Electronic Prescribing of Controlled Substances

(EPCS)

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Introduction

Prior to being able to electronically send controlled substance prescriptions to a pharmacy, several steps must occur. The following information will get you on your way to becoming an EPCS-enabled provider.

The following is a checklist of items that must be completed in order to e-prescribe controlled substances through ChartMaker® Clinical:

Enrollment, Identify Proofing and Token Purchase through sticomputer.com

Upgrade your system to ChartMaker® Medical Suite to product version ChartMaker 2015 (File version 5.5.0.3.6.2 or higher)

(NY Only) Report your EPCS software to the BNE

Install the SafeNet driver (using the CD received from IdenTrust) on any device you will be e-prescribing from (including the server if users are remoting in to connect to ChartMaker® Clinical)

Download the certificate to the IdenTrust Token (via the internet)
Instructions on how to complete this are included in the instructions sent with the IdenTrust Token as well as in this manual

Configure EPCS within ChartMaker® Clinical
Logical Access Users
Prescriber Setup
Token Linkage
EPCS Prescriber Authorization

CHARTMAKER MEDICAL SUITE & IDENTRUST ENROLLMENT

Every provider who would like to electronically prescribe controlled substances will need to enroll for this functionality with STI Computer Services, nc. as well as purchase an IdenTrust Token in order for Two-Factor Authentication to be performed.

A Token must be purchased <u>per provider</u> intending to e-prescribe controlled substances. Additionally, the information entered when purchasing the Token must be the Token Holders (i.e. the provider).

To enroll for EPCS using ChartMaker® Clinical:

1. Open a web browser and go to www.sticomputer.com

2. Click the "**Enrollments**" link from the top

3. Click "**Electronic Prescribing of Controlled Substances (EPCS)**"

4. Fill out the applicable information and click "**Submit**"

   NOTE: This enrollment form will notify STI of your intent to enroll in the EPCS program. You must continue below to purchase the appropriate token and certificate from IndenTrust. You will not be able to complete configuration within ChartMaker® Medical Suite until your token and certificate are received and installed. The IdenTrust certificate must be installed on any device that your provider intends to electronically prescribe controlled substances from.

5. Click "**IdenTrust Click Here**" (**IdenTrust Click Here**)

6. Click "**Buy Now**" next to IGC Basic Unaffiliated Hardware Two Year Certificate $109.00 + Hardware
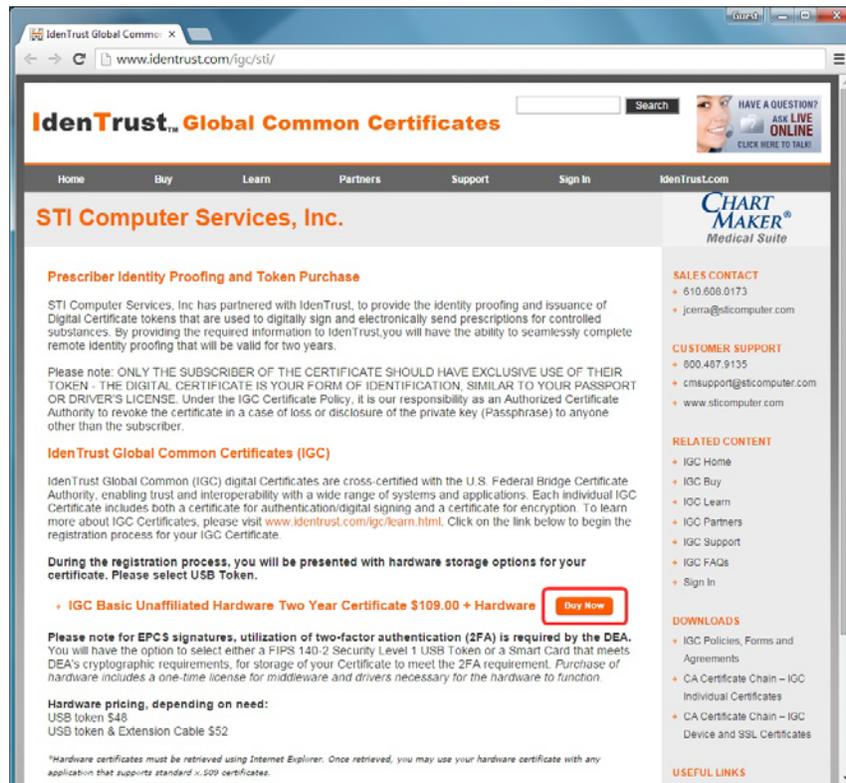
7. Click "**I'm Ready – Let's Start My Application**"

8. Click "**Next**"

9. Select the radio button for "You want to buy a new USB Token **(add $48.00 USD)**" and click "**Next**"

10. Click "**Yes, This is Correct – Continue** "

11. Fill out your information and click "**Next**"

12. Fill out your information and click "**Next**"

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13. Enter your payment information and click "**Next**"

14. Confirm your information and click "**Yes and Continue**"

15. Read the disclaimer and click "**I Don't Want That – I'll Remember My Passwords**"

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16. Create a Password and Secret Questions and click "**Next**"

17. Check the box for "**I have reviewed, and I hereby sign and accept the complete terms of the Subscriber Agreement**" and click "**Next**"

18. Select your method of payment and click "**Next**"

19. Enter your payment details and click "**Next**"

20. Review your information and click "**Submit Application for Approval**"

21. Click "**Finish**"

22. Click "**Close**"

Completing Verification:
You most likely will receive several emails from IdenTrust after completing the enrollment process: a payment confirmation, a registration approval and a request to verify your email address.

