SET UP GUIDE

Dentrix ePrescribe

Table of Contents

What to Expect
Things You'll Need
Pre-Requisites
Activating ePrescribe
Setting up eRx Users5
Account Creation
1st Identity Proofing For Non-EPCS Access (CFR T21 §1311.105)
Password Setup
NPI Verification
Electronic Prescription of Controlled Substances Setup10
Grant EPCS Access11
2nd Identity Proofing for EPCS Access11
Enable EPCS/Second Factor Approval
Verify EPCS Registration was Successful17
Write a prescription within 24 hours to finalize your setup17
Contact Information

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Please read and follow the instructions carefully.

What to Expect

Average Setup Time: 2.5 Hours

- 1. Pre-Requisites (10 90 minutes)
- 2. Activate ePrescribe (5 Minutes)
- 3. Setting up ePrescribe Users (20 Minutes)
- 4. Account Creation (15 Minutes)
- 5. 1st Identity Proofing For Non-EPCS Access (30 Minutes)
- 6. NPI Verification (5 Minutes)
- 7. EPCS Setup (45 Minutes)
 - a. Grant EPCS Access (15 Minutes)
 - b. 2nd Identity Proofing for EPCS Access (30 Minutes ea. Provider)
- 8. Enable EPCS/Second Factor Approval (30 Minutes)
- 9. Verify EPCS Registration was Successful (5 Minutes)
- 10. Instructions on how to write a Prescription

Things You'll Need

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

Pre-Requisites

- 1. Updates
 - a. Ensure that your version of Dentrix is 15.2.239.0 or higher
 - To Verify, Open Office Manager > Click Help > About Dentrix. The version must be 15.2.239.0 or higher, if not please contact Dentrix 1.800.336.8749 to schedule a time to upgrade to the appropriate version.
 - b. Verify that ePrescribe is up to date
 - i. Office Manager > Click Help > About Dentrix > Check for Updates > Only Select ePrescribe Updates > Click Install. Once installed Close the updater.
 - ii. If you do not see an ePrescribe update then it is already installed
- 2. Enable Secure Passwords
 - a. Video Tutorials on how to Setup Secure Passwords
 - i. Step One: Enabling Passwords <u>https://youtu.be/PZarJxfppWE</u>
 - ii. Step Two: Changing them to Secure https://youtu.be/h189vn9f3CQ
 - b. For assistance with enabling secure passwords please contact Dentrix at 1.800.336.8749.

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- 3. Enter Practice Fax
 - a. Open Office Manager > Maintenance > Practice Setup > Practice Resource Setup. The Practice Resource Setup dialog box will appear. Under Practice Information Click Edit > Type in practice fax number.

Practice Re:	source Setup		×
Administra HIPAA Of	nformation Dentrix Dental Practice 727 E Utah Valley Drive, # 500 American Fork, UT 84003 (801)763-9300 ative Contact: DDS1 ficer: DDS2 ar: January	Operatories 1 0P-1 2 0P-2 3 0P-3 4 0P-4 5 0P-5 6 0P-6 7 0P-7 8 0P-8	New Edit Delete
Provider(s ID DDS1 DDS2 DDS3 END0 HYG1 ORTH PED0 PERI SURG) Smith, Dennis Smith Junior, Dennis Cook, Maria Evans, Erica Hayes, Sally Oliverson, Oscar Childs, Brenda Pearson, Paula Sorensen, Steve	Status Primary Primary Primary Primary Secondary Primary Primary Primary Primary Primary	New Edit Inactivate
Staff ID MGR1 OFC1	Name Taylor, Judy Jones, Susan	Status Staff Staff	New Edit Inactivate List Inactive Close

