

Electronic Prescription of Controlled Substances [EPCS]

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EPCS in ReLiMed eRx Module

ReLi Med Solutions eRx module now allows Electronic Prescription of Controlled Substances [EPCS]. It is certified by Drummond group for all DEA requirements. It is also certified by Surescripts to use its network for transmission of all controlled substances.

Providers should go through Identity proofing process. We work with Duo.com and Identity.com to perform Two Factor Authentication and Identity proofing of the providers. Once a provider completes ID proofing and is approved by their Administrator and a DEA registered provider in their office, they will need to contact ReLiMed for Surescripts Setup. Once providers are setup for EPCS service level in Surescripts, they are considered EPCS Enabled in ReLiMed eRx Module.

After the providers are EPCS enabled in ReLiMed, they can begin transmitting controlled substances using ReLiMed eRx module. Transmitting controlled substance prescriptions process in ReLiMed eRx module is very similar to transmitting prescriptions for non-controlled substances. For EPCS, providers need to perform Two Factor Authentication before transmitting the controlled substance prescription.

Enable EPCS for a Provider in ReLiMed

Start EPCS

EPCS Set up process in ReLiMed begins when an Administrator with Start EPCS privilege Starts EPCS for a Provider in Personnel Entry -> Provider Info tab.

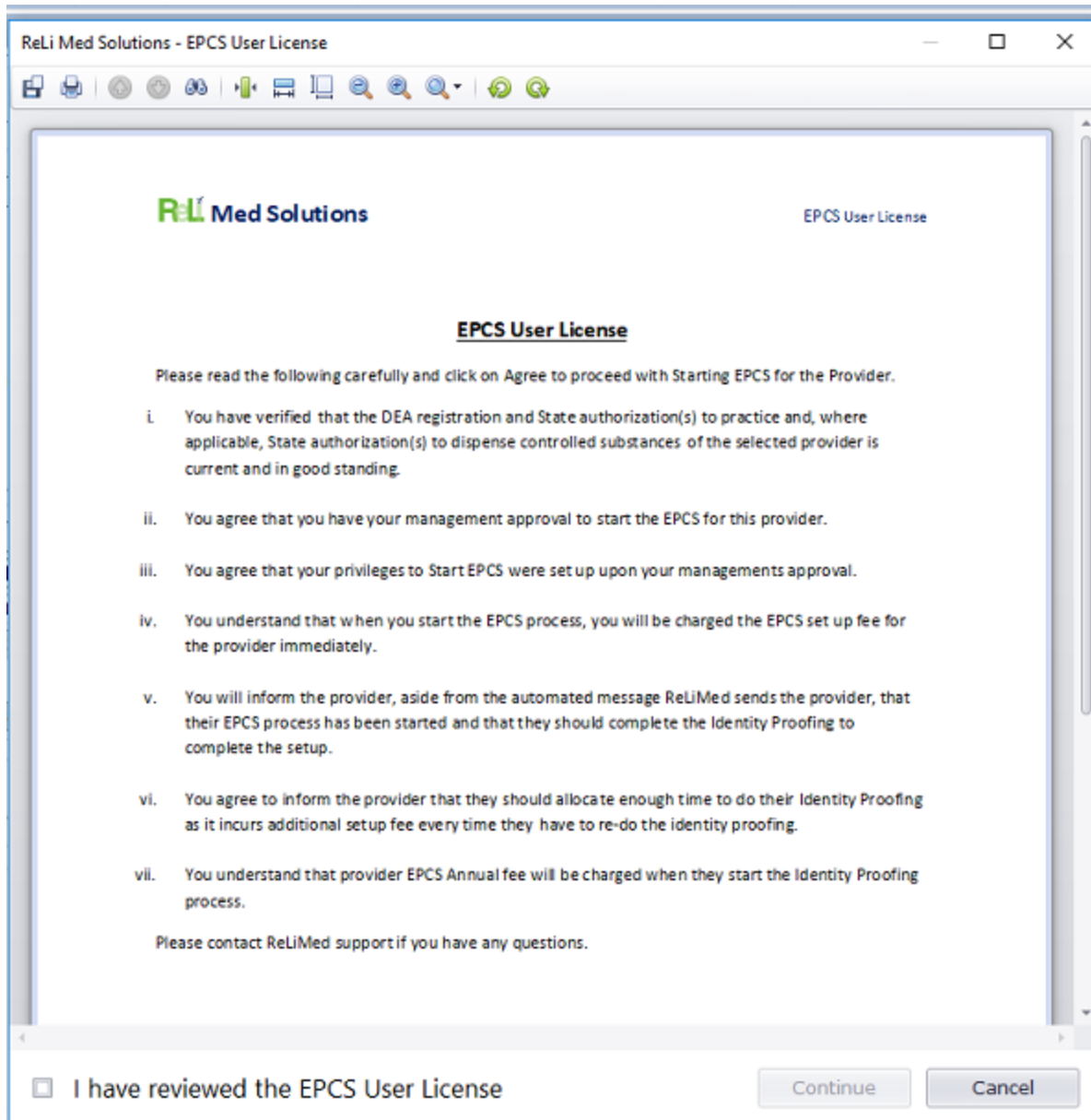
The screenshot shows the 'Personnel Info' tab for a provider named 'Doctor Smith'. The 'EPCS Status' is currently 'No EPCS'. A red box highlights the 'Start EPCS' button. To the right of the form, there is a red message: 'You should be logged in as the provider to enter the signature.' Below this message is a signature area with a 'Clear' button. At the bottom of the form, there is a section for 'ReLiMed Practice' with fields for 'Supervisor', 'DEA', 'Surescripts ID', 'eRx Start Date', 'eRx End Date', and 'Use ScriptSave'. There are also buttons for 'Disable Prior Authorizations' and 'Update Surescripts'.

