

NovaReLi eRx Electronic Prescription of Controlled Substances [EPCS]

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EPCS in NovaReLi eRx Module

ReLi Med Solutions NovaReLi eRx module now allows Electronic Prescription of Controlled Substances [EPCS]. It is certified by iBeta 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 ID.me to perform **Multi-factor** Authentication and Identity proofing for 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 ReLi Med Solutions customer support for Surescripts Setup. Once providers are set up for EPCS service level in Surescripts, they are considered EPCS Enabled in NovaReLi eRx Module.

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

Enabling EPCS for a Provider in NovaReLi

Start EPCS

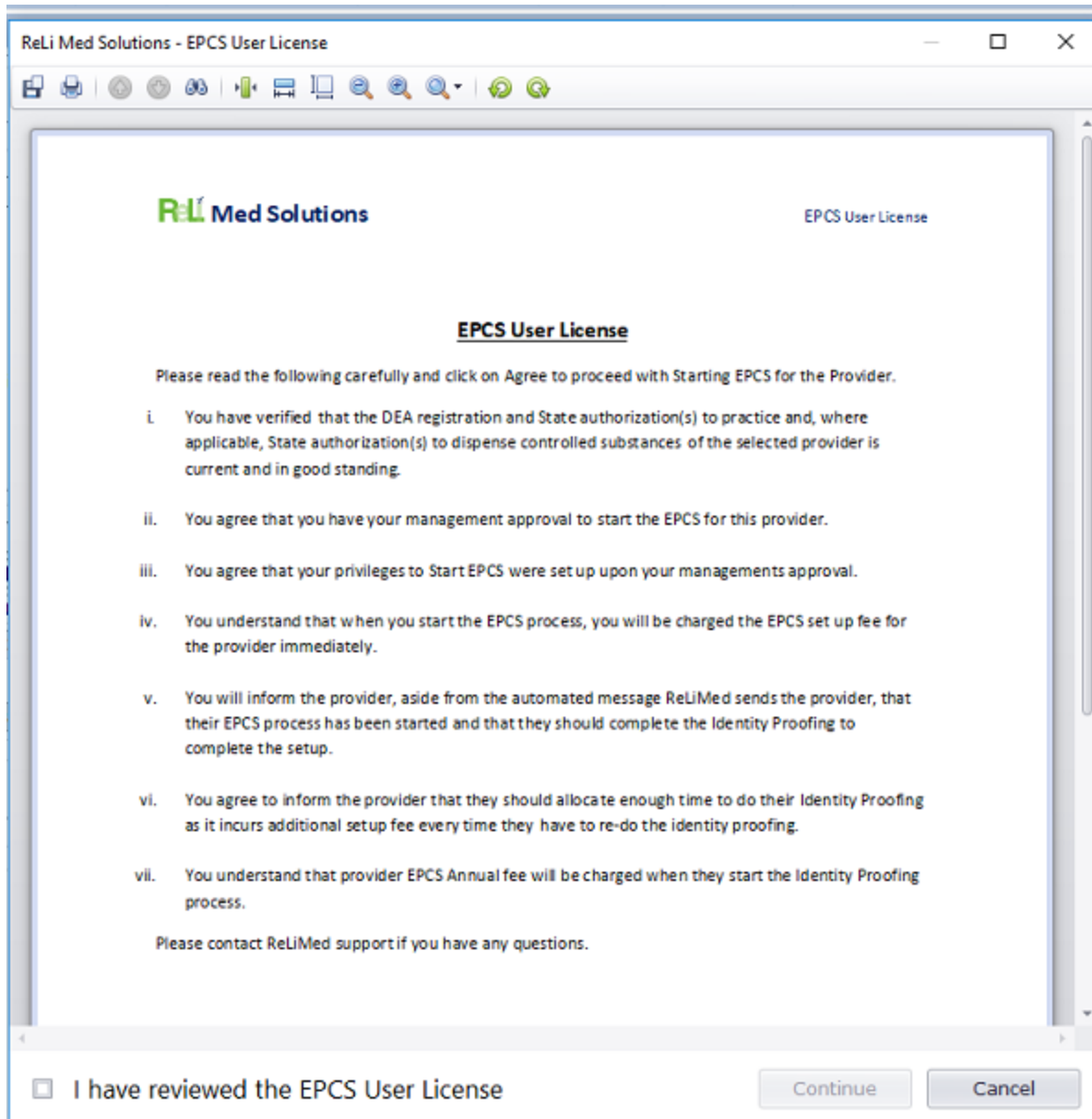
EPCS Set up process in NovaReLi begins when an Administrator with Start EPCS privilege Starts EPCS for a Provider in Personnel Entry -> Provider Info tab.