- 4. Provider Information
 - a. Office Manager > Maintenance > Practice Setup > Practice Resource Setup > Under Provider(s) select Provider > Click Edit. Enter the following Provider information:
 - i. Email Address
 - ii. DEA Number
 - iii. DEA Schedule
 - iv. State ID Number
 - v. State License Expiration
 - vi. Providers Individual NPI
- 5. Admin Staff Information (In Multiple Provider Practices)
 - Office Manager > Maintenance > Practice Setup > Practice Resource Setup > Under Staff select desired individual for Staff Admin > Click Edit. Enter the following Staff information:

i. Email Address

Activating ePrescribe

- Office Manager > Maintenance > Practice Setup > 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> Click OK > Click I Agree in End User License Agreement Dialog Box. > Click Close
- 2. For assistance with the license key please reach out to support for help.
 - a. http://hseprescribe.com/setup/ Click to Chat
 - b. Support Phone number 1.888.278.3685

Setting up eRx Users

- 1. Office Manager > Maintenance > Practice Setup > Practice Resource Setup > Edit > Administer > Enable > Users > Click Add
- In the User Details dialog box > Select Provider from the User List > Select the Administrator box
 > Click Upload
 - 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.

C Administration - ePrescribe			Const I		×
User Details					1.0.52.0
Practice:	Dentrix ePrescribe Test		DEA License:	BJ612534	
<u>U</u> ser:	Foley, Mathieu -	>>	DEA Lic. Expiration:	1/1/2020	
User <u>T</u> ype:	Doctor		DEA Schedule:		
<u>A</u> dministrator:			State License:	8675309	
Email:	mathieu.foley@henryschein.com		State Lic. Expiration:	1/1/2020	
Upload Status:	Upload pending		State Lic. State:	UT	
a verification pro	s been uploaded, they will need to go throu cess before writing a prescription. To begin out of the software, then log back in with th ntials.	1	NPI:	1234567893	
				Disable Upload	Ca <u>n</u> cel

C Administration - ePrescribe		
Practice Details		10.61.0
Practice:	Phone Number:	
Address:	Fax Number:	
Upload Status:	Time Zone:	
ePrescribe Website	Disable Users Save	Close

Name	Status	Add
		View
		Disable
		Practice

Account Creation

- 1. As the provider, login to Office Manager > Electronic Rx Task Mode S > Click Sign Up > Fill out Required information
 - a. If you have already Fully setup ePrescribe at another location and would like to integrate that same account at this location follow the Linked Account instructions at http://heprescribe.com/setup/

🛞 Allscripts				
				.€
Welcome	to the Allscripts	Security Account Activ	vation Wizard!	
Enroll Now			Link Accounts	
Please use this option to create a new Allscripts S	Security Account.	Please use this option to use a	n existing Allscripts Security Account Li	ogin if you have one.
(Activation code is required).			(Activation code is required).	
Sign Up			Link Accounts	
Streate New Account				
Step 1. Personal information.				
* First Name	* Personal Email			
Middle Name	* Account Name (Login I	ID)	*	
Type password and confirm it. Password Confirm Password				
Step 2. Security questions and answers. Select questions. Provi	vide answers.			
In what city did you meet your spouse/significant other?				
Step 3. Captcha.				
I have reviewed my registration entries.				
Submit				
b. Personal Information				

- i. Name
- ii. Personal Email
- iii. Desired Account Login
- iv. Desired Password
 - 1. Eight Characters Long
 - 2. Upper Case Letters
 - 3. Lower Case Letters
 - 4. Punctuation Characters (!, ?, ., :, etc.)
 - 5. Numbers (1, 2, 3 etc.)
- c. Security Questions and Answers
 - i. Select 3 Security Questions and answer Questions
- d. Verify you are a real person

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- i. Enter the Captcha Code
- 2. Select I have reviewed my registration entries > Click Submit
- 3. A window will open directing you to close ePrescribe > Close ePrescribe. > Log out of Dentrix

1st Identity Proofing For Non-EPCS Access (CFR T21 §1311.105)



- 1. Login to Office Manager as Provider Click the Electronic RX Task Mode Icon
 - a. If you cannot find the eRx Icon go to Office Manager > Maintenance > Practice Setup > Practice Resource Setup > Edit > Administer > ePrescribe Website