When Start EPCS button is clicked, it checks for required information on Provider record and if all the information is present, it sends a message to the provider to start the ID Proofing Process.

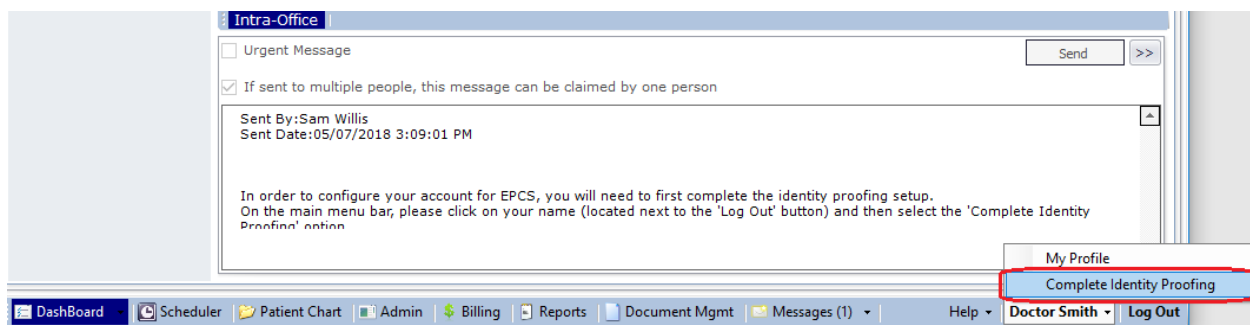
Required Fields on Provider's Personnel Record:

- Provider First and Last Name
- DOB
- Gender
- Email Address
- NPI
- DEA

You will have to agree on the User License agreement that pops up to continue.

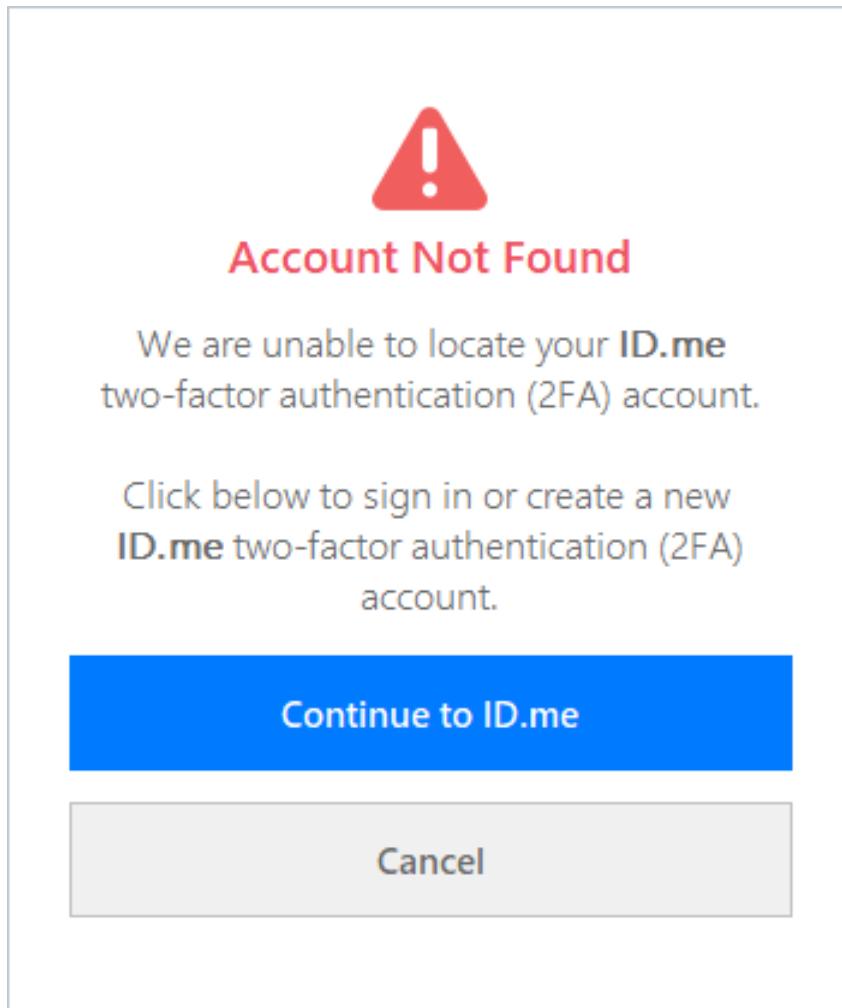


After which it sends a message to the provider to complete Identity Proofing.