When Start EPCS button is clicked, system does validations to ensure all the required information is entered into Personnel Entry, it then sends a secure message within the system 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

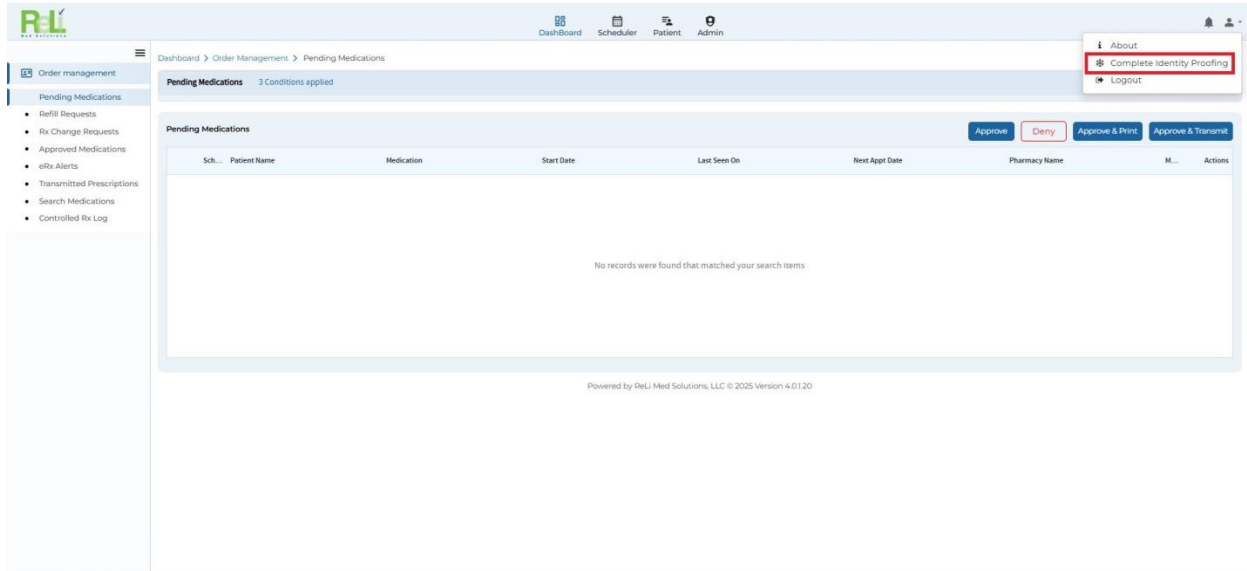
You will have to agree on the User License agreement that pops up to continue.



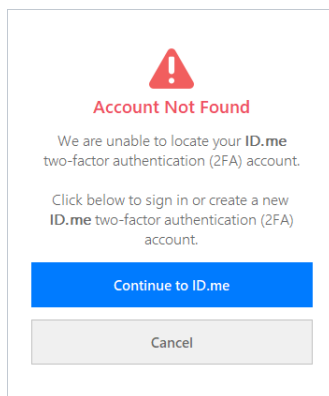
After which it sends a message to the provider to complete Identity Proofing.

ID Proofing a Provider:

After receiving the message from the administrator who started the EPCS process, Providers should use top right user menu to find 'Complete Identity Proofing' item in the dropdown menu (as shown shown below). Clicking or selecting this menu will take them to ID Proofing screens.