1. Click on the **link** from within the email

2. Enter the Verification Code and Password and click "**Next**"

ADDITIONAL ENROLLMENTS

Check with your state regulations to see if your practitioner needs to enroll or notify any other entity of your intent to electronically prescribe controlled substances.

For example, in the state of New York, practitioners must have an HCS account (also used to log into I-STOP), must query the Prescription Monitoring Program (PMP) Registry when writing prescriptions for Schedule II, III, and IV controlled substances and must notify the Bureau of Narcotic Enforcement (BNE) of the EMR software you are utilizing.

To notify the BNE of your software vendor (all providers except PAs):
1. Open a web browser and go to **https://commerce.health.state.ny.us**

2. Enter your User ID and Password and click "**Sign In**"

3. Click "**My Content**" and then select "**All Applications**"
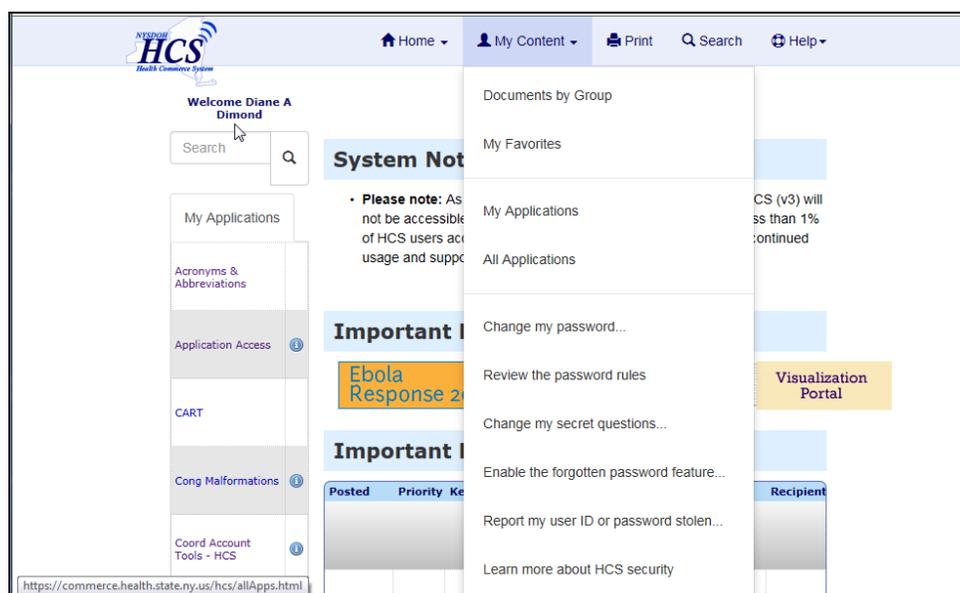
4. In the "Browse by" menu, click the "**R**" to narrow down your results

5. Click "**Registration for Official Prescription and e-Prescribing Systems (ROPES)**"
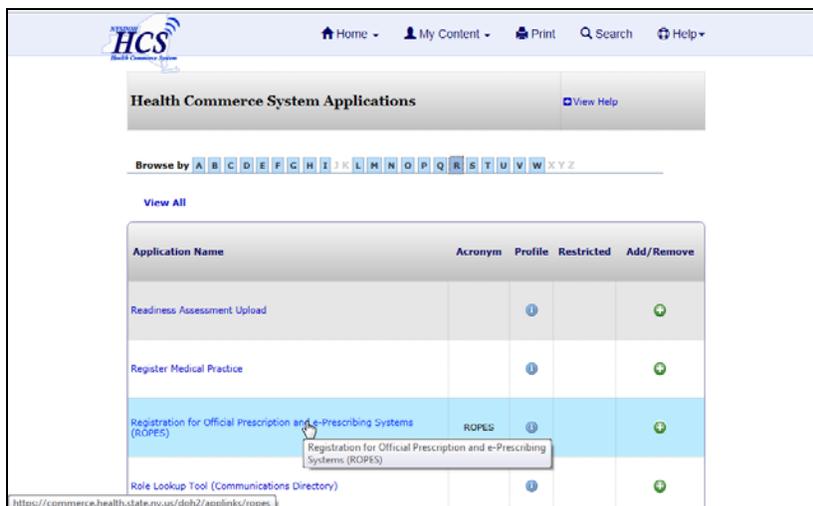
6. Type in the **Software Provider** (STI Computer Services, Inc.), **Name of Software Application** (ChartMaker® Medical Suite) and **Software Version** (ChartMaker 2015), and save the information
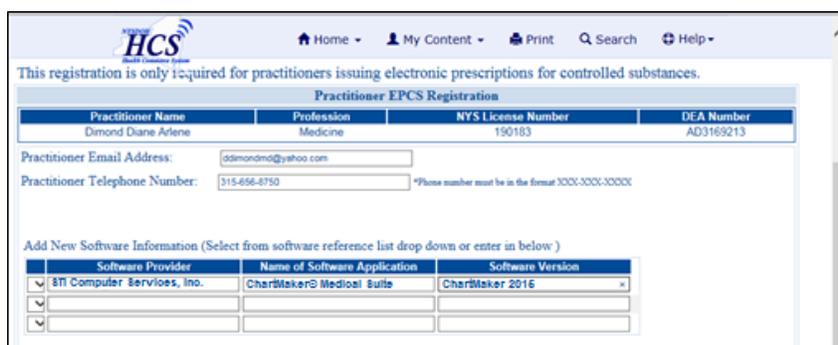
   NOTE: After the selections have been designated one time, they should be available for other providers. You will receive a confirmation dialog similar to this:
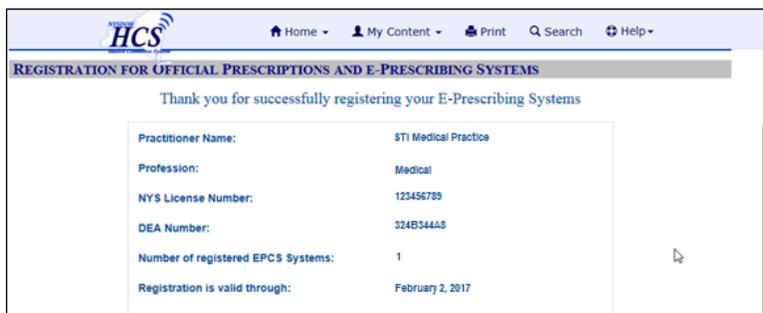
To notify the BNE of your software vendor (for PAs):
1. Print the applicable form (found in the Appendix on page 30)