ID Proofing a Provider

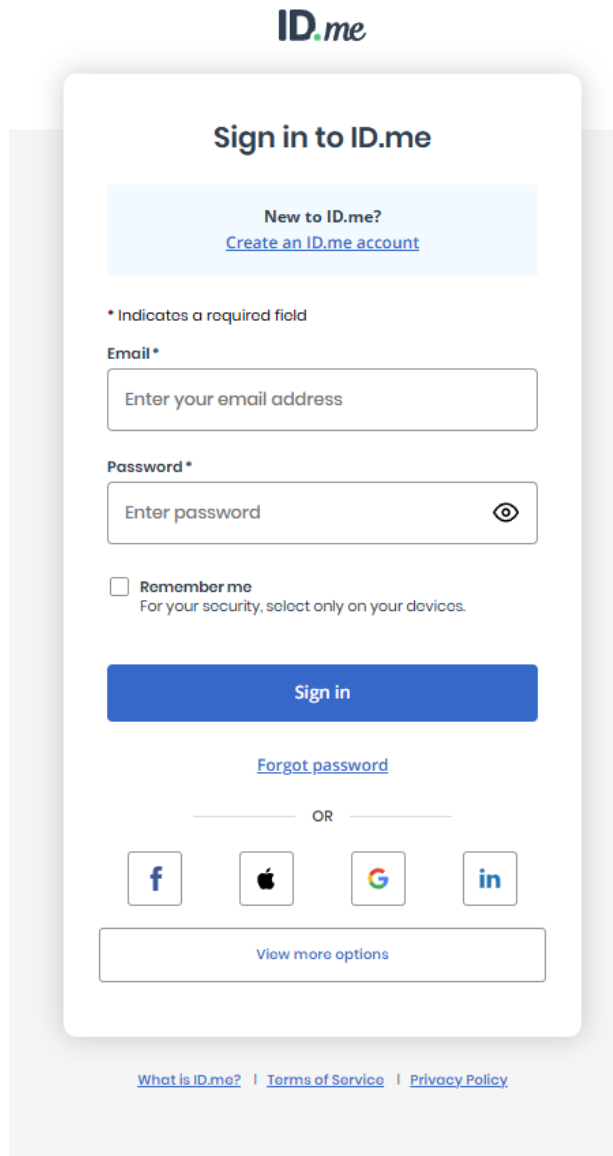
After clicking on the **Complete Identity Proofing** for the first time, you will be presented with the following screen. Click on **Continue to ID.me** to begin the identity proofing process.



Sign in or create an ID.me account

If you have an ID.me account, [sign in](#) using your email address and password. You may already have an ID.me account if you created one for another EPCS or eRx software, another organization such as the IRS, or for an ID.me community, such as a [nurse](#) or [medical provider](#).

Note: Do not create more than one ID.me account. For more information, visit [Can I have more than one ID.me account?](#)



Enter your personal email address and password, then select **Create account**.

NOTE: When creating a new account, we recommend that you use a **personal email address**. This will ensure that you will always be able to modify or recover your account.



Create an ID.me account

Multiple ID.me accounts are not allowed.
[If you have an ID.me account, use it to sign in.](#)

Need to use ID.me for work?
[Follow these steps.](#)

* Indicates a required field

Email *

Password *

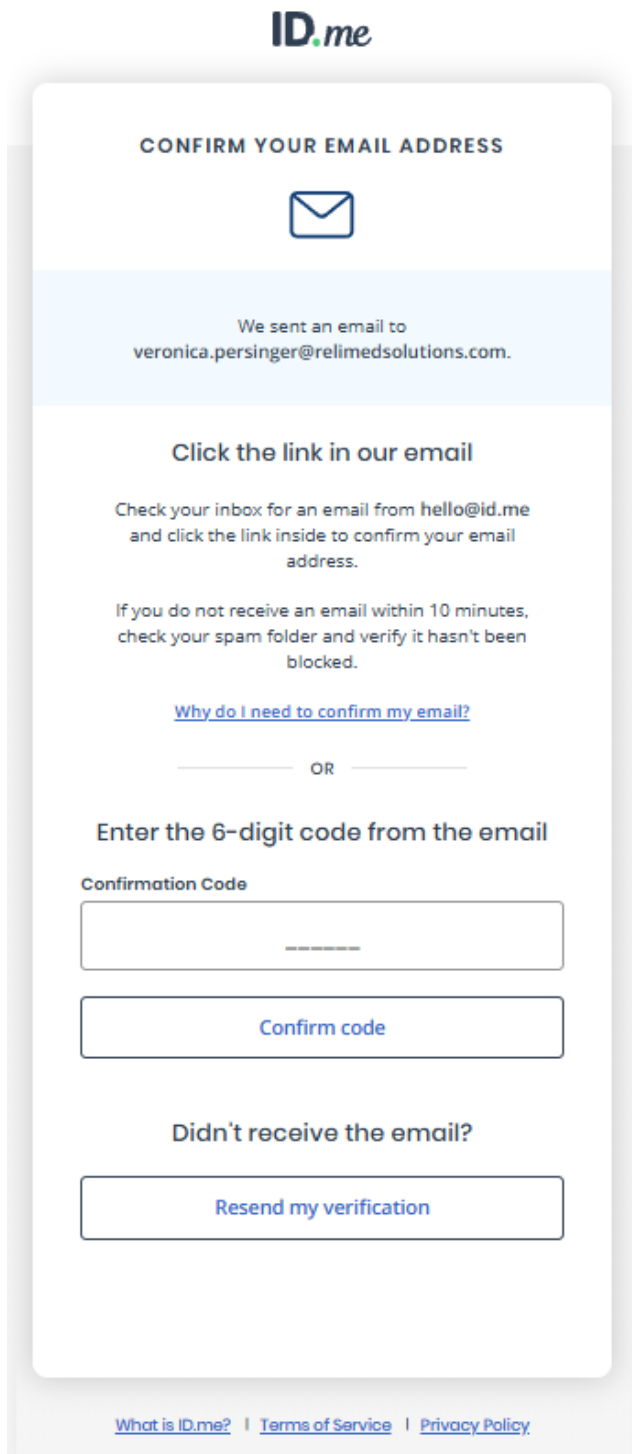
Confirm Password *

- Remember me
For your security, select only on your devices.
- I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) *