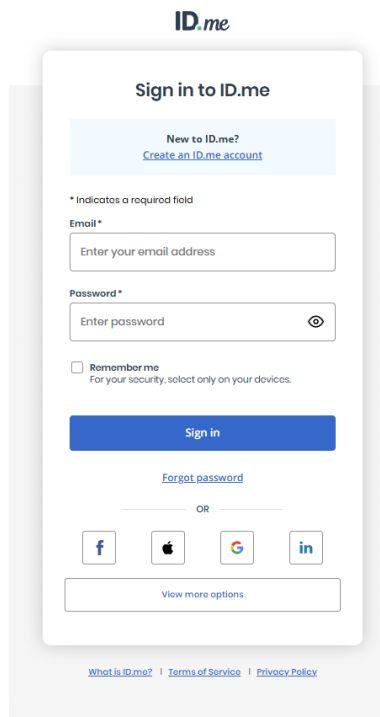
After clicking on **Complete Identity Proofing** for the first time, you will be presented with the following screen. Click on **Continue to ID.me** to begin the identity proofing process.



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](#).



CONFIRM YOUR EMAIL ADDRESS



We sent an email to
veronica.persinger@relimedolutions.com.

Click the link in our email

Check your inbox for an email from hello@id.me
and click the link inside to confirm your email
address.

If you do not receive an email within 10 minutes,
check your spam folder and verify it hasn't been
blocked.

[Why do I need to confirm my email?](#)

OR

Enter the 6-digit code from the email

Confirmation Code

Confirm code

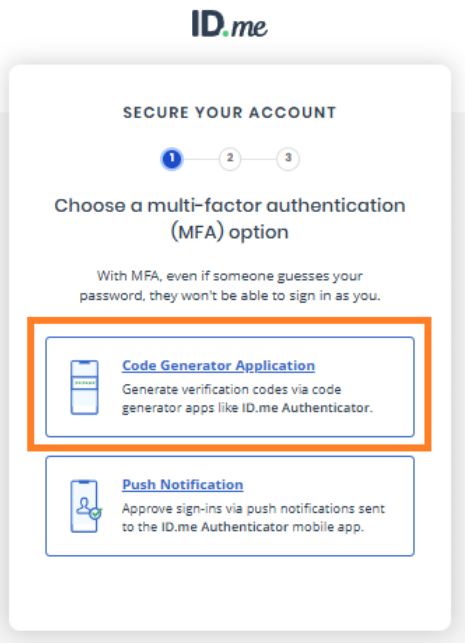
Didn't receive the email?

Resend my verification

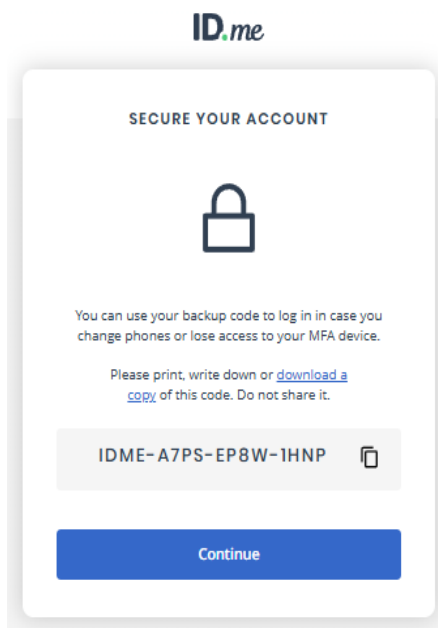
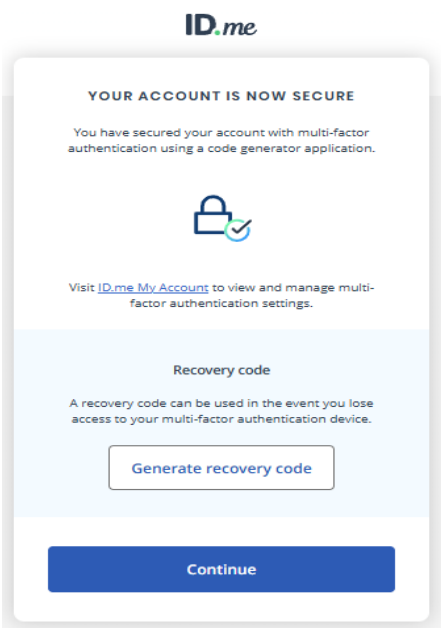
[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

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.

