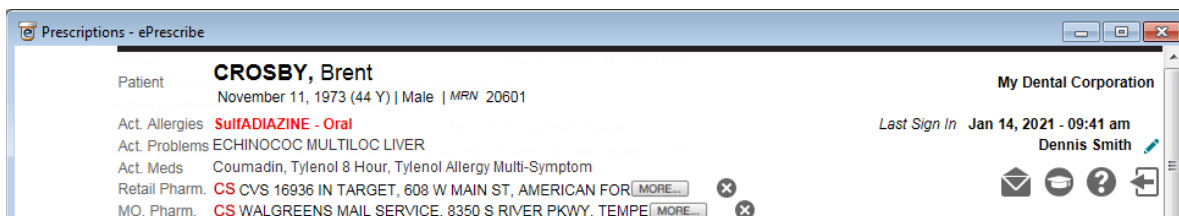
- c. Select a **Reaction**, or if the appropriate reaction is not listed, type a description in the field provided.
 - d. Select whether this is an **Allergy** or **Intolerance**.
 - e. Click **Save**.
 - f. Repeat steps a – e as needed.
- **No known allergies**
 - a. Click **No Known Allergies**.
 - 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).



The **Act. Problems** dialog box appears..

Act. Problems					
Patient Diagnosis					
<input type="button" value="Back"/> <input type="button" value="Add Diagnosis"/> <input checked="" type="radio"/> Active <input type="radio"/> Inactive / Resolved <input type="radio"/> All					
Diagnosis	Start Date	ICD-9 Code	ICD-10 Code	SNOMED Code	Status
Echinococcus multilocularis infection of liver	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.

Diagnosis	ICD-10 Code
<input checked="" type="radio"/> Chronic migraine without aura	G43.7
<input type="radio"/> Chronic migraine without aura, intractable	G43.71
<input type="radio"/> Chronic migraine without aura, intractable, with status migrainosus	G43.711
<input type="radio"/> Chronic migraine without aura, intractable, without status migrainosus	G43.719
<input type="radio"/> Chronic migraine without aura, not intractable	G43.70
<input type="radio"/> Chronic migraine without aura, not intractable, with status migrainosus	G43.701
<input type="radio"/> Chronic migraine without 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	N	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.

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 >>**.

The **Choose Medication** page opens.

	Medication And Sig	Quantity	DAW	Refills	Days
<input type="checkbox"/>	Acetaminophen-Codeine #2, 300-15 MG Tablet, TAKE 1 TO 2 TABLETS EVERY 4 HOURS AS NEEDED	36		0	3
<input type="checkbox"/>	Amoxicillin, 250 MG Capsule, TAKE 1 CAPSULE TWICE DAILY.	14		0	7
<input type="checkbox"/>	Nexium, 20 MG Packet, MIX THE CONTENTS OF 1 PACKET IN 15ML OF WATER AND DRINK ONCE DAILY.	30		0	30
<input type="checkbox"/>	Norvasc, 10 MG Tablet, TAKE 1 TABLET TWICE DAILY.	60		0	30
<input type="checkbox"/>	SulfADIAZINE, 500 MG Tablet, TAKE 1 TABLET 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:
 - Select the check boxes of the desired prescriptions. Only complete prescriptions are available for selection.

	Medication And Sig	Quantity	DAW	Refills	Days
<input checked="" type="checkbox"/>	Acetaminophen-Codeine #2, 300-15 MG Tablet, TAKE 1 TO 2 TABLETS EVERY 4 HOURS AS NEEDED	36	<input type="checkbox"/>	0	3
<input checked="" type="checkbox"/>	Amoxicillin, 250 MG Capsule, TAKE 1 CAPSULE TWICE DAILY.	14	<input type="checkbox"/>	0	7
<input checked="" type="checkbox"/>	NexlUM, 20 MG Packet, MIX THE CONTENTS OF 1 PACKET IN 15ML OF WATER AND DRINK ONCE DAILY.	30	<input type="checkbox"/>	0	30
<input type="checkbox"/>	Norvasc, 10 MG Tablet, TAKE 1 TABLET TWICE DAILY.	60	<input type="checkbox"/>	0	30
<input type="checkbox"/>	SulfADIAZINE, 500 MG Tablet, TAKE 1 TABLET 3 TIMES DAILY.	21	<input type="checkbox"/>	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.

Drug Name	Status
Fluticasone Propionate	
Nasonex	
Veramyst	
Nasacort AQ	
Omnaris	
Rhinocort Aqua	

- 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:
 - Type a medication name in the **Search Medication** search field, and then click **GO**.

	Drug Name	Strength	Unit	Dosage Form	Route
<input checked="" type="radio"/>	Norvasc	10	MG	Tablet	Oral
<input type="radio"/>	Norvasc	2.5	MG	Tablet	Oral
<input type="radio"/>	Norvasc	5	MG	Tablet	Oral

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

The **Choose SIG** page opens.

- 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.

- **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:
- Click **Write Free Form Rx**.
 - 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.