OR

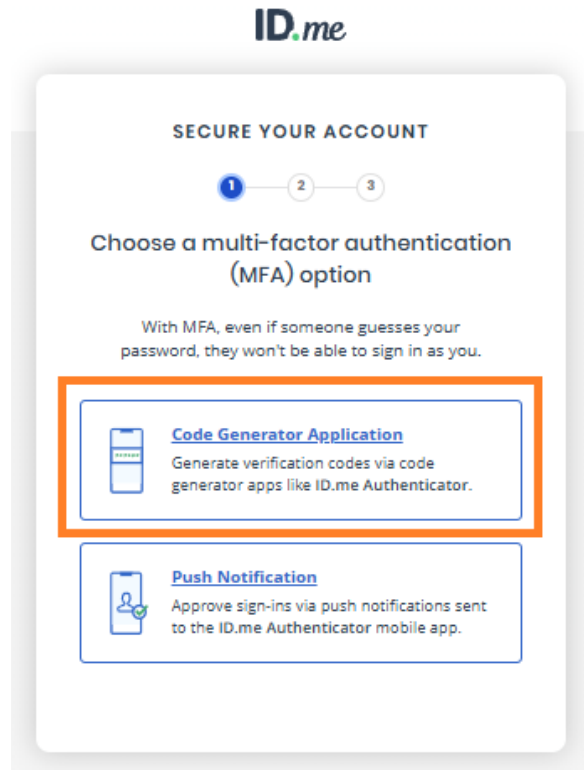


Confirm your email address. For more information, visit [Confirming your email address](#).

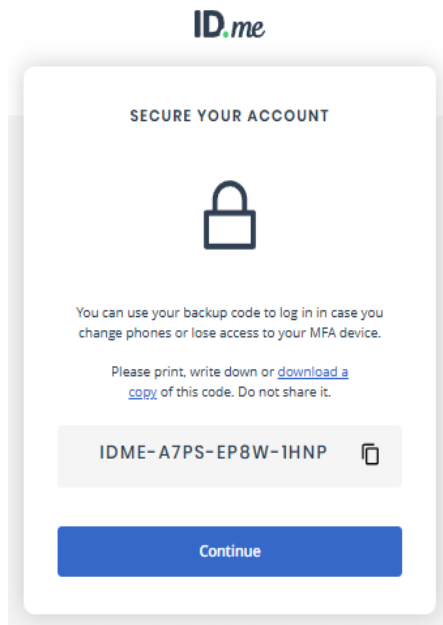
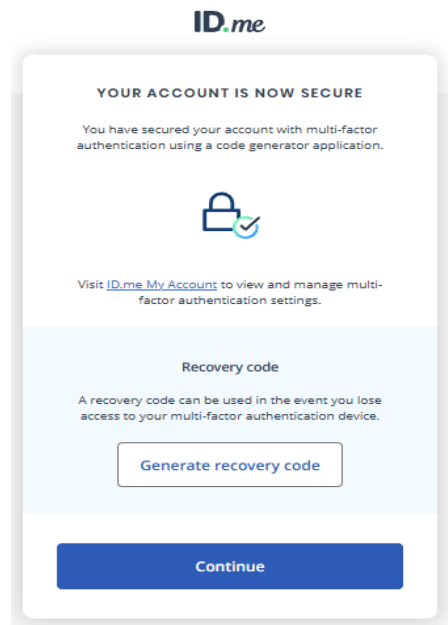


Set up multi-factor authentication (MFA) to further protect your account. For the initial set up, we recommend that you select the **Code Generator Application** option. The code generator MFA option is not dependent on having internet or cellular access. It can be used anywhere.

For step-by-step instructions for setting up the code generator MFA visit [Code Generator](#)



NOTE : If you're setting up MFA for the first time, make sure to save or download your [recovery code](#) to ensure you always have access to your ID.me account.

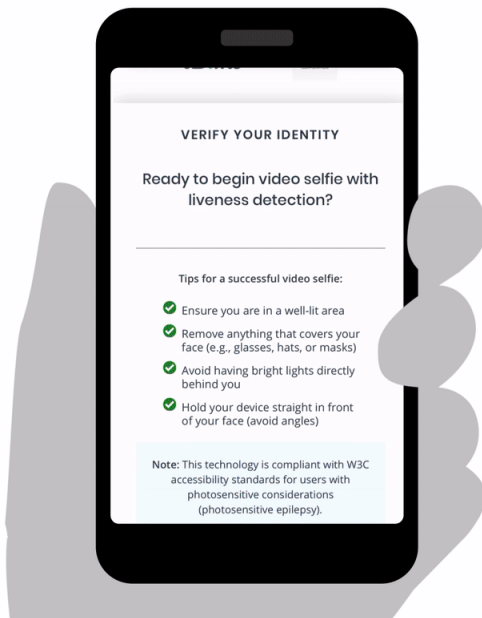


Verify your identity

To access EPCS and eRx, you'll first need to verify your identity using ID.me. If you've verified your identity in the past, and are not prompted to verify again, continue to [Medical provider check](#).

Otherwise, to verify your identity:

1. Choose a verification method by selecting which photo ID you'd like to upload. Acceptable documents include driver's license, state ID, passport, and passport card.
2. If prompted, enter your phone number. ID.me will send you a confirmation text from a 5-digit number. Select the link in the text message to continue with your verification.
3. Upload [photos of your document](#). For most documents, you need to upload the front and back of your documents.
4. Take and [submit a video selfie](#).