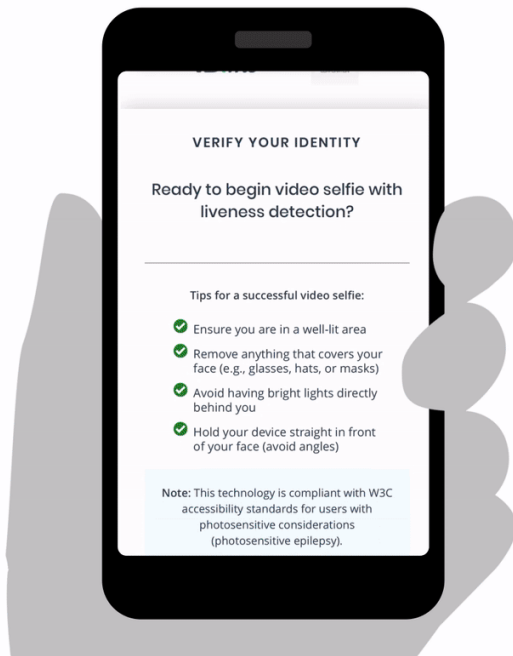


Verify your identity

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

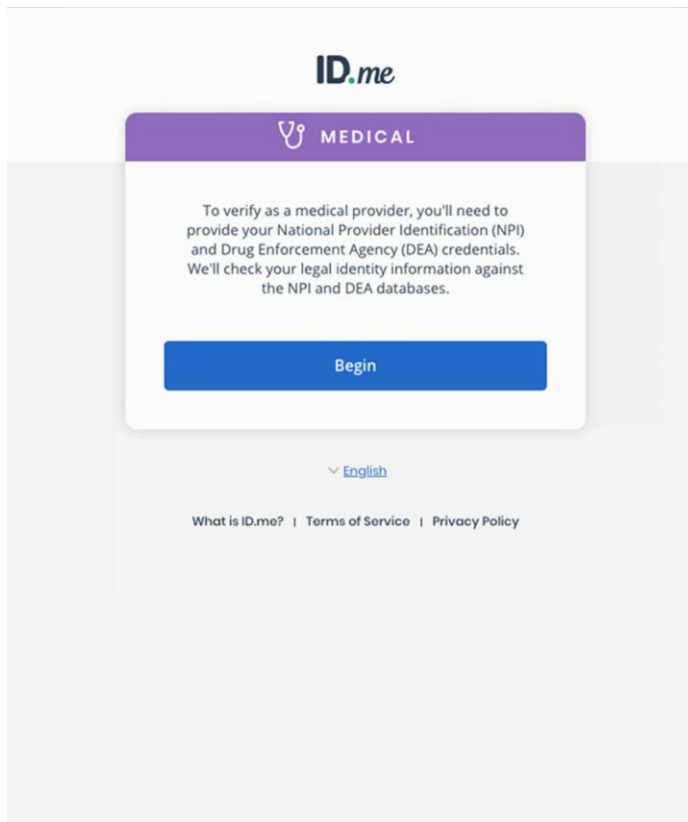
To complete the verification process, you must review your information and give consent for your data to be shared back to your EPCS or eRx provider. To complete verification:

