



LINKED ACCOUNT SET UP GUIDE

Easy Dental ePrescribe

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Please read and follow the instructions carefully.

What to Expect

Average Setup Time: 1 Hour

1. Pre-Requisites (10 – 90 minutes)
2. Activate ePrescribe (5 Minutes)
3. Setting up ePrescribe Users (15 Minutes)
4. Link Account (5 Minutes)
5. Identity Verification Check (30 Minutes)
6. EPCS Setup (20 Minutes)
 - a. Grant EPCS Access (5 Minutes)
 - b. Enable EPCS/Second Factor Approval (15)
7. Verify EPCS Registration was Successful (5 Minutes)
8. Instructions on how to write a Prescription

Things You'll Need

1. An ePrescribe Account that has already been Fully Setup
2. A Desktop/Laptop with [Internet Explorer 11](#)
3. Providers DEA License [\[CFR T21 §1306.03\(a\)\(1\)\]](#)
4. Providers Individual NPI (NOT the practice NPI) [\[CFR T21 §1306.03\(a\)\(1\)\]](#)
 - a. You can find the Providers individual NPI on this website:
<https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistrySearch.do?subAction=reset&searchType=ind>
5. State License [\[CFR T21 §1306.03\(a\)\(1\)\]](#)
6. Cell phone that can receive text messages (One Time Password Device) [\[CFR T21 §1311.115\(3\)\]](#)
7. A Non-Prescribing Staff Admin for Multiple Provider Practices [\[CFR T21 §1311.125\(a\)\]](#)

Pre-Requisites

1. Your ePrescribe account will need to be EPCS ON. You can check this by going to ePrescribe.allscripts.com > Log in > in the upper right hand corner next to your name click  > scroll to bottom of page, under EPCS Settings you will see that EPCS Permission is set to ON.
2. Updates
 - a. Ensure that your version of Easy Dental is 11.3 or higher
 - i. To Verify, Open Reports Module > Click **Help** > **About Reports**. The version must be 2011.1.480.0 or higher, if not please call 1.888.988.1280 to schedule a time to upgrade to the appropriate version.
 - b. Make sure all Easy Dental ePrescribe updates are installed
 - i. Easy Dental > Help > Check for updates > Install ePrescribe 2015.2.2 if it is in the list.
 - ii. If you do not see an ePrescribe update then it is already installed.
3. Enable Secure Passwords
 - a. To Enable, open Reports Module > Select **Practice Setup** > **Passwords** > **Setup Practice for Passwords** > Click the Box, Enable Secure Passwords

b. For assistance with enabling secure passwords please contact 1.800.336.8749

4. Enter Practice Fax

- a. Open Reports Module > **Practice Resource Setup**. The Practice Resource Setup dialog box will appear. Under Practice Information Click **Edit** > Type in practice fax number.

Practice Resource Setup

Practice Information

Dentrix Dental Practice
727 E Utah Valley Drive, # 500

American Fork, UT 84003
(801)763-9300

Administrative Contact: DDS1
HIPAA Officer: DDS2
Fiscal Year: January
Bank #:

Edit

Operatories

1	OP-1
2	OP-2
3	OP-3
4	OP-4
5	OP-5
6	OP-6
7	OP-7
8	OP-8

New
Edit
Delete

Provider(s)

ID	Name	Status
DDS1	Smith, Dennis	Primary
DDS2	Smith Junior, Dennis	Primary
DDS3	Cook, Maria	Primary
ENDO	Evans, Erica	Primary
HYG1	Hayes, Sally	Secondary
ORTH	Oliverson, Oscar	Primary
PEDO	Childs, Brenda	Primary
PERI	Pearson, Paula	Primary
SURG	Sorensen, Steve	Primary

New
Edit
Inactivate

List Inactive

Staff

ID	Name	Status
MGR1	Taylor, Judy	Staff
OFC1	Jones, Susan	Staff

New
Edit
Inactivate

List Inactive

Close

5. Provider Information

- a. Reports Module > **Practice Resource Setup** > Under Provider(s) **select Provider** > Click **Edit**. Enter the following Provider information:
- Email Address
 - DEA Number
 - DEA Schedule
 - State ID Number
 - State License Expiration
 - Providers Individual NPI

6. Admin Staff Information (In Multiple Provider Practices)

- a. Reports Module > **Practice Resource Setup** > Under Staff select desired individual for Staff Admin > Click **Edit**. Enter the following Staff information:
- Email Address

Activating ePrescribe

1. Reports Module > **Practice Resource Setup** > Under Practice Information click **Edit** > in the ePrescribe section click **Setup**. An ePrescribe Settings dialog box will appear > Select **Activate** > Copy and Paste License Key from Welcome to ePrescribe email or if you have not received a welcome email Request one via Chat > Click **OK** > Click **I Agree** in End User License Agreement Dialog Box.
 - a. <http://hseprescribe.com/setup/> > **Click to Chat**
2. If License Key does not work reach out to ePrescribe via Click to Chat or call support for assistance.
 - a. <http://hseprescribe.com/setup/> > **Click to Chat**
 - b. Support Phone number 1.888.278.3685

Setting up eRx Users

1. Reports Module > **Practice Resource Setup** > **Edit** > **Administer** > **Users** > Click **Add**
2. In the User Details dialog box > Select **Provider** from the User List > Select the **Administrator** box > Click **Upload**

NOTE: If you are a single provider practice do not add any users until after you have completed the setup.