5. Enter your Social Security number if you are creating a new account.

Review and confirm your information

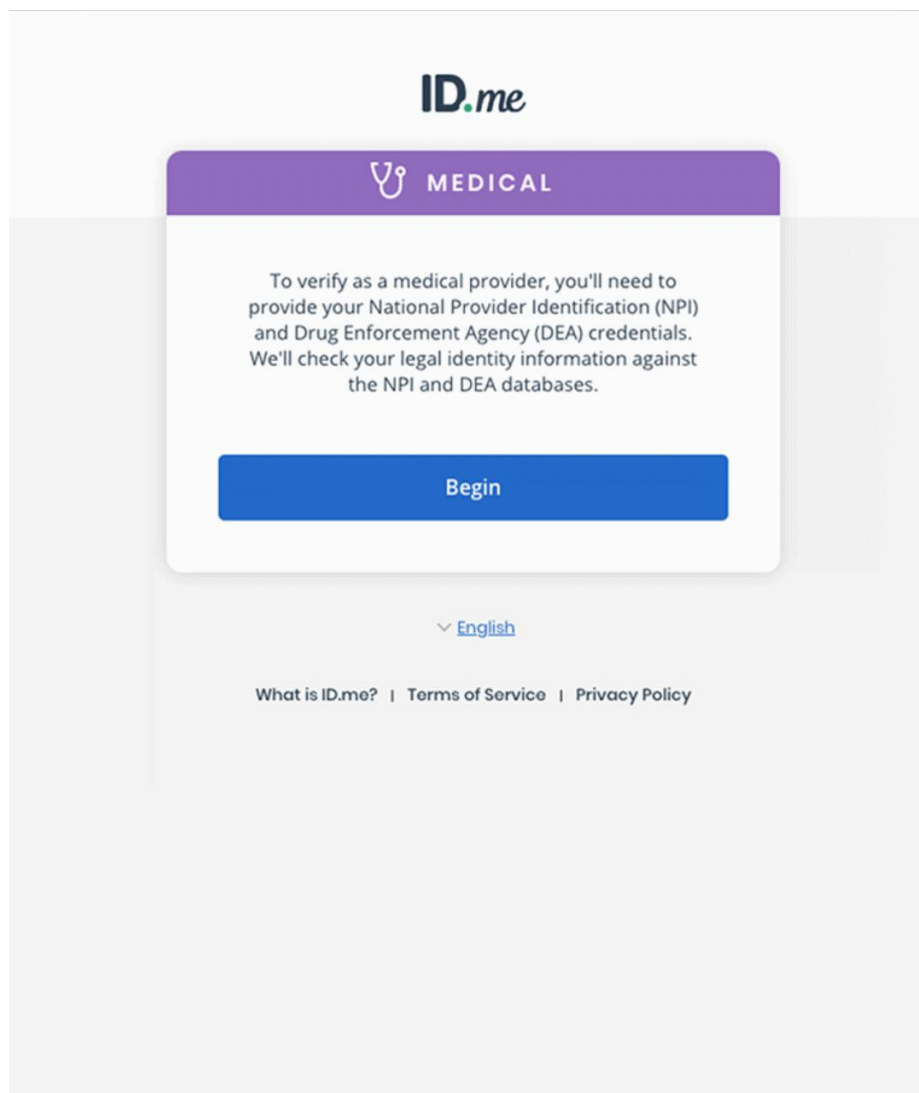
To complete the verification process, you must review your information and give consent for your data to be shared back to your EPCS or eRx provider. To complete verification:

1. Review your information.
2. Select **Confirm**.

Medical provider check

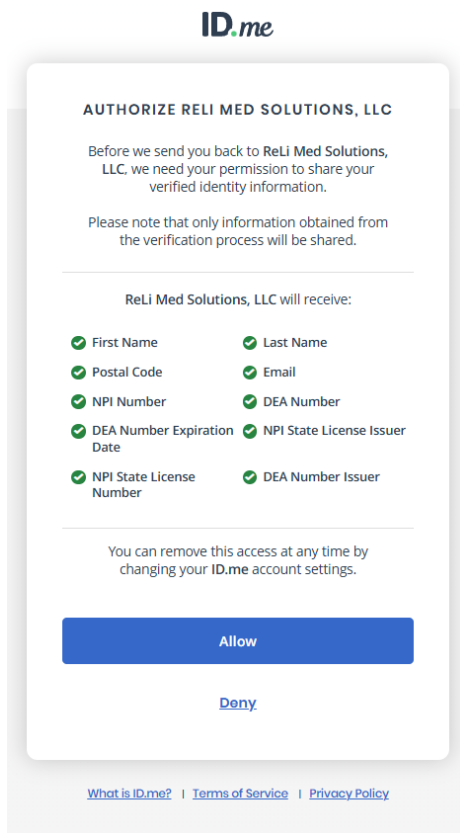
Complete the medical credential check by providing your credentials as requested. To verify your status as a medical provider, input your:

- NPI number
- DEA number (Only required for EPCS)
- DEA schedule (Only required for EPCS)



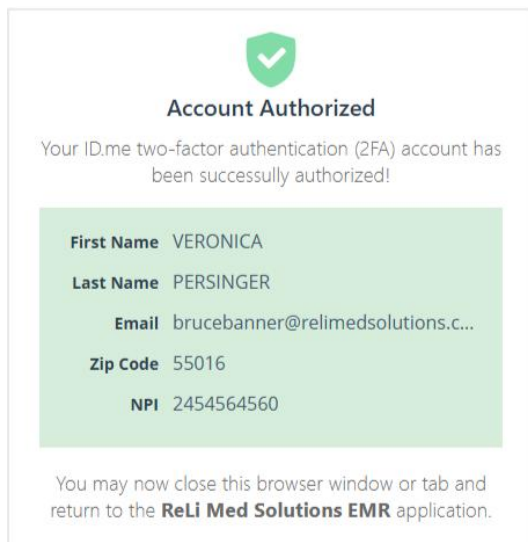
Share your information with ReLi Med Solutions

Select **Allow and continue** to share your information with ReLi Med Solutions.