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

Medical provider check

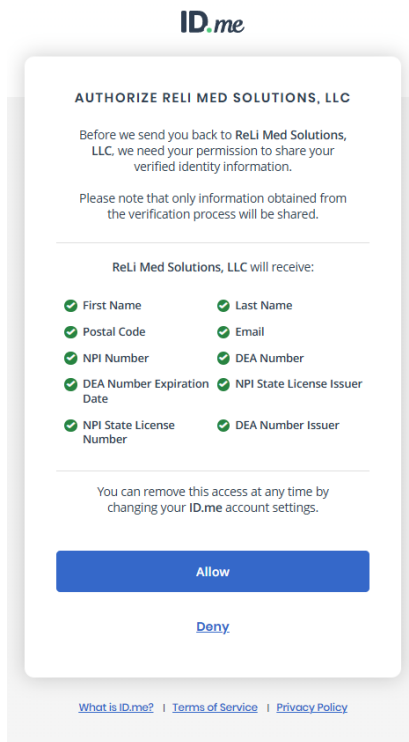
Complete the medical credential check by providing your credentials as requested. To verify your status as a medical provider, input your:

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



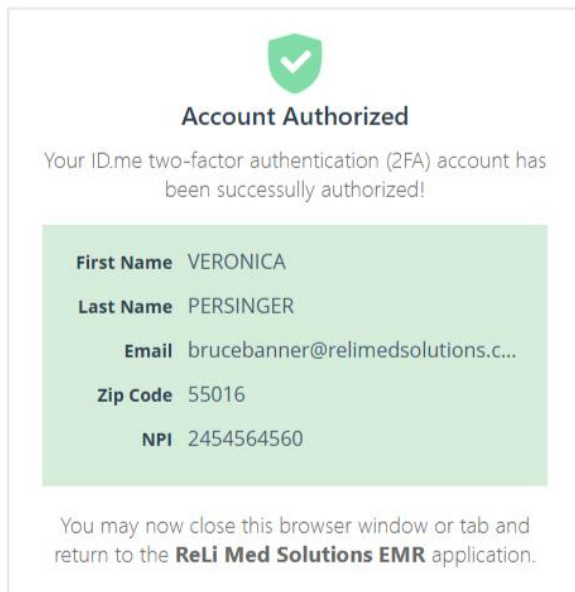
Share your information with ReLi Med Solutions

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.

