

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.

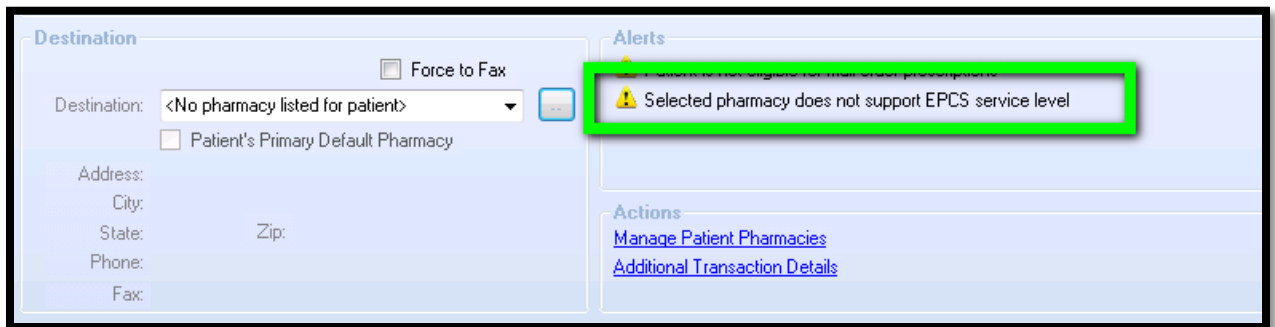
How-To send an ePCS prescription:

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."

The screenshot displays the 'Send Prescription' window in the NextGen system. It is divided into several sections:

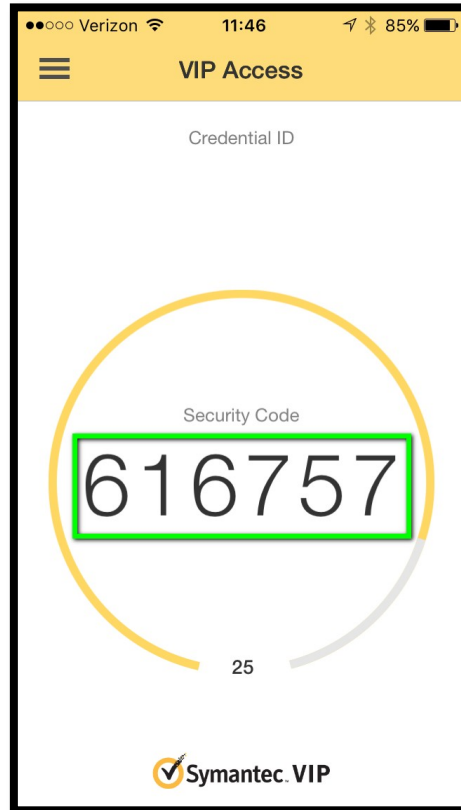
- Patient Information:** Name: Chart QTest, Gender: Male, Date of Birth: 1/1/1932, Date of Issuance: 8/19/2015.
- Prescriber Information:** Name: James L Holly, MD, Address: 3570 College Suite 200, Beaumont, TX 777014679, Phone: (409) 833-9797, DEA Number: AH2524355.
- Medications:** A table with columns: Select, Medication, Sig, Quantity, Refills, Start Date, Comments, DA. One medication is listed: hydrocodone 10 mg-acetaminophen 300 mg tablet, with a signature 'take 1 tablet by oral route every 8 hours as needed', quantity '30 Tablet', 0 refills, and start date '8/19/2015'.
- Destination:** Includes a 'Force to Fax' checkbox, a dropdown menu for 'Destination' (currently showing '<No pharmacy listed for patient>'), and a checkbox for 'Patient's Primary Default Pharmacy'.
- Alerts:** Two yellow warning icons with messages: 'Patient is not eligible for mail-order prescriptions' and 'Selected pharmacy does not support EPCS service level'.
- Actions:** Links for 'Manage Patient Pharmacies' and 'Additional Transaction Details'.
- Authentication Required (highlighted with a green box):** Contains fields for 'User Name' (filled with 'jholly'), 'Password', 'Token Password', 'Enterprise' (filled with 'SETMA'), and 'Practice' (filled with 'Southeast Texas Medical Associates'). It also includes an 'Attestation' text block and buttons for 'Preview Rx', 'Send', and '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.



The screenshot shows a software interface with a 'Destination' section on the left and an 'Alerts' section on the right. In the 'Destination' section, there is a dropdown menu for 'Destination' currently showing '<No pharmacy listed for patient>', a 'Force to Fax' checkbox, and a 'Patient's Primary Default Pharmacy' checkbox. Below these are fields for 'Address:', 'City:', 'State:', 'Zip:', 'Phone:', and 'Fax:'. In the 'Alerts' section, a yellow warning icon is next to the text 'Selected pharmacy does not support EPCS service level', which is highlighted by a green rectangle. Below the alert, there is an 'Actions' section with two links: 'Manage Patient Pharmacies' and 'Additional Transaction Details'.

- 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.