Your name and address		
* First Name		
* Last Name		
* Home Address		1
* City		1
* State		
* ZIP Code		
* Year of Birth	(۲۲۲۲۲)	
* Email]
* Confirm Email]
* Last 4 of SSN		
DEA Number		Do not enter spaces or dashes; enter only letters and numbers.
DEA Schedule		
* NPI]
	SUBMIT CANCEL	

- 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 <u>eprescribesupport@allscripts.com</u>
 - 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 Dentrix 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

Password Setup

- 1. You will be prompted to create another password. Create a Secure Password & Confirm entry > Click Setup Password
 - a. Eight Characters Long
 - b. Upper Case Letters
 - c. Lower Case Letters
 - d. Punctuation Characters (!, ?, ., :, etc.)
 - e. Numbers (1, 2, 3 etc.)

DENTRIX	Provider Name
	🔬 I 🐓 I 😨 I 😨
Password Setup	
Setup Password Skip Setup For Now	
Your current practice settings allow you to setup a password that can b Setting up users for the electronic prescribing of controlled sub: Prescribing controlled substances electronically Accessing the iPhone and Mobile versions of ePrescribe Note that these features are dependant on your current practice configu	stances
Username: @ • Password: • Confirm Password:	Password requirements: • At least 8 characters • At least 3 of the 4: • 1 upper case letter • 1 lower case letter • 1 numeric character • 1 punctuation character

2. Click **Submit** > A window will open directing you to close ePrescribe > **Close** ePrescribe.

NPI Verification

- **4.** As the Provider Login to Office Manager > **Electronic Rx Task Mode**
- 5. Read the End user License Agreement (EULA) > Click I Agree
- 6. Verify Providers Individual NPI > Click Submit
 - a. If the NPI Verification fails, fill out the NPI Manual Registration form and have it Notarized. 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 NPI Registrations may take 5-10 business days to pass. If you do not receive a confirmation email you can log into Dentrix 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

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 <u>webinars</u> on how to setup EPCS every <u>Monday 8am EST</u>, <u>Wednesday 6pm EST</u>, & <u>Friday 1pm EST</u>, until April 25th 2015.

Grant EPCS Access

Login to Office Manager as Administrator > Electronic Rx Task Mode 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 Dentrix

8 Alls	ripts								Paula Manual Last Sign in : 10/06/2015 10:2 JOhn Sm	2 A
									investage I 😻 I 🚱 I	(X) Isgout
and the second second	ration of Electron	ic Providers for EP	cs							
Back										
Grant	EPCS Privilege	- View		~						
Gran	t EPCS Privilege	•								
	Last Name	First Name	DEA Number	DEA Registrant	EPCS Suspended	EPCS Privilege Granted	EPCS Registration Status	EPCS Signing Granted		
	Smith	JOhn	BP2817205	True	False	False	Not Registered	False		

2nd Identity Proofing for EPCS Access

1. From Providers account Open Office Manager > Electronic Rx Task Mode Solution - On the right hand side of the screen under Urgent Messages Click Start EPCS Registration link > Check Agree

а.	Click Ac	cept and Conti	nue > C	ick Next				
	Patient:	EPCS, Test 🧪	v	eight: N/A	Gender, DOB:	M, 11/11/1999 (15 Y)	Patient ID: AHS1	INT2 - Test Site
Allsci	ipts Active allergies:	None entered 🦯						Last Sign In : 09/22/2015 09:00 AM
	Active problems:	None entered 🦯						Dr. jindal 🥖
	Active medications:	None entered						🏍 i 🚳 i 👾 i 🚱 i 🔇
	Retail pharmacy:	None entered 🦯						viewer message community help logout
12	Mail order pharmacy:	None entered 🥖						
Pati	ents Tasks			My eRx				Google Custom Search Search
Last N	nme: First Name:	DOB: mm/dd/yyyg Pati	ent ID:	Search V Add Patie	ent			1 Urgent Message 🔯
9 N	edication & Med Allergy reconcilia	ation has not yet been performed on this pa	atient.					Start EPCS Registration
Review	v History Select Dx ►	Select Med ►►					Document Visit	
	Patient ID Patient Name	DOB	Phone Number	Street Address			4	
۲	AHS1 EPCS, Test	11/11/1999		123 Main Street				

Access the Allscripts[®] CSP Management Site

1. Access the Allscripts[®] CSP Management as follows: Security Account Login page is displayed.



- 2. Enter the Security Account Name and your Allscripts[®] Security Account password.
- 3. Review the CSP account details, and then click Connect to ID.me.