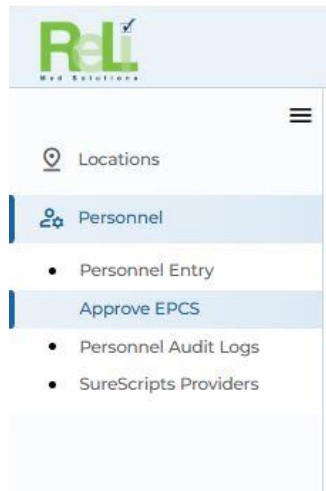


Approving EPCS in NovaReLi

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

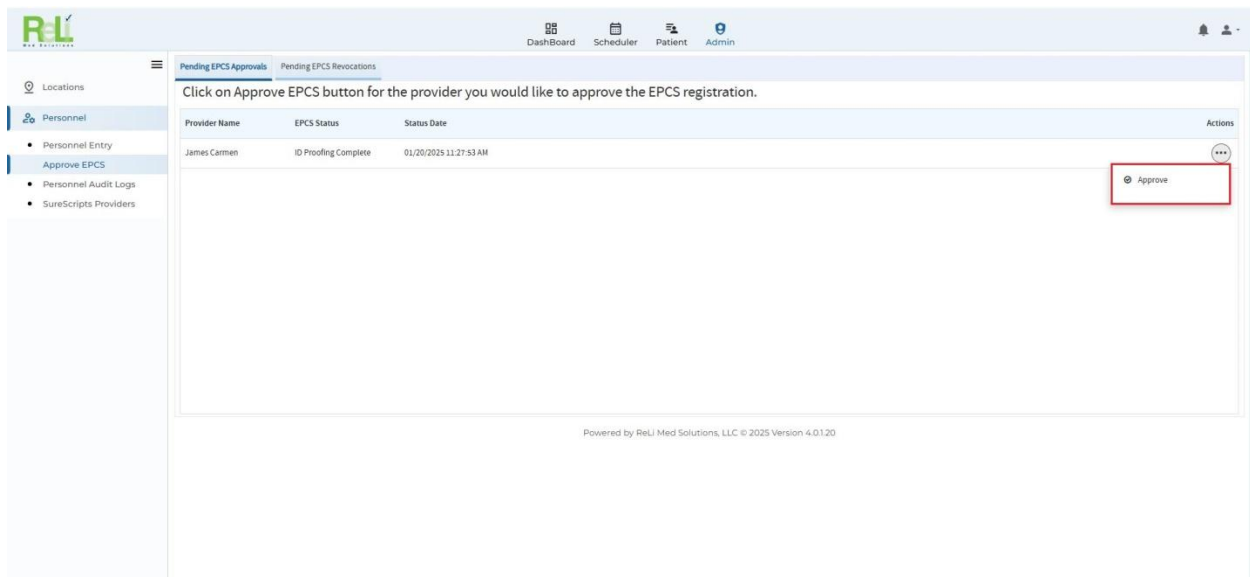
Once the ID Proofing Complete status is achieved, the Provider needs to be approved by two users in the system. One of them must be a non-provider and another one should be a DEA registered provider. If you are a solo provider office, you will be allowed to self-approve.

Approve EPCS can be performed from Admin -> Personnel -> Approve EPCS -> Pending EPCS Approvals.



Approve EPCS by Non-Provider

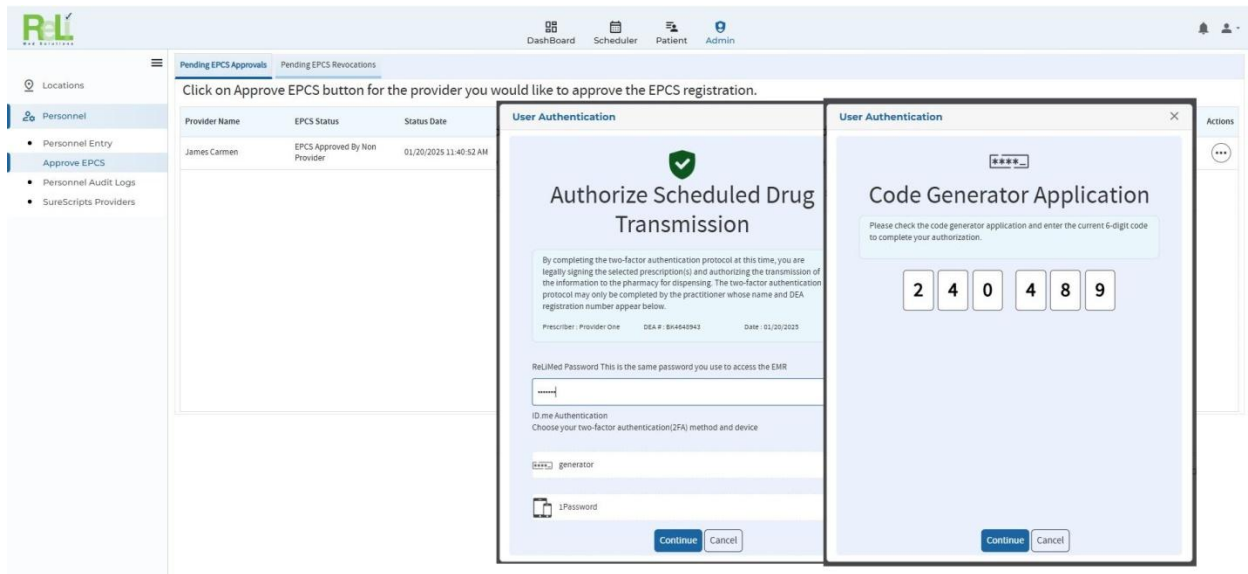
Any Administrative user with Approve EPCS Privilege will be able to approve the provider to for EPCS in NovaReLi EMR. Providers in ID Proofing Complete Status will be available in this screen.