Once you have successfully shared your information with ReLi Med Solutions, your identity proofing session is complete and your ID.me 2FA account has been successfully authorized.

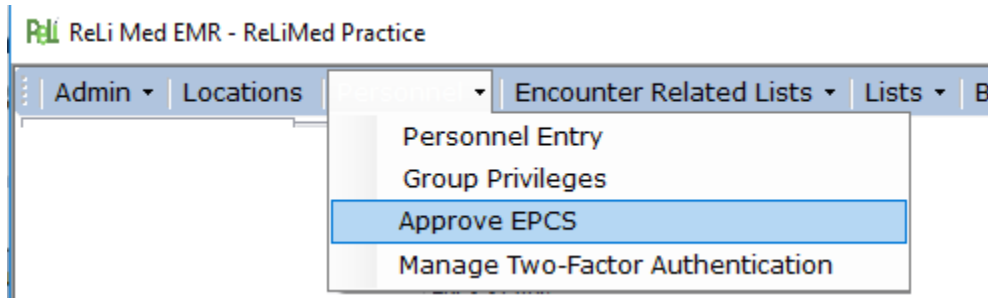
You may now close the browser tab and return to the EMR application.



Approving EPCS in ReLiMed

After the Provider completes the Two Factor Authentication set up process, their EPCS status is set to ID Proofing Complete in ReLiMed. It also sends an automated message to the administrator that started the EPCS process.

Once the ID Proofing Complete status is achieved, the Provider needs to be approved by two users in the system. One of them has to be a non-provider and another one should be a DEA registered provider. Approve EPCS can be performed from Admin -> Personnel Entry -> Approve EPCS.



Approve EPCS by Non-Provider

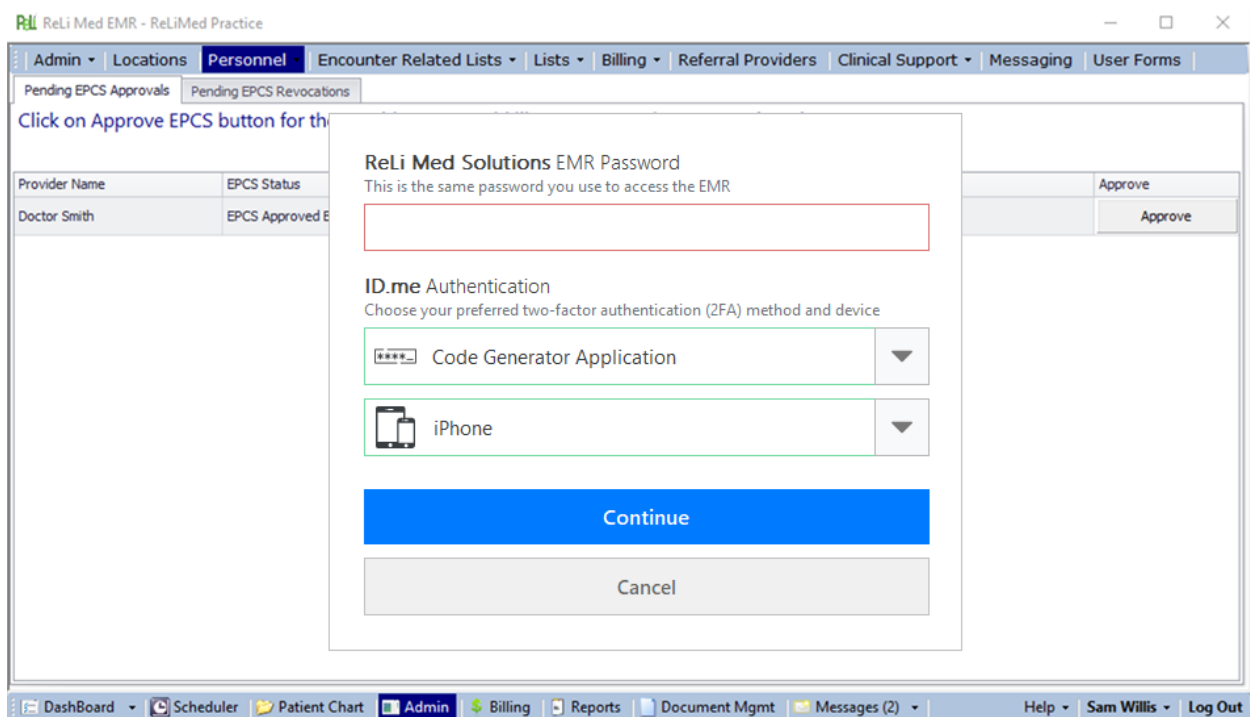
Any Administrative user with Approve EPCS Privilege will be able to approve the provider to for EPCS in ReLiMed EMR. Providers in ID Proofing Complete Status will be available in this screen.



Once the provider is approved by the administrator who is not a DEA registrant, the Providers EPCS is changed to Approved by non-provider. The provider will be available for a DEA registered provider for further approvals.

Approve EPCS by DEA registered Provider

Due to the DEA requirements a provider should be approved for EPCS in ReLiMed EMR by a DEA registered provider who has two factor authentications enabled in the system.



When a DEA registered provider with privileges to approve a providers EPCS status, they are presented with two factor Authentication screen.

A two-factor authentication requires the provider to enter the ReLiMed system password as well as the Passcode from the Duo security application [OTP] they have installed on their smart phones. Once the system authenticates the DEA registrant, the provider’s EPCS status is set to EPCS Approved.

