

ePCS Instructions

ePCS = Electronic Prescribing of Controlled
Substances

A couple of important notes:

1. Only providers who have had ePCS access granted in NextGen may send controlled substance prescriptions. The provider's smart card, PIN number and code from their SETMA iPhone are all required to send each prescription. Thus, nurses and unit clerks may not send the prescriptions on behalf of the provider.
2. A provider may only renew and send a controlled substance that he/she originally wrote. You may not renew and send an ePCS prescription that was created by another provider. In this case, you would need to stop the previous prescription rather than renew it and then create a new prescription to send.

How-To send an ePCS prescription:

1. All steps for creating and entering the ePCS prescription are the same as for any other medication entry into NextGen. The only difference in the process will be when you go to send the prescription electronically to the pharmacy.
2. When you go to send a controlled substance you will see this additional section (circled below) of information at the bottom of the screen under "Authorization Required."

Send Prescription



Patient Information

Name: Chart QTest
Gender: Male
Date of Birth: 1/1/1932
Date of Issuance: 8/19/2015

Prescriber Information

Name: James L Holly, MD
Address: 3570 College Suite 200
Beaumont, TX 777014679
Phone: (409) 833-9797
DEA Number: AH2524355

Medications

Select	Medication	Sig	Quantity	Refills	Start Date	Comments	DAI
cy	hydrocodone 10 mg-acetaminophen 300 mg tablet	take 1 tablet by oralroute every 8 hours as needed	30 Tablet	O	8/19/2015		No

Destination

EJ Force to Fax

Destination: <No pharmacy listed for patient>

D Patient's Primary Default Pharmacy

Address:

City:

State:

Phone:

Zip:

Alerts

J_ Patient is not eligible for mail-order prescriptions

J_ Selected pharmacy does not support EPCS service level

Actions

[Manage Patient Pharmacies](#)

[Additional Transaction Details](#)

User Name: _____

Password: _____

Enterprise: _____

Practice: Southeast Texas Medical Associates

Token Password: _____

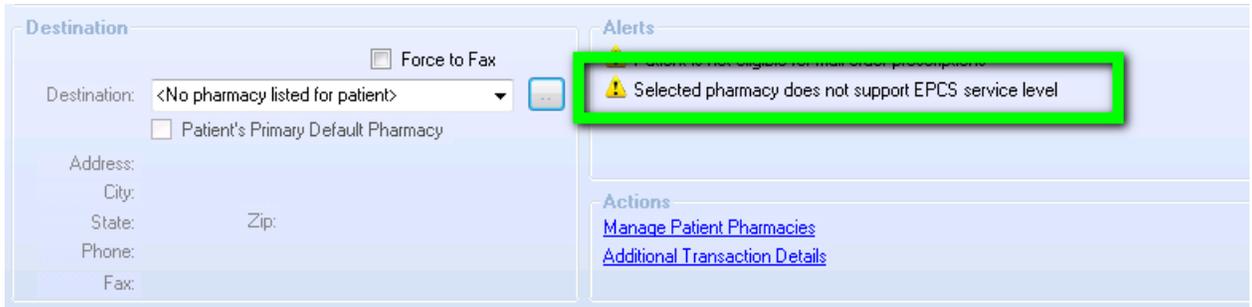
Attestation: By completing the two-factor authentication protocol, I hereby certify that I am the authorized user of the system and I am not providing my credentials to anyone else. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

Preview Rx

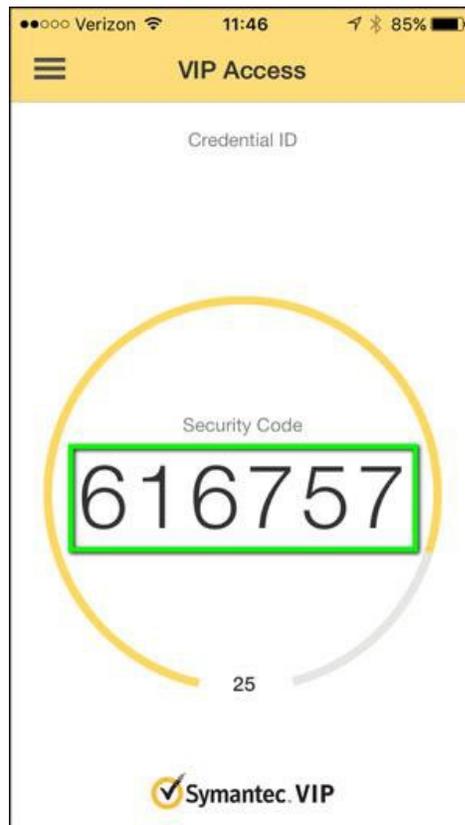
Send

Cancel

- Note that not all pharmacies can receive ePCS prescriptions but most can. If the pharmacy is not capable of receiving the controlled substance electronically, this warning (circled below) will be displayed. In this case you would need to send the prescription by another method.



- In the "Password:" box you will need to enter the PIN number that is associated with your smart card.
- In the "Token Password" box you will need to enter the rolling code from the VIP Access app on your iPhone.



- Once you have successfully entered both the Password and the Token Password you will be able to click the "Send" button and the prescription will be routed to the pharmacy like all other electronic prescriptions.