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 NovaReLi EMR by a DEA registered provider who has multi-factor authentication enabled in the system.



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

A **multi-factor** authentication requires the provider to enter the NovaReLi system password as well as the Passcode from the ID.me Code Authenticator 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.

NovaReLi 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 NovaReLi Support team. After completing the above steps, when the provider is in EPCS Approved status, please contact NovaReLi 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 NovaReLi eRx Module.

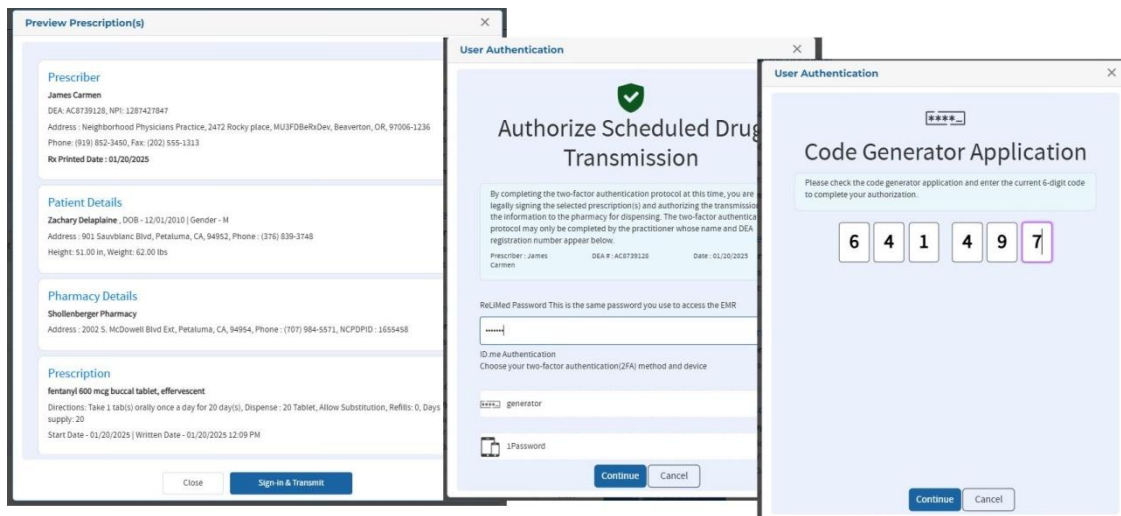
Prescribing and Transmitting Controlled Substances

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.



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 NovaReLi EMR and is available on demand to the providers from their Dashboard -> Orders Management -> Controlled Rx Log screen.

Dashboard > Order Management > Controlled Rx Log

Controlled Rx Log 3 Conditions applied

From: 01/01/2025 To: 01/20/2025 [Reset] [Apply]

Provider Name	Date Created	Actions
professional tab	01/07/2025	...
Provider One	01/07/2025	...

Provider One
 Neighborhood Physicians Practice
 2472 Rocky place MU3FDBeRxDev, Beaverton, OR, 97006-1236
 Phone: Fax: (202)555-1313
 NPI:1331231234 Lic#:1010-10101

Report Date: 1/7/2025
 Date Range: 12/1/2024 - 12/31/2024

WrittenDate	Medication Name	Patient Name	Current Medication Status	Status Date
11/29/2024	buprenorphine 0.7 mg-naloxone 0.18 mg sublingual tablet	GP Test	PhysicianApproved	12/03/2024
12/02/2024	Suboxone 8 mg-2 mg sublingual film	Margaret Adella Devereaux	PhysicianApproved	12/02/2024
12/02/2024	Suboxone 8 mg-2 mg sublingual film	Soloman Bergamel	PhysicianApproved	12/02/2024

[View PDF]

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 as well by checking 'All Controlled Substances' in parameter list. They can specify the location, provider's name, date range, patients name, medication name, and status 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.