2. Enter the following information where necessary:
     Vendor Name: STI Computer Services, Inc.
     Product Name: ChartMaker® Medical Suite
     Product Version: ChartMaker 2015

3. Submit the form to the BNE

Setup

HARDWARE SETUP

The following steps will need to be taken by someone in your practice in order to prepare your computer(s) and/or Tokens to be used to electronically prescribe controlled substances. Once you receive the IdenTrust Token and instructions (including CD) in the mail, you may proceed with the following steps.

SafeNet Driver

The SafeNet Driver must be installed on every device that your provider intends to e-prescribe controlled substances from. If you do not have the CD that came with your IdenTrust Token, please call Clinical Support.

To install the SafeNet Driver:

1. Insert the IdenTrust (EPCS SafeNet Authentication Client) **CD** into your computer

2. When prompted with an AutoPlay dialog, select "**Run setup.exe**"

3. Select "**Install the Utility Software**"
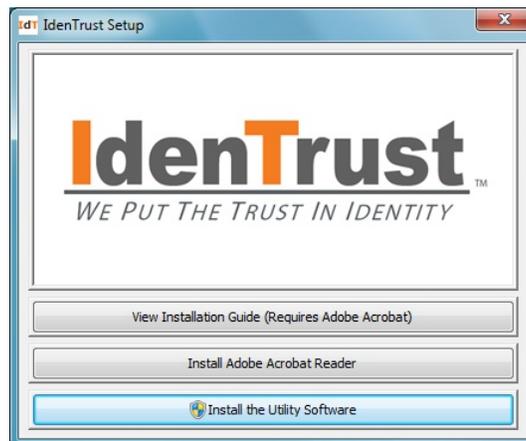
4. Select "**Yes**" to restart your computer when prompted

> **ALTERNATE METHOD**: You may select "No" and do it at a later time but do not attempt to proceed with additional EPCS setup until your computer has been rebooted.

5. Repeat steps 1 – 4 on any computer the provider intends to e-prescribe controlled substances from

> **NOTE**: This process must also be completed on your server if anyone accessing ChartMaker® Medical Suite remotely.

To modify the automatic logoff setting (REQUIRED):