0	8 Allsc	ripts		
CSP Acco	ounts			
CSP Acco	CSP Account Name	CSP Account ObjectID	CSP Account LOA	Management Site
		CSP Account ObjectID 1533392b-4a6f-41ec-8146- 5a4394e5m9		Management Site Manage

Results of this task

You are redirected to the ID.me sign up page.

ID.me account setup

All prescribers must create a basic ID.me account and set up multi-factor authentication. The ID.me enrollment workflow guides you through the setup process and prompts you through the required steps. Individual prescribers must complete the online identity proofing process.

Create a basic account

Set up and verify your login information to create an ID.me account.

Before you begin



You must have a smart phone or tablet with a functioning camera and browser. You must download the **ID.me Authenticator** application from the application store on your smart device.



1. From your browser, enter your individual email address and create a password to sign up for an ID.me account.

im	a
1	@gmail.com
as	sword
•	
	Password should contain: • Lowercase letter • Uppercase letter
1	Number At least 8 characters
ł,	Password can't be common or easily guessable
	I accept the ID/me terms of service and privacy policy
	Sign Up
	Or connect with

2. Click Sign Up.

You are prompted to confirm your email address.

3. Go to the inbox for the email address that you provided during sign up, and then click **Confirm your email** in the email from ID.me.

-	ID.me <hello@id.me> to me (*)</hello@id.me>	11:40 AM (0 minutes ago) 🏦 4
		ID.me
		Confirm your email address
		Please click the link below to confirm your email.
		Confirm your email
		or copy and paste this link into your browser.
		Please note that this link will expire in 15 minutes.
		IF YOU DID NOT INITIATE VERIFICATION FOR YOUR ID.ME ACCOUNT AND YOU ARE RECIVING THIS E-MAIL, PLEASE CONTACT US IMMUDIATELY AT HURPED ME.

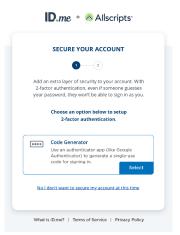
Your email is confirmed and your ID.me account is created.

Set up multi-factor authentication

Prescribers are required to verify their user credentials and secure their ID.me accounts using multi-factor authentication. **1.** From the email confirmation window, return to the ID.me setup workflow on your browser to secure your account with multi-factor authentication.



2. Click **Select** to complete multi-factor authentication with the code generator.



A Quick Response (QR) code is displayed.

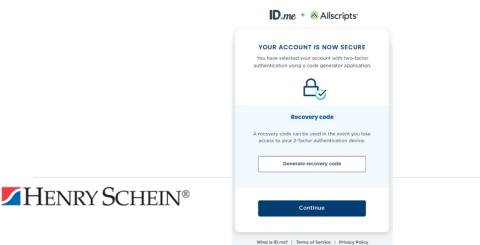
- 3. Open the ID.me Authenticator application on your smart device.
- 4. Click Add account.
- 5. Click **OK** to allow ID.me access to your smart device camera.
- 6. Position your smart device camera on to the QR code on your browser.
- The ID.me authenticator application automatically scans the QR code when it is in the proper position.
- A code is generated and is displayed on your smart device.
- 7. From your browser, under the QR code that is displayed, click Continue.
- 8. Enter the 6-digit code from your smart device into the text box on your browser to confirm your device.

SECU	JRE YOUR ACCOUNT
	13
Co	nfirm your device
	your code generator app and ent
	6-digit code to complete securir
the generated	your account.
the generated	
	your account.
the generated	your account.
	your account.
	your account.

9. Click Continue.

After multi-factor authentication is established, **Recovery code** is displayed.