- a. Add a Staff Administrator if more than one provider will be prescribing in office. Click **Add** > Select **Staff Administrator** > Click **Upload** [[CFR T21 §1311.125\(a\)](#)]
- b. If sections have a yellow warning icon the information is missing from the Practice Resource. Review requirements under Number Four of the Pre-Requisites section.

Administration - ePrescribe

User Details

1.0.52.0

Practice:	Dentrix ePrescribe Test	DEA License:	BJ612534
User:	Foley, Mathieu - >>	DEA Lic. Expiration:	1/1/2020
User Type:	Doctor	DEA Schedule:	II <input checked="" type="checkbox"/> III <input checked="" type="checkbox"/> IV <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/>
Administrator:	<input checked="" type="checkbox"/>	State License:	8675309
Email:	mathieu.foley@henryschein.com	State Lic. Expiration:	1/1/2020
Upload Status:	Upload pending	State Lic. State:	UT
		NPI:	1234567893

* Once a user has been uploaded, they will need to go through a verification process before writing a prescription. To begin this process, log out of the software, then log back in with the new user's credentials.

Disable Upload Cancel

Administration - ePrescribe

Practice Details

Practice: Phone Number:

Address: Fax Number:

Upload Status: Time Zone:

Administration - ePrescribe

Users

ID	Name	Status

License

Allowed Providers: In Use: Available:

Link Accounts

1. As the provider login to Reports Module > **Electronic Rx Task Mode**  > **Sign Up** > Create a Secure Password & Confirm entry > Click **Setup Password**
2. Click **Link Account**
3. A window will open with your information Click **Next**

Welcome to the Allscripts Security Account Activation Wizard!

Enroll Now

Please use this option to create a new Allscripts Security Account.

(Activation code is required).

[Sign Up](#)

Link Accounts

Please use this option to use an existing Allscripts Security Account Login if you have one.

(Activation code is required).

[Link Accounts](#)

Allscripts Security Account: Link to Existing Account

Please enter your Allscripts 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 Allscripts Security Account to view user name and/or change password.

[Link Account](#)

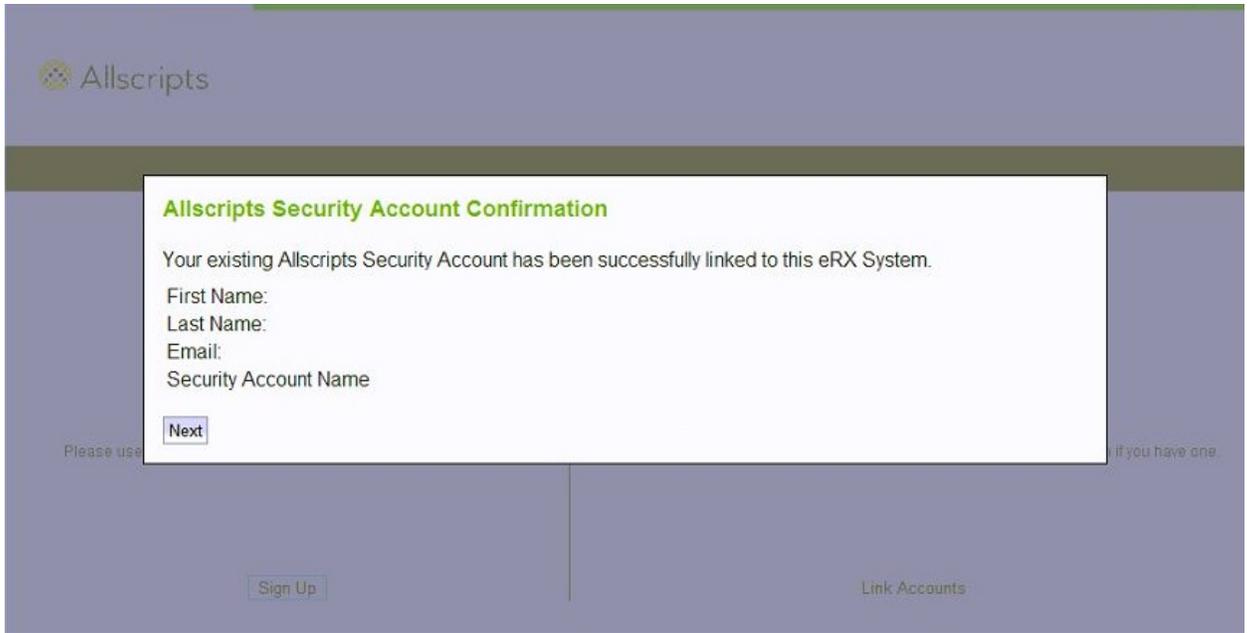
Not a registered user? [Enroll now](#)

Please use

if you have one.