1. Click the arrow in your system tray
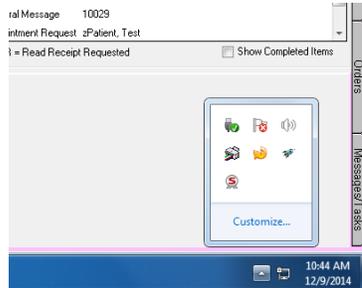
2. Right-click on the SafeNet icon ( ) and select "**Tools**"
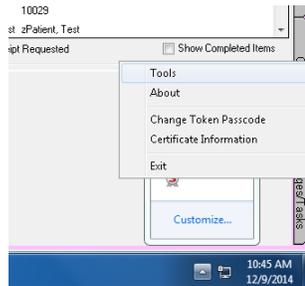
3. Click the "**Advanced View**" icon ( )
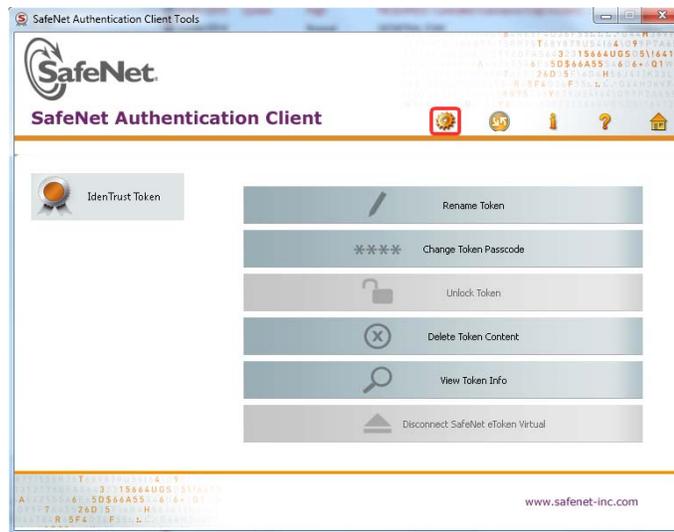
4. Click "**Client Settings**" from the left
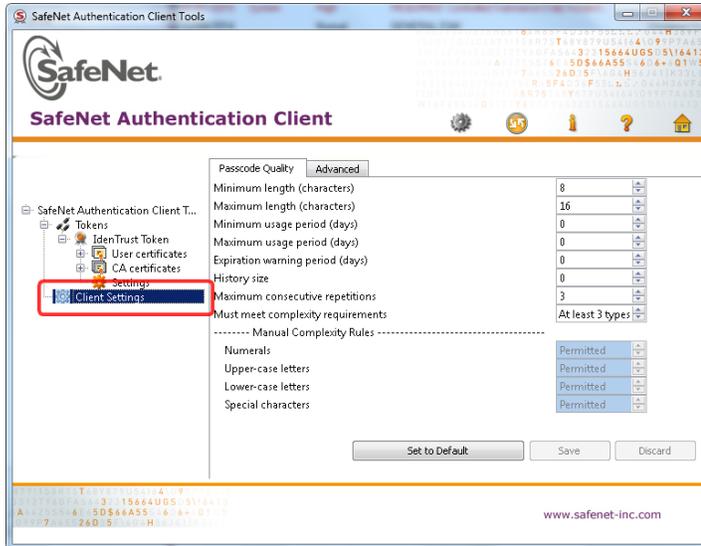
5. Click the "**Advanced**" tab
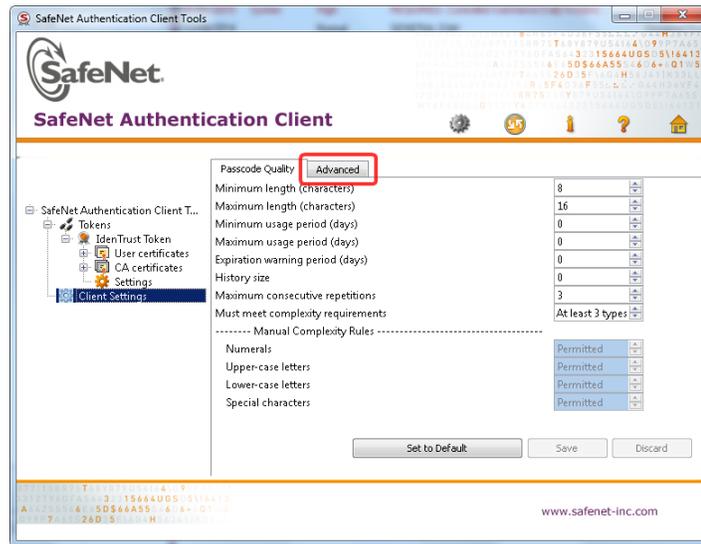
6. Change "Automatic logoff after token inactivity (in minutes)" to "**Always**"
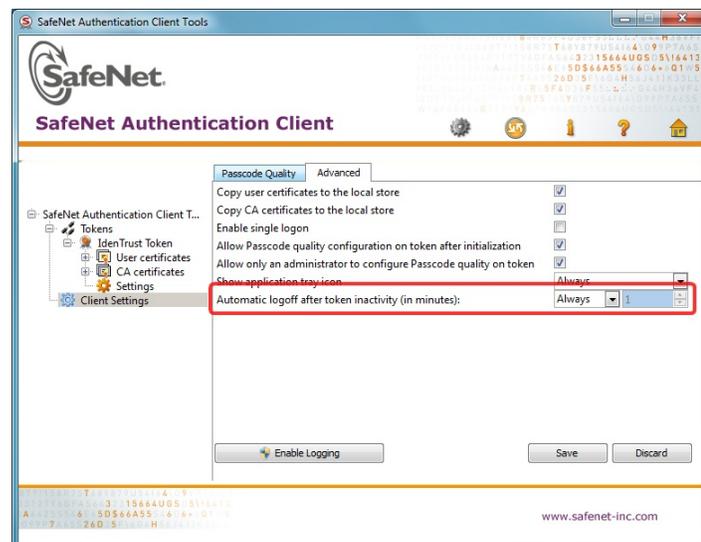
7. Click "**Save**"

8. Click the red x ([x]) to close the SafeNet Authentication Client Tools dialog

RDP Settings

If you are remoting to the server to access ChartMaker® Clinical, you must allow the RDP session to view your local drives and devices so that it recognizes the IdenTrust Token.

To configure the RDP to recognize the Token:

1. Open the RDP (i.e. Start > All Programs > Accessories > Remote Desktop Connection)

2. Click the down arrow next to "**Options**" (⊙ Options)
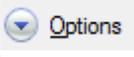
3. Click the "**Local Resources**" tab

4. Click "**More**"

5. Check the box for "**Smart cards**", "**Ports**", "**Drives**" and "**Other supported Plug and Play (PnP) devices**"

6. Click the **plus sign** (⊞) next to "Other supported Plug and Play (PnP) devices"

7. Check the box for "**Devices that I plug in later**"
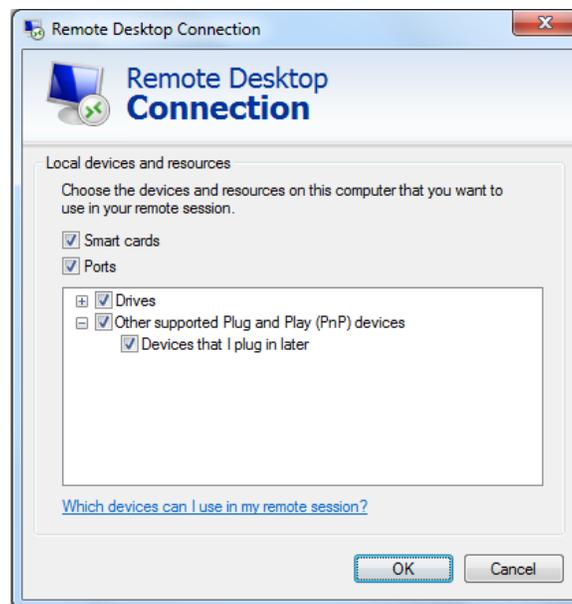
8. Click "**OK**"

9. Click the "**General**" tab and then save your RDP connection by either clicking "**Save**" or "**Save As…**"

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Token Certificate

Prior to using the IdenTrust Token, you must download the certificate to the Token <u>within 90 days from the date of approval</u>. If your certificate is not retrieved within this timeframe, your account will be automatically closed and you will be required to apply for a new certificate.