Dashboard > Order Management > Search Medications

Search Medications 3 Conditions applied

Location: Neighborhood Physicians Practice | Provider: One Provider | From: 01/01/2025 | To: 01/07/2025

Medication Status: Select Status | Group: Provider

All Controlled Substances

Print | Reset | Apply

Written Date	Patient Name	Medication	Rx Details	Schedule	Status	Last Seen On	Actions
01/07/2025	Test Patient5	[Dilren] benzphetamine 50 mg tablet	Take 1 tab(s) orally every 6 hours for 30 day(s). Disp: 120 Tablet, Refills: 0, Allow Substitution. Start Date: 01/07/2025, End Date: 02/06/2025	3	Printed	03/09/2022	⋮
01/06/2025	Test Patient5	fentanyl 400 mcg buccal tablet, effervescent	Take 1 tab(s) orally once a day for 10 day(s). Disp: 10 Tablet, Refills: 0, Allow Substitution. Start Date: 01/06/2025, End Date: 01/16/2025	2	Physician-Approved	03/09/2022	⋮
01/07/2025	Test Patient5	[Niravam] alprazolam 0.5 mg disintegrating tablet	Take 1 tab(s) orally once a day for 10 day(s). Disp: 10 Tablet, Refills: 0, Allow Substitution. Start Date: 01/07/2025, End Date: 01/17/2025	4	Verified Pharmacy Received	03/09/2022	⋮

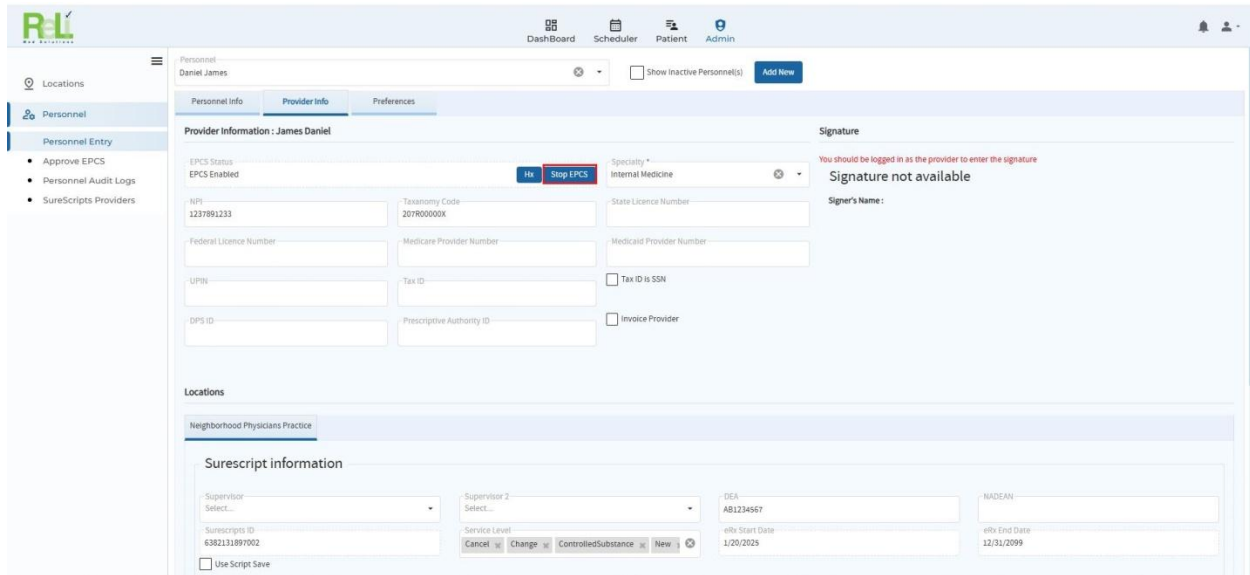
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Disable/Revoke EPCS Status

Stop EPCS By an Administrator

To revoke a provider’s EPCS status in NovaReLI eRx 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 Entry -> Provider Info screen



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.

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.