[Sign Up](#)

[Link Accounts](#)



Identity Verification Check ([CFR T21 §1311.105](#))

1. Each Provider will need to log into Reports Module > Click **the Electronic RX Task Mode Icon**



- a. If you cannot find the eRx Icon go to Reports Module > **Practice Resource Setup > Edit > Administer > ePrescribe Website**

Your name and address

* First Name

* Last Name

* Home Address

* City

* State

* ZIP Code

* Year of Birth (YYYY)

* Email

* Confirm Email

* Last 4 of SSN

DEA Number Do not enter spaces or dashes; enter only letters and numbers.

DEA Schedule II III IV V

* NPI

- i. Fill out required information
 1. Name
 2. Home Address
 3. Year of Birth
 4. Email
 5. Last for of SSN

6. DEA Information
7. NPI Information
- ii. Click **Submit** > Select **Go to Next Step**

2. Provider will verify the requested information & answer the five ID Proofing Questions > Click **Submit**.
 - a. If provider Passes the ID Proofing click **Next**
 - b. If provider do **not** pass the background they are required to submit a Notarized Manual Registration to Allscripts for review. Notarized Forms can be sent via Fax or Email [\[CFR T21 §1311.05\]](#)
 - i. Fax – 1.919.800.6001
 - ii. Email – eprescribesupport@allscripts.com
 - iii. If you closed the page for the Manual Registration you can access it here: <https://erxnowregistration.allscripts.com/ManualForm.aspx>
 - iv. Manual Registrations may take 5-10 business days to pass. If you do not receive a confirmation email you can log into Easy Dental as the provider and click on the ePrescribe Icon . If it was approved you will be prompted to create an account. If you need assistance you can contact us at 1.888.278.3685
3. Click **I Agree** to agree to the End User License Agreement

The provider is now set up to prescribe non-controlled substance prescriptions. If the provider needs to send controlled substances please continue with the EPCS setup.

Electronic Prescription of Controlled Substances Setup

In practices where there are multiple providers the DEA requires that each provider designate at least two individuals aside from themselves to assist with the EPCS Setup. One of the individuals will be a Non

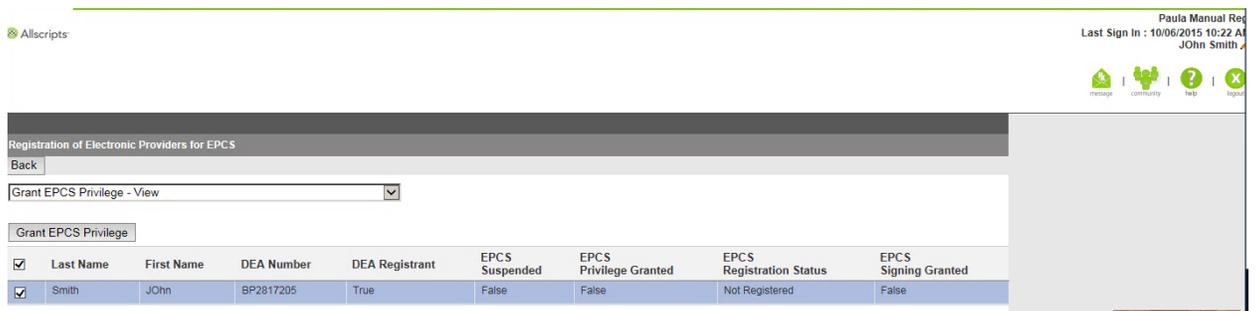
Prescribing Staff Admin, the other is a Provider who is also registered with the DEA. Please make sure all providers have completed Account activation and NPI verification prior to continuing. [\[CFR T21 §1311.125\(a\)\]](#)

If you are a single provider practice, you do not need other individuals to help you with the setup and will perform the admin & provider steps listed below from the providers account.

Our ePrescribe Partner, Allscripts hosts [webinars](#) on how to setup EPCS every [Monday 8am EST](#), [Wednesday 6pm EST](#), & [Friday 1pm EST](#), until April 25th 2015.