To download the certificate to the IdenTrust Token:
1. Insert the IdenTrust **Token** into a USB port in your computer

    NOTE: If this is a new, unused USB Token or Token where certificates have not already been installed, you will be prompted to change the Token password. Once prompted, click "OK" and proceed with changing your password. The "Current Token Passcode" can be found on the paper instructions sent with the Token.

    Make sure you document the password in a secure place. If you forget the password, your certificate will be permanently locked and you will need to purchase a new Token.

2. Click "Yes" when prompted with the Security Warning

3. Open an Internet Explorer browser and go to http://identrust.com/install

4. Enter your "**Secure Activation Code**" (located on the paper instructions sent with the Token)

5. Enter the "**Account Password**" you created when you first applied online

    NOTE: This is <u>not</u> the Token password you set up in Step 1.

6. Follow the prompts to retrieve your IGC Certificate

    NOTE: Do not close your browser or click the "Back" button at any time during the retrieval process or it may cause the system to void your retrieval.

To test your certificate (optional):
1. Open a web browser and go to https://secure.identrust.com/tsapp/retrieve-verify-instr.jsp

2. Follow the prompts to complete the process

CHARTMAKER® CLINICAL CONFIGURATIONS

The following steps will need to be taken by someone in your practice in order to configure ChartMaker® Clinical for e-prescribing controlled substances.

Office Hours

This configuration will allow you to set your practice's office hours. Any person who logs in and performs EPCS after the designated office hours will be logged to the daily incident report for the provider's review. **NOTE**: This feature is available as of ChartMaker® Medical Suite 2015 (fv 5.7).

To designate Office hours:

1. In Clinical, go to **Edit** > **System Tables** > **Office Hours**

2. Click the dropdown for each day of the week to configure the **Start** and **End** of your office hours

    NOTE: If your office is closed, click the checkbox for "Closed" for the corresponding day.

3. Click "**OK**"

Logical Access

The Logical Access privilege allows the selected user the ability to administer EPCS capabilities to qualified practitioners. (It does *not* give the ability to physically e-prescribe controlled substances) At least 2 users will need to be assigned this privilege with one of them being an EPCS-enabled provider with a linked token.

To designate users for Logical Access:

1. In Clinical, go to **Edit** > **System Tables** > **Users**

2. Highlight the **user**

3. Click "**Properties**"

4. In the Privilege option box, select "**Logical Access**"

5. Select the "**Authorized**" radio button for Level

6. Click "**OK**"

7. Repeat steps 2 – 6 for any additional users

8. Click "**Close**"

Prescriber Setup

Prescriber Setup is applicable to all e-prescribing functionality whether it is a controlled substance or not. All providers and practice locations must be set up through this dialog prior to e-prescribing any medication.

To configure Prescriber Setup:
1. In Clinical, go to **Edit** > **System Tables** > **Electronic Prescribing** > **Prescriber Setup**

2. Highlight the **Provider** and **Location**

    NOTE: If there are no Locations for the selected Provider, click "**Add**" and skip to Step 4.

3. Click "**Edit**"

4. Fill in the **applicable information**, including **SPI** and **DEA** number, if not already present

5. Click the checkbox for "**EPCS Enabled**"

6. Click "**OK**"

7. Repeat steps 2 – 6 for any additional providers

8. Click "**OK**" to close the Prescriber Setup dialog

EPCS Token Linkage

Linking the IdenTrust Token to the applicable provider within ChartMaker® Clinical must be completed one-time per provider (i.e. token holder). Token Linkage is *not* required to be done on every computer the provider intends to e-prescribe from. The Token Linkage option will only be available to users that are configured with the EPCS SureScripts service level rights on the Health Portal and have "EPCS Enabled" selected in Prescriber Setup.

To link a Token:
1. Log into Clinical as the provider and go to **Edit** > **System Tables** > **Electronic Prescribing** > **EPCS Token Linkage**

2. Insert the **token** into a USB port on your computer

3. Click "**Load**"

4. Select the **certificate** and click "**OK**"

5. Click "**Link**"

6. Click "**OK**" on the confirmation dialog

EPCS Prescriber Authorization

The EPCS Prescriber Authorization will grant the ability for an individual provider to electronically prescribe controlled substances. The user logged in when attempting to complete this step must to have their "Logical Access" privilege set to "Authorized" in order for the EPCS Prescriber Authorization menu option to be available.

To send the Authorization Request:
1. In Clinical (logged in as someone other than the Prescriber you are attempting to authorize), go to **Edit** > **System Tables** > **Electronic Prescribing** > **EPCS Prescriber Authorization**

2. Select the applicable **Prescriber**

3. Select the user from the "**Logical Access User**" dropdown that you want to receive the authorization request

4. Click "**Authorize**"

5. Click "**Yes**"

6. Click "**Close**"

    NOTE: A To Do List notification will then be sent to the user you selected in Step 3.

To approve the Authorization Request:
1. In Clinical (logged in as the EPCS Prescriber), **double-click** on the red To Do List notification titled, "**EPCS Authorization Approval Requested**"

2. Insert the IndenTrust **Token** into your computer

3. Click "**Approve**"

4. Type your IdenTrust Token **password**

5. Click "**OK**"

6. Click "**OK**" on the confirmation dialog

E-Prescribing in Clinical

E-prescribing a controlled substance is not much different than prescribing a non-controlled substance. There are only several fields that differ or may be required.

To e-prescribe a controlled substance:

1. In an office visit note, click the "**Medication**" button (Medication)

     Alternative Method: Use the options available (to add or renew) when you right-click on the medication from the Face Sheet.