Self-Approve EPCS by DEA registered Provider (Solo-Provider Offices)

The DEA allows for providers to act as an approver for their own permission changes so long as a second individual (non-provider admin with Approve EPCS privilege) is involved to act as the other approver. A provider in a solo practice nominated by the admin may act as the second approver to finalize their own permissions. The DEA places no restriction on who within the practice can act as the admin, and they offer the example of a solo practitioner having their assistant/manager or even their spouse act as the admin to initiate the EPCS privileges.

ReLiMed support staff may not act as either the admin or approver for the setting/changing of EPCS permissions. The DEA does not allow for software providers to fulfill either of the roles in the EPCS permission process.

Setup EPCS Service Level in Surescripts

This step can only be performed by ReLiMed Support team. After completing the above steps, when the provider is in EPCS Approved status, please contact ReLiMed Support Team to get the Surescripts setup completed.

After the provider is setup for EPCS in Surescripts network, the Provider status is set to EPCS Enabled and this allows them to electronically transmit controlled substances in ReLiMed eRx Module.

Prescribing and Transmitting Controlled Substances

DEA Requirements for Transmitting Controlled Substances

DEA has set requirements on transmitting controlled substances, apart from ID proofing and **multi-factor** authentication setup.

1. Scheduled II drugs cannot be prescribed for more than 90-day supply.
 - a. Day Supply is now a required field in Signa for all Schedule II drugs.
2. Scheduled III & IV drugs cannot be prescribed with more than 5 refills. Refill requests for these drugs cannot be approved if the original written date is older than 6 months.
3. Gamma-Hydroxybutyric Acid requires a reason for prescription and should be added in Notes to Pharmacy before transmitting.

All Controlled substances require **multi-factor** authentication before they are transmitted to pharmacy electronically.

The screenshot displays a medical software interface with a prescription form on the left and a multi-factor authentication dialog box on the right.

Prescription Form:

- Physician:** Sam Willis, M.D., ReLiMed Practice, 155 Parkway Office Ct Ste 100, Cary, NC, 27518. Phone: (919)852-3450 Fax: (919)852-0911. NPI:1245319599 DEA:XX1234567 Lic#:
- Rx Printed Date:** 05/07/2018
- Patient Name:** FELICIA ANN FLOUNDERS
- DOB:** 11/01/1980 **Gender:** F
- Address:** 6715 SWANSON AVE APT 102, BETHESDA, MD, 20187. Phone: (301)928-9283
- Pharmacy:** Mail Order Pharmacy 10.6MU, NCPDPID: 2323239, Address: 9292 Langley Rd Suite 100 Phoenix AZ 85001, Phone: 6233882323
- Rx:**
 - Rx Start Date (Effective Date):** 05/07/2018
 - oxyCODONE 20 mg oral tablet**
 - Dispense:** 120 (One Hundred Twenty) Tablet
 - Directions/Signa:** Take 1 tab(s) orally every 6 hours for 30 day(s)
 - Allow Substitution:**
 - Refills:** 0
 - Days Supply:** 30

Authentication Dialog Box:

- ReLi Med Solutions EMR Pas**: Password field (masked with asterisks).
- ID.me Authentication**: Choose your preferred two-factor authentication method.
 - Code Generator Application**: Selected method.
 - iPhone**: Another available method.
- Code Generator Application**: A sub-dialog box with a 6-digit numeric keypad (1-6) and "Continue" and "Go Back" buttons.
- Buttons: "Continue" (blue), "Cancel" (grey).

Controlled Substances Log

DEA requires that a log is created on a monthly basis for every provider that prescribes controlled substances. It consists of all medications prescribed by the provider in previous month. This log is generated automatically by ReLiMed EMR and is available on demand to the providers from their Dashboard -> Orders Management -> Controlled Rx Log screen.

The screenshot shows the ReLiMed EMR interface. The top navigation bar includes 'Orders Management(143)' and 'Patient Reminders(0)'. The sidebar on the left has 'Controlled Rx Log' selected. The main content area displays the following information:

Sam Willis, M.D.
 ReLiMed Practice
 155 Parkway Office Ct Ste 100, Cary, NC, 27518
 Phone: Fax: (919)852-0911
 NPI:1205865979 DEA:XX1234567

Report Date: 4/15/2018
 Date Range: 3/1/2018 - 3/31/2018

WrittenDate	Medication Name	Patient Name	Current Medication Status	Status Date
03/30/2018	oxyCODONE 10 mg oral tablet	Laura Tablet	Verified	03/30/2018
03/30/2018	oxyCODONE 10 mg oral tablet	James Tamer	Verified	03/30/2018
03/29/2018	buprenorphine-naloxone 2 mg-0.5 mg sublingual tablet	FELICIA FLOUNDERS	PhysicianApproved	03/29/2018
03/30/2018	Subutex 8 mg sublingual tablet	BRANDY A	Verified	03/30/2018
03/30/2018	Subutex 8 mg sublingual tablet	ReLiMed Test	Verified	03/30/2018
03/20/2018	Adderall 10 mg oral tablet	ReLiMed Test	Verified	03/30/2018
03/30/2018	Subutex 8 mg sublingual tablet	Five Test	Printed	03/30/2018

A 'View PDF' button is highlighted with a red box in the top right corner of the main content area.

Providers can print and store this for their records.

Search Medications

Administrators and Providers can search for all the medications they prescribed on demand as needed from search medications. If they want to pull only controlled substances, they can do that. They can specify the provider name, date range, medication to pull this list. They can do this daily if the state requires that and print and sign and store.

This can be done from Dashboard -> Orders Management -> Search Medications screen.

