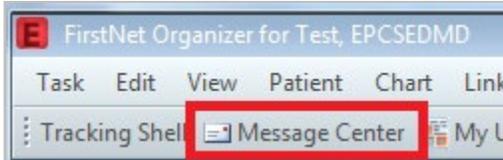


Reviewing ePrescribed Controlled Substances

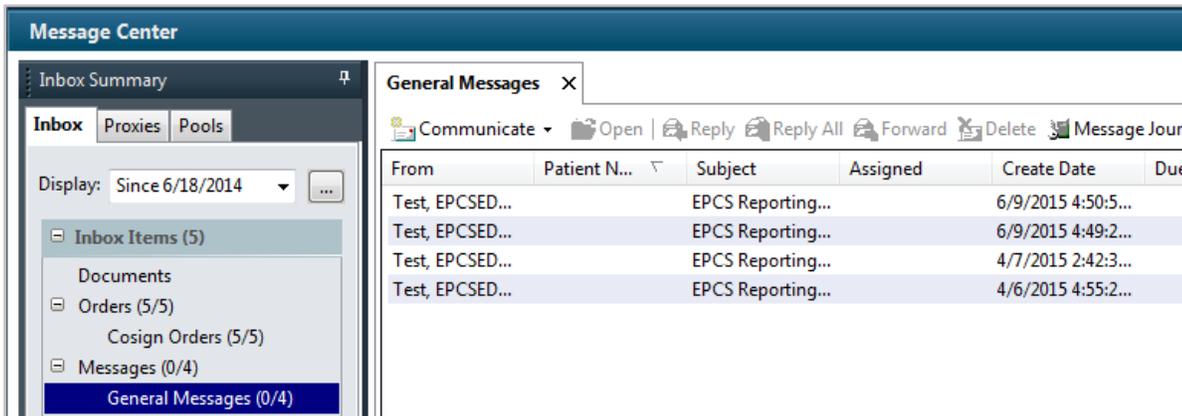
Reviewing Your ePrescribed Controlled Substances

Clinicians receive a **monthly** report sent to their Message Center inbox. This report lists all the controlled substances they ePrescribed and the patients for whom they were prescribed. It is required to review the report for any anomalies which need to be reported to the DEA. For example, if a drug is displayed that you never order, it may be a sign that your ePrescribing security may have been compromised. If you find any anomalies in your monthly report, contact the IT Service Desk.

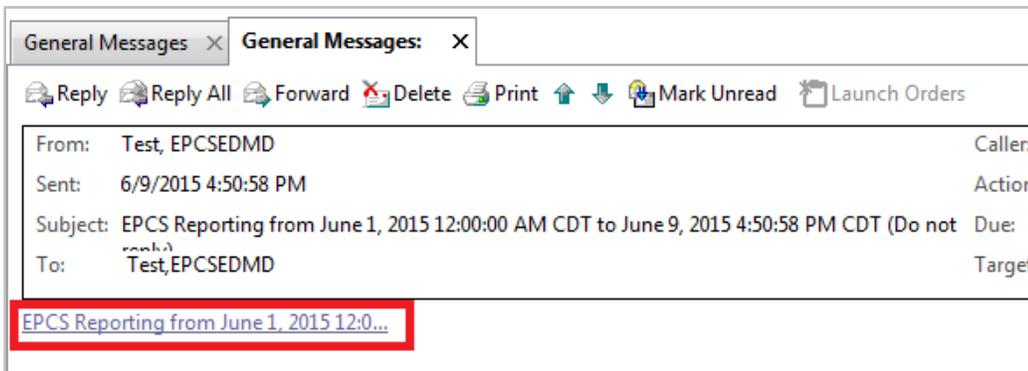
1. To view the report, go to **Message Center**.



2. Under **Messages**, click on **General Messages**. The entries for the report are displayed on the right.

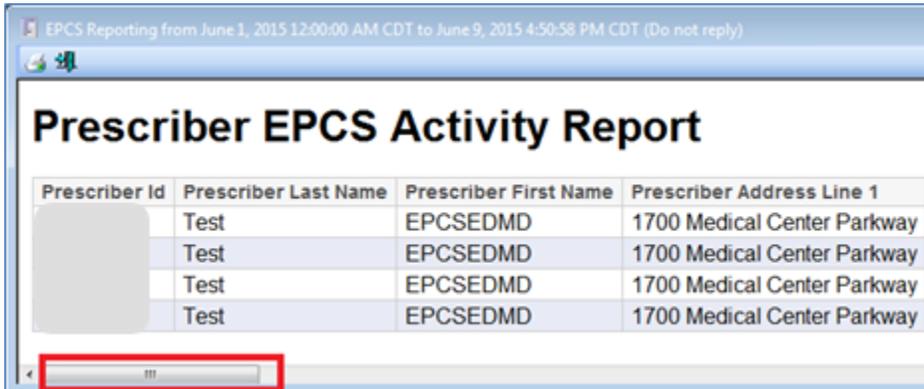


3. Double click on a message to open it. When it opens, click on the EPCS Reporting link to view the report.

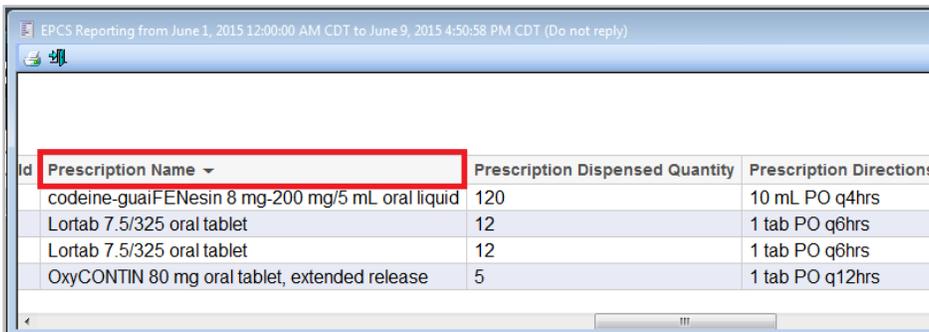


Reviewing ePrescribed Controlled Substances

- Use the scroll bar to view additional data.



- Click on headings to sort by that column.



- After viewing the report, close it by clicking on the door icon. 

- To delete the report, click on the **Delete** icon.