2. Choose "**Add Medication**" (or "Renew Medication")

3. Search for and select the controlled substance medication

4. Enter all appropriate fields and click "**Next**"

     NOTE: Select "E-Prescribe" in the Transmission field. If the medication is a Schedule II controlled substance, a date must be entered in the Earliest Fill Date field and may only be issued with a Refill value of 0.

5. Select the **Location** (if necessary) and the patient's **Pharmacy**

     NOTE: If prescribing a controlled substance, you must select a pharmacy that has the "EPCS" designation next to their name and have your IdenTrust token (see below) inserted into your computer.

     Sample IdenTrust Token:

6. Click "**Ready to sign**"

7. Click "**Sign and Send**"

8. Enter your Token Passcode and click "**OK**"
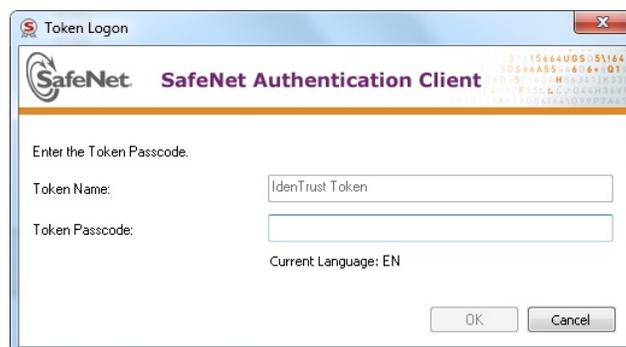
Auditing and Reporting

EPCS Audit Trail

The Audit Trail will display any action related to the EPCS functionality taken by a user in ChartMaker® Clinical.

To view Audit Trail information:
1. In Clinical, go to **Chart** > **Audit** > **EPCS Audit Trail and Drug Log…**

2. Modify the "From" and "To" fields in **Date Range**, if applicable

3. (Optional) Uncheck any unnecessary **Actions** or **Outcomes** in the "Custom Report" section to modify the results to be displayed

4. (Optional) Select the **Metadata** dropdown and enter a Search Value to search for specific criteria, such as specific patient or medication

5. (Optional) Uncheck "**Show only incidents**" if you would like to see all records and not just ones designated as "incidents"

6. Click "**Refresh Report**"

> **NOTE**: If the Audit Trail was opened inside of a patient's chart, the information displayed will be patient-specific.

To save a copy of the Audit Trail:
1. Generate the report by completing steps 1-6 detailed in "To view Audit Trail information"

2. Click "**Save As Text**" to save as a .txt file or "**Save as HTML**" to save as a .html file

3. Designate a **File name**

4. Click "**Save**"

Controlled Substance Drug Log

The Controlled Substance Drug Log will display individual prescription information for any controlled substances electronically prescribed by a user in ChartMaker® Clinical.

To generate a new Controlled Substance Drug Log:
1. In Clinical, go to **Chart** > **Audit** > **EPCS Audit Trail and Drug Log…**

2. Click the "**Controlled Substance Drug Log**" tab

3. On the "**New Report**" tab, select the appropriate **Provider**

4. Select the **Start** and **End Date** to set the time range for this report

5. Click "**Generate Report**"

> **NOTE**: Every time you click "Generate Report", the system is creating a new Drug Log that can then be accessed through the Report Archive sub-tab.

To view a previously generated report:

1. In the Controlled Substance Drug Log tab, click the "**Report Archive**" sub-tab at the bottom

2. Click "**Previous Reports…**"

3. Select the applicable **Drug Log**
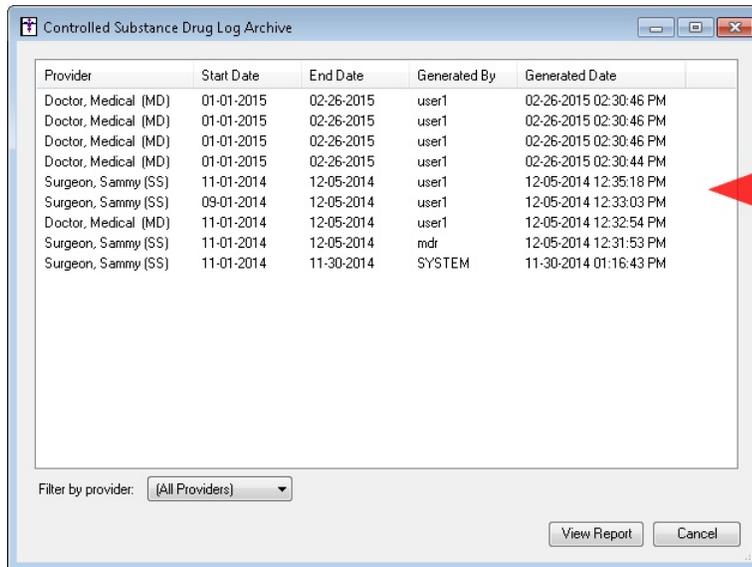
4. Click "**View Report**"

> **NOTE**: If the Drug Log displays "SYSTEM" in the Generated By column, this indicates that it was an automated Monthly Drug Log and not manually created.

To save a copy of a New Report or an Archived Report:

1. Generate the report by completing steps detailed in "To generate a new Controlled Substance Drug Log" or "To view a previously generated report"

2. Click "**Export…**"

3. Select a **Location** and Designate a **File name**

4. Click "**Save**"

> **NOTE**: The report will be saved as a .CSV file format.

Daily Incident Report

The Controlled Substance Daily Incident Report will appear on the To Do List for any user that has the Logical Access user privilege set to "Authorized". It will contain a summary of any actions related to the EPCS functionality taken by a user in ChartMaker® Clinical for that day.