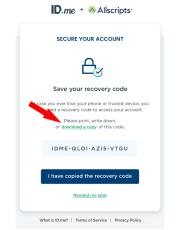
10. Click Generate recovery code.



Attention:

Click **download a copy** and then save the recovery code .pdf to a safe storage location. This recovery code is a onetime use code that allows you to access your account in the event that you lose your smart device. A recovery code is required any time you change your multi-factor authentication. A new recovery code will automatically generate after the previous code is used. You must download and save the new recovery code each time.

11. After you save your recovery code, click **I have copied the recovery code**.



Multi-factor authentication setup is complete, and your account is secured.

Identity proofing process

Individual prescribers are required to provide demographic data to verify their identity with ID.me and complete the ID.me enrollment process. Identity proofing is part of the ID.me enrollment process that enables organizations to affirm the identity of individual prescribers who are granted access to sensitive product functionality like Electronic Prescribing of Controlled Substances (EPCS).

Note:

Identity proofing is required by the DEA EPCS regulations for.

1. From your browser, click **Continue**.

2. Select one of the following methods to verify your identity.

- Upload photos of your license or state ID
- Upload a photo of your passport
- Upload photos of your passport Card





• Answer questions about your credit history

Notice:

The following steps provide instructions for the **Upload photos of your license or state ID** verification method. Follow the guided prompts from ID.me to complete one of the other methods of verification.

3. In Upload photos of your license or state ID, click Start Now.

4. Click Take photo with your phone.

Note:

You can use either your smart phone or tablet with a functioning camera and browser.

5. Enter your mobile phone number, and then click **Continue**.

Note:

When you enter a mobile phone number, that number must be registered to you under your full legal name. ID.me sends a text message to your phone.

6. From your smart device, click the link in the text message from ID.me.

You are redirected to TAKE PHOTOS OF YOUR DRIVER'S LICENSE page on your smart device.

7. Click I'm ready to take a photo.

8. Click **Take photo of license (Front)**, and then take a picture of the front of your license or state ID using your smart device camera.

9. Click Continue with this photo.

10. Click **Take photo of license (Back)**, and then take a picture of the back of your license or state ID using your smart device camera.

11. Click **Continue with this photo**.

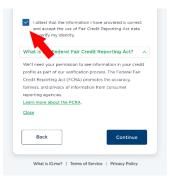
12. Verify that your photos are clearly displayed on your smart device, and then click Look good?.

Your license or state ID is uploaded. Return to your browser to continue the identity proofing process.

13. On your browser, enter your social security number, and then click Continue.

14. Confirm your information on the next page, and then select Fair Credit Reporting Act (FCRA) Check box.





Note:

If your information is not accurate, you must use one of the alternative verification method.

15. Click Continue.

After the FCRA verification is complete, **Authorize Allscripts** is displayed.

Online proofing exceptions

In the event that your individual identity cannot be verified online, you are required to complete a video conference with an ID.me representative (*Trusted Referee*) to confirm your identity and complete the enrollment process.

Note:

These steps are only for users that fail to complete the online identity proofing workflow. You will only be prompted to complete these steps if necessary.

()
to verify your identity
still cannot be verified. If noved, changed names or nt permanent address, in using your previous formation.
4302-7F3A3792FACB
to experience problems, stomer support knowledge base.
Retry
eed Help?
nline session with an ID.me to complete your identity erification.

- 1. From your browser, click Schedule Now.
- 2. Click Get Started.
- **3.** Select a preferred date and time, and then click **Continue**.
- **4.** Confirm your personal information, and then click **Continue**.
- 5. Select a primary and secondary identification document.
- Refer to the following link for information on acceptable primary and secondary documents.



6. Click Continue.

7. From your smart device, take and upload photos of your identification documents, and then click **Continue**.

8. Enter your mobile phone number, and then click Continue.

This screen automatically refreshes when your photos are received.

9. From your smart device, click the link in the text message from ID.me, and then take a photo of yourself using your smart device camera.

- **10.** Under **Selfie**, click **Choose**.
- **11.** Click **Choose file**, and then select the photo you took of yourself.
- 12. Click Submit Selfie.
- **13.** Return to your browser to view your appointment confirmation.