Grant EPCS Access

1. As the Administrator, Open **Reports Module > Electronic Rx Task Mode**  > Click **Settings Tab > Select Manage EPCS > Click the dropdown and choose Grant EPCS Privilege – View > Select Provider(s) to grant EPCS Privileges** so that they may begin their registration > Click **Grant EPCS Privilege > Click Back > Close out of Easy Dental**



<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"/>	Smith	John	BP2817205	True	False	False	Not Registered	False

Enable EPCS/Second Factor Approval

1. As the Administrator, Open **Reports Module > Electronic Rx Task Mode**  > Click **Settings Tab > Select Edit Users > Click Edit** next to the provider who will be the EPCS Approver > Scroll to the bottom and click the **EPCS Approver** Checkbox > Click **Save > Close Easy Dental**
2. **Open Easy Dental** as the EPCS Approver Provider > On right hand side of screen click **Manage EPCS Approvals** under Urgent Messages > Select Provider(s) that you want to Approve EPCS for > Click **Approve EPCS Signing Privilege** Button > Review the Due Diligence Dialog, Check **all four (4) boxes > Enter Username and Password > Generate One Time Password (OTP) > Enter into Token Field > Click Accept > Log Out**

Patient: [No Patient Selected] Weight: Gender, DOB: Patient ID: Paula Manual Rec
 Last Sign In : 10/06/2015 11:37 AM
 John Smith

Allscripts viewer message community help log out

Patients Tasks Library Reports Settings Tools My eRx

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

Your profile has been successfully saved. Please logout and re-login for changes to take effect.

Review History Select Dx Select Med Document Visit

Patient ID	Patient Name	DOB	Phone Number	Street Address
0 patients checked in				

Urgent Message Manage EPCS Approvals Tools Other Tools: Allscripts ePrescribe™ Deluxe Help With This Screen

Allscripts Paula Manual Rec Last Sign In : 10/06/2015 11:37 AM John Smith

message community help log out

Registration of Electronic Providers for EPCS

Back

Approve Provider for EPCS Signing Permission - View

Approve EPCS Signing Privilege

<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"/>	Smith	John	BP2817205	True	False	True	Passed	False

2015.2.2

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

Verify EPCS Registration was Successful

- From the Providers account Open **Reports Module > Electronic Rx Task Mode**  > in the upper right hand corner next to your name click  > scroll to bottom of page, under EPCS Settings you will see that EPCS Permission is set to ON.

You can now prescribe and sign Controlled Substance Prescriptions.

○ Staff

⊗ Credentials

Title: Suffix:

NPI: * 1528025228

Specialty 1: * Allergy

Specialty 2: -- Please pick a Specialty --

⊗ DEA License

+ Add Additional DEA License

DEA License Number	Expiration Date	DEA Schedule : II	III	IV	V	Default DEA		
BP2817205	12/22/2020	<input checked="" type="checkbox"/>	Edit	Delete				

⊗ State License

+ Add Additional License

State	License Number	Expiration Date		
GA	234234234234	12/22/2020	Edit	Delete

⊗ User Preferences

Default Fax Location Site: Paula Manual Reg

Edit Rx Favorites

⊗ EPCS Settings

EPCS Permissions: On EPCS Approver

EPCS Approver: [Manage EPCS Approvals](#)

EPCS 2nd Factor Forms: [Manage Second Factor Forms](#)

Write a prescription within 24 hours to finalize your setup

1. Login to Easy Dental as the provider
2. Open the Patient Chart and select a patient.
3. Click the **Prescriptions**  button in the toolbar.
4. Click **Electronic RX** and the eRx window will appear.
5. Click **Select Med.** Type the medication name, and then select search parameters (Patient History, My History, All Meds).
6. Select the desired medication and strength combination.
7. Click **Select Sig.** You can write your own directions (write free text SIG), or you can select from Preferred directions.
8. Enter the day's supply, quantity, and number of refills.
9. Click **Add and Review.**
10. Click **Select Pharmacy** ensuring that CS is next to the pharmacy name, and then click **Process Script Pad.**

To write a prescription for a controlled substance

1. Select how you would like to receive the OTP.
2. Select **CS Medications.**
3. Enter your Shield password.
4. Press the button on the key fob token to generate the OTP.
5. Type OTP.
6. Click **Sign and Send Electronically.**

Congratulations! You have completed your setup of ePrescribe. You can find tutorials on the right hand side of the ePrescribe screen if you would like to learn more features of the eRx product.

Contact Information

If you require assistance, please contact the ePrescribe Team Support Hours are Monday – Friday 7-330 PM MST.

- Chat: <http://hseprescribe.com/setup/> > Click to Chat
- ePrescribe Support/Implementation: 1.888.278.3685
- Easy Dental Support: 1.800.824.6375
- For instructions on Setting up eRx App Click here: <http://hseprescribe.com/setup/> ePrescribe App
- For instructions on Setting up this account at another location click here: <http://hseprescribe.com/setup/> > Link accounts