The DEA requires all providers to view this log and report any suspicious activity to STI Computer Services and the DEA within 1 business day of receiving it.

To view a Controlled Substance Daily Incident Report:
1. In Clinical, double-click on the To Do List reminder labeled, "**REQUIRED: Controlled Substance Daily Incident Report Reminder**"

2. Review the information

3. Click "**Close**" to close the audit dialog

Monthly Drug Log

The Controlled Substance Monthly Drug Log will appear on the To Do List for any EPCS-authorized provider who has electronically prescribed controlled substances. It will contain a summary of all controlled substance prescriptions electronically prescribed by a user in ChartMaker® Clinical for the previous month.

The DEA requires all providers to view this log and report any suspicious activity to STI Computer Services and the DEA within 7 calendar days of receiving it.

To view a Controlled Substance Monthly Drug Log:
1. In Clinical, double-click on the To Do List reminder labeled, "**REQUIRED: Controlled Substance Monthly Drug Log Reminder**"

    NOTE: If the user logged in is not the provider associated with the report, you will be prompted to select which Drug Log you would like to view first. Highlight the report and click "**View Report**".

2. Review the information

3. Click "**Close**" to close the audit dialog

Configuring Distribution Lists

To manually add (or remove) a user to receive the Daily Incident Report or Monthly Drug Log:
1. Go to **To-Do** > **New Message/Task…**

2. Click "**To…**"

3. Highlight **Controlled Substance Daily Report Notification** or **Controlled Substance Monthly Drug Log Notification**

4. Click "**Edit…**"

5. Select the applicable **user(s)**

6. Click "**Save**"

7. Click "**Cancel**" twice

Incident Reporting

If suspicious activity is identified through the Audit Trail, the daily report or the monthly drug log, it must be reported to the DEA. If suspicious activity is identified on the **daily report**, it must be reported within **1 business day**. If suspicious activity is identified on the **monthly drug log**, it must be reported within **7 calendar days** of the start of the month.

To report suspicious activity to STI Computer Services:
1. Save a copy of the log containing suspicious activity

> **TIP**: See instructions on how to "Save a copy of the Audit Trail" on page 24 or how to "Save a copy of a New Report or an Archived Report" on page 25.

2. Open a web browser and go to www.sticomputer.com

3. Click "**News**" and then "**EPCS**"

4. Click the link for "**Submit an incident report**"

5. **Download** the Incident Report Form and follow the steps to submit the form and a copy of your log to STI Computer Services, Inc.

> **Submitting Incident Reports**
>
> If you have noticed suspicious activity related to EPCS in the ChartMaker® Clinical audit trail or automated logs, the EPCS prescriber must report the event to their vendor as well as the DEA within **1 business day**.
>
> Per federal regulations, the Daily Incident Report should be reviewed within 1 business day of receiving it and the Monthly Drug Log should be reviewed within 7 calendar days. To submit an Incident Report to STI, please download our Incident Report [PDF] **here**

To report suspicious activity to the DEA:
1. Save a copy of the log containing suspicious activity

> **TIP**: See instructions on how to "Save a copy of the Audit Trail" on page 24 or how to "Save a copy of a New Report or an Archived Report" on page 25.

2. Call the DEA and proceed with the instruction they provide

Best Practices

In addition to the information presented below, providers should also review the Drug Enforcement Administration Code of Federal Regulations (http://tinyurl.com/ov2bajl), specifically sections 1306 and 1311, which cover in more detail the practitioner's responsibilities for prescribing controlled substances using an electronic prescription application. Section 1311.102 specifically addresses responsibilities of the Practitioner.

1. Provider must register for their token and certificate from IdenTrust in his/her own name.
2. After installing the SafeNet driver that comes with your token from IdenTrust, you must change the token "Automatic logoff after token inactivity (in minutes)" setting to "Always" so that you are prompted to enter your token password for each controlled substance medication that is prescribed (see instructions on page 16).
3. Provider is only allowed to link a single token to his/her user in Clinical.
4. Provider should always be in sole possession of their token. This token and passcode should not be given to any other person.
5. Provider should not allow any other user to log into Clinical with his/her credentials and electronically prescribe controlled substances using his/her token.
6. Provider should not login as a different provider and use their token to prescribe controlled substances.
7. Provider should report stolen or misplaced tokens to IdenTrust immediately.
8. Only a Practice user with Clinical administrative rights should assign the Logical Access privilege to users for EPCS administration.
9. The Practice user that is requesting authorization for a prescriber to perform EPCS must verify that the prescriber is in good standing with the DEA prior to sending the request to a provider for approval.
10. Provider is required to review the daily incident report for each day and report any suspicious or unauthorized activity to the DEA and EHR vendor within one business day. The incident report contains many actions, some of which might be valid, but it is up to the person reviewing the report to decide if it is an authorized action or not. Provider will receive a To-Do list message each day which serves as a shortcut to viewing this report.
11. A Practice user must enter the general office hours in the screen that can be accessed through **Edit** > **System Tables** > **Office Hours**. Any person who logs in and performs EPCS after the designated office hours will be logged to the daily incident report for the provider's review.
12. Provider is required to review the monthly drug log report at the end of each month and report any unauthorized prescriptions to the DEA and EHR vendor within seven business days. Provider will receive a To-Do list message on the 1st of each month which serves as a shortcut to viewing this report for the previous month.
13. When prescribing a medication for detoxification treatment (ex. Subutex, Suboxone, Zubsolv) a NADEAN# will be required to be entered accurately in the Notes to Pharmacist field on the Prescribe Medication screen.
14. When prescribing GHB (ex. Xyrem) a medical reason will be required to be entered accurately in the Notes to Pharmacist field on the Prescribe Medication screen.
15. Provider should not exceed a 90 day supply on any Schedule II controlled substance medication.
16. Provider must ensure that the Earliest Fill Date for consecutive controlled substance prescriptions are accurate.
17. Providers need to stay current with their state and local regulations regarding the prescribing of controlled substances.