Your video call appointment with an ID.me referee is scheduled and confirmed.

Link ID.me account with Allscripts[®] Security Account

After you follow the authentication steps, you must link your ID.me account to your Allscripts[®] Security Account to complete the enrollment process.

Click Allow.

ID.me +	& Allscripts [*]
AUTHORIZIN	IG ALLSCRIPTS
permission to shar	ack to Allscripts, we need re your verified identity rmation.
	nformation obtained from rocess will be shared.
	scripts receive:
📀 Email	Last Name
🥏 First Name	🥑 Middle Name
	llow
	ess at any time by changing account settings.
	s of Service Privacy Policy

Results of this task

You are successfully enrolled in ID.me. Your ID.me account is secured, authenticated, and linked to your Allscripts[®] Security Account. You can now exit the **Allscripts[®] CSP Management Site**. Your smart device is configured as your multi-factor authentication method for use in Electronic Prescribing of Controlled Substances (EPCS) workflows.



Enable EPCS/Second Factor Approval

- 1. As the Administrator, open Office Manager > 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 Dentrix
- 2. Open Office Manager 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

Paula Manual	Patient ID:	r, DOB:	Gende	Weight:	ent Selected]	[No Pati		Patient:
Last Sign In : 10/06/2015 11:3 JOhn Smi							llergies: roblems:	
🧥 i 🚳 i 🚧 i 🙆 i (nedications:	Active n
viewer message community help							harmacy: er pharmacy:	
S.Wolters Kizover			/ly eRx	Tools	Settings	rary Reports		
! Urgent Message			Add Patient	Search	n/dd/yyy Patient ID:	DOB: mi	First Name:	ame:
				fact	-login for changes to take el	11		101 L
Manage EPCS Approvals	Document Visit			neer.	login for changes to take of	ect Med >>		
1	Document vian	Street Address		Phone	DOB	atient Name		Patient ID
▲ Tools		Street Address	umber	Phone	DOR	atient Name	Pa	nts checked in
Other Tools:								its checked in
Allscripts								
ePrescribe™ Deluxe								
Help With This Screen								
Paula Manual F Last Sign In : 10/06/2015 11:37 JOhn Smitt								cripts
🔬 🍄 🚱 🧯								
						CS	nic Providers for EP	ration of Electro
					~	nission - View	EPCS Signing Pern	ve Provider for
							ng Privilege	ove EPCS Signi
	EPCS Signing Granted	EPCS Registration Status	EPCS Privilege Granted	EPC S Suspended	DEA Registrant	DEA Number	First Name	Last Name
				False	-	BP2817205	JOhn	Smith
	False	Passed	True	raise	True	DF2017203	JOIN	Chinan
2015.2	False	Passed	True	Faise	True	BF2617203	30111	

When you assign EPCS pe	ermissions to others, you must confi	rm a number	of items are true.	
I certify due diligence to en	sure that the selected practitioners	are eligible fo	or EPCS as follows:	
Either State or Federa	I government identification was us	ed to verify the	eir identity.	
State authorizations to standing.	practice and prescribe controlled	substances a	re current and in goo	d
Either DEA registratio	ns are current, or exception has be 301.22.	en granted fro	om the requirement o	ſ
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Verify EPCS Registration was Successful

1. From the Providers account Open **Office Manager** > **Electronic Rx Task Mode**→ In the upper right hand corner next to your name click

You can now prescribe and sign Controlled Substance Prescriptions.

O Staff								
Credentials								
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Write a prescription within 24 hours to finalize your setup

- 1. Login to Dentrix 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 selectfrom 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: <u>http://hseprescribe.com/setup/</u> > Click to Chat
- ePrescribe Support/Implementation: 1.888.278.3685
- Dentrix Support: 1.800.336.8749
- For instructions on Setting up eRx App Click here: <u>http://hseprescribe.com/setup/</u> ePrescribe App
- For instructions on Setting up this account at another location click here: <u>http://hseprescribe.com/setup/ ></u> Link accounts