Reli Med EMR - ReliMed Practice

Todays Appointments (2) Encounters in Progress (59) Messages(2) **Orders Management(143)** Patient Reminders(0)

Practice Location: ReliMed Practice Provider: Willis Sam

Patient: [Search Patient] From Date: 05/01/2018 To Date: 05/07/2018

Medication Status: [All Controlled Substances] (highlighted with a red box)

Written Date	Medication	Rx Details	Patient Name	Status	Last Seen On	Open Medications	Open Chart	Hx
05/07/2018	oxyCODONE 20 mg oral tablet	Rx Details	Kara Whiteside	Verified	05/30/2017	Open Medications	Open Chart	...
05/07/2018	oxyCODONE 20 mg oral tablet	Rx Details	Kara Whiteside	Verified	05/30/2017	Open Medications	Open Chart	...
05/01/2018	oxyCODONE 20 mg oral tablet	Rx Details	REliMed Test	Verified	04/09/2018	Open Medications	Open Chart	...
05/01/2018	oxyCODONE 20 mg oral tablet	Rx Details	REliMed Test	Verified	04/09/2018	Open Medications	Open Chart	...
05/02/2018	buprenorphine 8 mg sublingual tablet	Rx Details	David Thrower	Verified	05/30/2017	Open Medications	Open Chart	...
05/02/2018	buprenorphine 8 mg sublingual tablet	Rx Details	David Thrower	Verified	05/30/2017	Open Medications	Open Chart	...
05/02/2018	Lomotol 2.5 mg-0.025 mg oral tablet	Rx Details	FELICIA FLOUNDERS	Verified	01/31/2018	Open Medications	Open Chart	...
05/02/2018	Lomotol 2.5 mg-0.025 mg oral tablet	Rx Details	FELICIA FLOUNDERS	Verified	01/31/2018	Open Medications	Open Chart	...
05/01/2018	Ambien 10 mg oral tablet	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/01/2018	Ambien 10 mg oral tablet	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/01/2018	Buprenorphine 2 MG / Naloxone 0.5 MG Sublingual Tablet	Rx Details	Kara Whiteside	Verified	05/30/2017	Open Medications	Open Chart	...
05/01/2018	Buprenorphine 2 MG / Naloxone 0.5 MG Sublingual Tablet	Rx Details	Kara Whiteside	Verified	05/30/2017	Open Medications	Open Chart	...
05/02/2018	Oxycodone HCL 20 mg Tablet	Rx Details	Howard Plover	Verified	04/12/2018	Open Medications	Open Chart	...
05/02/2018	Oxycodone HCL 20 mg Tablet	Rx Details	Howard Plover	Verified	04/12/2018	Open Medications	Open Chart	...
05/02/2018	Sebuca 300 mcg buccal film	Rx Details	David Thrower	Verified	05/30/2017	Open Medications	Open Chart	...
05/02/2018	Sebuca 300 mcg buccal film	Rx Details	David Thrower	Verified	05/30/2017	Open Medications	Open Chart	...
05/02/2018	AMBIEN CR 6.25 MG TABLET	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/02/2018	AMBIEN CR 6.25 MG TABLET	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/01/2018	Buprenorphine 2 MG / Naloxone 0.5 MG Sublingual Tablet	Rx Details	Kara Whiteside	Verified	05/30/2017	Open Medications	Open Chart	...
05/01/2018	Buprenorphine 2 MG / Naloxone 0.5 MG Sublingual Tablet	Rx Details	Kara Whiteside	Verified	05/30/2017	Open Medications	Open Chart	...
05/02/2018	AMBIEN CR 6.25 MG TABLET	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/02/2018	AMBIEN CR 6.25 MG TABLET	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/02/2018	Lomotol 2.5 mg-0.025 mg Tab	Rx Details	FELICIA FLOUNDERS	Verified	01/31/2018	Open Medications	Open Chart	...
05/02/2018	Lomotol 2.5 mg-0.025 mg Tab	Rx Details	FELICIA FLOUNDERS	Verified	01/31/2018	Open Medications	Open Chart	...
05/01/2018	Ambien CR 6.25 mg oral tablet, extended release	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...
05/01/2018	Ambien CR 6.25 mg oral tablet, extended release	Rx Details	Julia Smith	Verified		Open Medications	Open Chart	...

Disable/Revoke EPCS Status

Stop EPCS By an Administrator

To revoke a provider’s EPCS status in ReLiMed EMR as per DEA rules requires 2 staff members. An Administrator with appropriate privileges can start the revocation process by clicking on the Stop EPCS

Go to Admin -> Personnel -> Personnel Entry -> Provider Info screen

ReLi ReLi Med EMR - ReLiMed Practice

Admin | Locations | Personnel | Encounter Related Lists | Lists | Billing | Referral Provider

Personnel Info | **Provider Info** | Preferences

Provider Name Doctor Smith

EPCS Status EPCS Enabled Hx **Stop EPCS**

Specialty

NPI Taxonomy code

State License # Federal License #

Medicare Provider # Medicaid Provider #

UPIN

Tax ID # Tax ID is Social Security Number

The EPCS status will be set to “EPCS Disabled by Administrator”. This provider will be available in Approve EPCS screen under Revoke EPCS tab for a DEA registrant to approve the revocation of the EPCS. They will need to use two factor authentications to approve the revocation.

Revocation Approval by DEA registrant

A DEA registered provider with the Approve EPCS privilege should go to Admin -> Personnel -> Approve EPCS screen. They will need to click on 'Pending EPCS Revocations' tab to view all the pending revocations.

This screen displays the list of providers that were stopped by an administrator and are now ready for approval of revocation by an authorized provider. Each revocation should be approved by the provider to completely stop the EPCS capability for the selected provider in the list.

The authorized provider should do **Multi-factor** Authentication in order to approve a revocation.