Glossary of Terms

Term	Definition
Controlled Substance	An addictive or behavior-altering drug or chemical whose manufacture, possession, or use is regulated by law, typically declared illegal for sale or use, but may be dispensed under a physician's prescription.
DEA	(Federal) Drug Enforcement Administration
DEA Registrant in Good Standing	Any medical practitioner that has a DEA registration, state authorization to practice and, where applicable, state authorization to dispense controlled substances that are still current and in good standing. The DEA expects this will be done simply by checking the latest certificates.
EPCS	Electronic Prescribing of Controlled Substances
Token	A cryptographic key stored on a hardware device (i.e. cell phone, smart card, etc) rather than on a general purpose computer. A hard token is a tangible, physical object possessed by an individual practitioner.
Identity Proofing	Verification that a person is who s/he claims to be and must be conducted by credentialed service providers or certification authorities approved by the General Services Administration (GSA). IdenTrust will perform identify proofing prior to authorizing the purchase of a hard token.
Individual Practitioner	A physician, dentist, veterinarian, or other individual licensed, registered or otherwise permitted, by the United States or the jurisdiction in which they practice, to dispense a controlled substance in the course of professional practice, but does not include a pharmacist, a pharmacy, or an institutional practitioner.
Institutional Practitioner	A hospital or other person (other than an individual) licensed, registered or otherwise permitted, by the United States or the jurisdiction in which it practices, to dispense a controlled substance in the course of professional practice, but does not include a pharmacy.
Logical Access	A user privilege in the EMR software allowing the selected user the ability to administer EPCS capabilities to qualified practitioners. This is not the privilege that allows a provider to electronically prescribe a controlled substance, but more of an administrative privilege.
Prescriber Authorization	The act of permitting a ChartMaker® Clinical user and IdenTrust Token holder the ability to electronically prescribe controlled substances.
Reportable Incidences	Security events that represent successful attacks on the application or other incidents in which someone gains unauthorized access.
Two-Factor Authentication (2FA)	The act of providing unambiguous identification of users by means of the combination of two different components. The factors must include 2 of the following: something you know (i.e. password), something you have (i.e. hard token), something you are (i.e. biometric information).

BUREAU OF NARCOTIC ENFORCEMENT: EPCS REGISTRATION FOR PHYSICIAN ASSISTANTS

Print, complete and submit the form on the following page if you practice in the state of New York and have a Physician's Assistant that needs to notify the BNE of their intent to electronically prescribe controlled substances through ChartMaker® Clinical.

Practitioner EPCS Registration

Amendments to Title 10 NYCRR Part 80 Rules and Regulations on Controlled Substances, adopted on March 27, 2013, authorize a practitioner in New York State to issue an electronic prescription for controlled substances (EPCS) in Schedules II through V. The practitioner must comply with all other State and federal requirements for issuing a prescription for a controlled substance as specified in Article 33 of the Public Health Law, Title 10 of the NYCRR and Title 21 of the Code of Federal Regulations. Pursuant to 10 NYCRR §80.64(b), a practitioner shall use an electronic prescribing application that is consistent with federal requirements to process electronic prescriptions for controlled substances and shall register the certified electronic prescribing computer application that will be used with the New York State Department of Health (Department), Bureau of Narcotic Enforcement. The federal security requirements for EPCS are included in the Drug Enforcement Administration Interim Final Rule, 21 CFR §1300 et seq., and can be accessed via the following link: **http://www.deadiversion.usdoj.gov/ecomm/e_rx/**.

To issue electronic prescriptions in compliance with New York State rules and regulations, this registration and attestation must be completed. The attestation herein cannot be completed unless federal requirements have been met, including identity proofing of the practitioner and receipt of two-factor authentication. Please return the completed Practitioner EPCS Registration form and attestation to the email address provided below. A copy of your DEA certification or third party audit approving your electronic prescribing software application must be available for inspection by Department personnel.

Practitioner Name _____

A Physician's Assistant must attach a list of their Supervising Physician(s) with their corresponding NYS license number and DEA registration number

NYS License Number _____ DEA Number for NYS _____

Practitioner Email Address _____

Practitioner Telephone Number _____

Name of Certified E-prescribing Software Application _____ Software Version Certified _____

Name of Software Application Provider (Company Name) _____

Attestation: I affirm that I have received a DEA certification or third party audit that the electronic prescribing software application listed above meets federal security requirements for issuing electronic prescriptions for controlled substances. I have met all federal security requirements, including identity proofing and receipt of two-factor authentication as required for Electronic Prescribing of Controlled Substances.

If I become aware or am notified of any issues which render the software application non-compliant with federal regulations or if I switch to a different software application, I will not use the application to issue electronic prescriptions for controlled substances until all federal requirements are met and the application has been registered. When the software is once again compliant, I will register the new certification with the Bureau of Narcotic Enforcement.

Practitioner Signature _____ Date _____ / _____ / _____

Print Name _____

Please email the completed form to **narcotic@health.state.ny.us** with "Practitioner EPCS Registration" in the subject line.

NYSDOH/Bureau of Narcotic Enforcement
Practitioner EPCS Registration
Riverview Center
150 Broadway
Albany, NY 12204

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Resources / Notes

Trainer: _____   **Phone:** _____

STI ChartMaker Medical Suite Support: **1-800-487-9135**

NOTES:

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Document Change Log

Date	Version	Changes
3/5/15	5.x	Initial Release