- d. Click **Select Sig.**

- 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								
<p>⚠ The medications you have prescribed have created the following Drug Utilization Warnings (DUR). For Duplicate Therapy Warnings, there may be one or more similar medications on the patient's active medication list. For all other DUR warnings, there are Drug interactions that have been identified with medications you have just prescribed. Please review the warnings listed and determine if current prescriptions need to be completed or if the warnings presented are acceptable to continue with therapy.</p>								
Prior Adverse Reactions		SCRIPT PAD						
<table border="1"> <thead> <tr> <th>Warning</th> </tr> </thead> <tbody> <tr> <td> <p>⚠ The use of SulfADIAZINE Oral Tablet 500 MG may result in an allergic reaction based on a reported history of allergy to SulfADIAZINE Oral Tablet 500 MG (Reaction Category: Allergic, Symptoms: Hives)</p> </td> </tr> </tbody> </table>		Warning	<p>⚠ The use of SulfADIAZINE Oral Tablet 500 MG may result in an allergic reaction based on a reported history of allergy to SulfADIAZINE Oral Tablet 500 MG (Reaction Category: Allergic, Symptoms: Hives)</p>	<p>SulfADIAZINE 500 MG Tablet - QUANTITY 21 Tablet - REFILL 0 - TAKE 1 TABLET 3 TIMES DAILY. - 7 DAYS Edit Remove</p> <p>Acetaminophen-Codeine #2 300-15 MG Tablet - QUANTITY 36 Tablet - REFILL 0 - TAKE 1 TO 2 TABLETS EVERY 4 HOURS AS NEEDED - 3 DAYS - DAW Edit Remove</p> <p>Norvasc 10 MG Tablet - QUANTITY 60 Tablet - REFILL 0 - TAKE 1 TABLET TWICE DAILY. - 30 DAYS Edit Remove</p>				
Warning								
<p>⚠ The use of SulfADIAZINE Oral Tablet 500 MG may result in an allergic reaction based on a reported history of allergy to SulfADIAZINE Oral Tablet 500 MG (Reaction Category: Allergic, Symptoms: Hives)</p>								
Dose Check								
<table border="1"> <thead> <tr> <th>Medication Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Norvasc</td> <td>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.</td> </tr> <tr> <td>SulfADIAZINE</td> <td>The daily dose of 3 tablets is below the usual dose of 4 to 8 tablets.</td> </tr> </tbody> </table>		Medication Name		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.	SulfADIAZINE	The daily dose of 3 tablets is below the usual dose of 4 to 8 tablets.	
Medication Name								
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.							
SulfADIAZINE	The daily dose of 3 tablets is below the usual dose of 4 to 8 tablets.							
<small>Copyright 2017 CDI, LLC. All rights reserved</small>		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:

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

Note: You can 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	<input type="checkbox"/> State Registry Checked
Rx Date	Medication & Sig	Destination	Actions	
01/24/2018 10:09 AM	Hydrocodone-Acetaminophen 5-325 MG Oral Tablet - TAKE 1 TABLET EVERY 4 TO 6 HOURS AS NEEDED FOR PAIN. - DAW QUANTITY 180 Tablet - REFILL 0 - Days Supply - 30	Send to Pharmacy	CS	Edit Print X
01/24/2018 10:09 AM	NexIUM 20 MG Oral Packet - MIX THE CONTENTS OF 1 PACKET IN 15ML OF WATER AND DRINK ONCE DAILY. QUANTITY 30 Packet - REFILL 0 - Days Supply - 30	Print		Edit Print X
01/24/2018 10:09 AM	Amoxicillin 250 MG Oral Capsule - TAKE 1 CAPSULE TWICE DAILY. QUANTITY 14 Capsule - REFILL 0 - Days Supply - 7	Send to Pharmacy		Edit Print X

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

For a provider

Destination
Send to Pharmacy
Send to Pharmacy
Send to Mail Order
Print
Send to Assistant
Patient Reported

- 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)

Destination

- Send to Pharmacy
- Send to Mail Order
- Print
- Send to Phys. w/Current Pharm.
- Send to Phys. w/Mail Order
- Send to Physician
- Patient Reported

- **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.

- For provider's in New York, to indicate that you have checked the state registry, select the **State Registry Checked** check box.
- If needed, do any of the following:
 - To add another medication, click **Select Med.**
 - To change the patient's selected pharmacy, click **Change Pharmacy.**
- 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.

Electronic Prescribing of a Controlled Substance Confirmation

Rx Date: 10/26/2012

Provider: [Redacted]

Patient: [Redacted]

Pharmacy: [Redacted]

<input checked="" type="checkbox"/> Medication and Sig	Quantity	DAW	Refills	Days
<input checked="" type="checkbox"/> Hydrocodone-Acetaminophen 5-325 MG Tab TAKE 1 TABLET EVERY 4 TO 6 HOURS AS NEEDED FOR PAIN.	30	1	0	5

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

User Name: [Redacted]

DEA Number: [Redacted]

Password: [Redacted]

One Time Password (O.T.P.): [Redacted]

Electronically Sign and Send

Cancel

- 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**.