Overview for Electronic Prescribing of Controlled Substances

This document is an overview of the electronic prescribing of controlled substances (EPCS) process for clinicians.

Due to federal regulations, electronic prescriptions require a height and weight documented within a valid lookback period.

Placing an Order

1. Place prescription orders via Workflow Summary, Orders Page, or Discharge Medication Reconciliation window.
   Note: The electronic prescribing of controlled substances can only be done on an active or discharged encounter. This functionality will not work on a pre-registration or canceled encounter.

2. Fill out all required order details.
   Note: Schedule II meds include an **Earliest Fill Date** field. This field can be used for writing multiple schedule II meds to be filled sequentially. This would allow for 3 separate prescriptions to be written, each for a 30-day supply.

3. Verify the pharmacy.
- The **Send To** field defaults to Secure-Print
- Click the drop-down arrow to view Patient's Preferred Pharmacy and click the pharmacy to select
  Note: If a provider is not authorized to ePrescribe controlled substances at Children's, there will not be an option to select a pharmacy.
- If no pharmacy is listed, click on the ellipses and change the **Send To** field to Pharmacy to search for a local EPCS enabled pharmacy

Informatics Education Reviewed January 2022
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4. Sign the prescription. The Electronic Prescription Preview window displays with the list of medications that are being ePrescribed.

5. Review each controlled substance and click the checkbox to select. Click **Sign**.

6. To electronically sign, you must confirm your identity by completing Two-Factor Authentication.
   - Enter your **network** password and click the red arrow
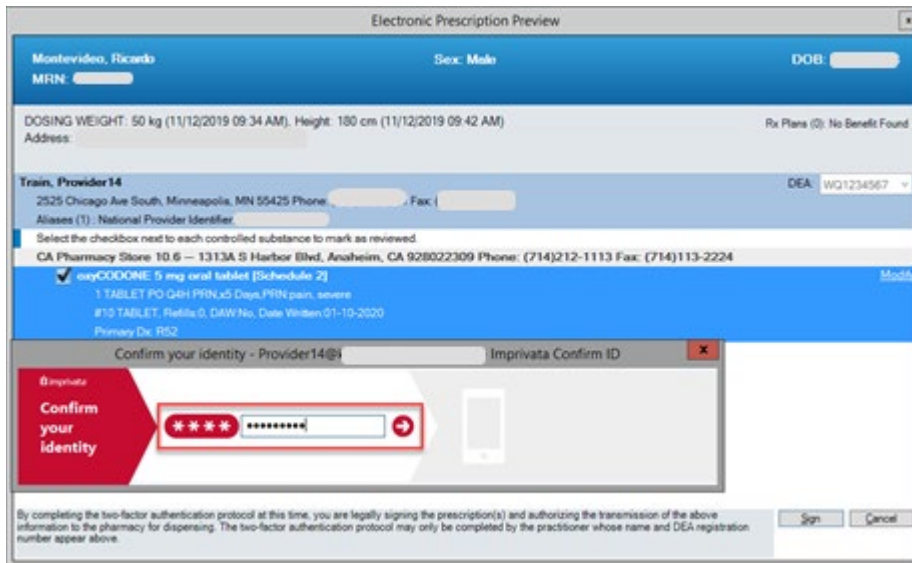
7. If you receive notification on your smart phone, go to the ***Approve/Deny access request*** section below for instructions.

   If you do not receive a notification on your smart phone, you can manually enter a token code to confirm your identity. Go to the ***Generate Token Code*** section for instructions.

Approve/Deny access request from your mobile phone

1. A push notification is sent to your smart phone screen.
2. Tap **Approve** or **Deny.**
3. If **Approve** is selected, the electronic prescription is placed. No further action is needed.
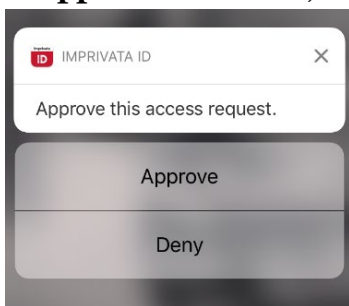
4. If **Deny** is selected, the electronic prescription is canceled.

   Note: You will have a second opportunity to enter your network password to confirm your identity and place the electronic prescription order. The following screen will display in Cerner where you can enter your **network** password. A notification is then sent to your smart phone screen where you can select **Approve**.
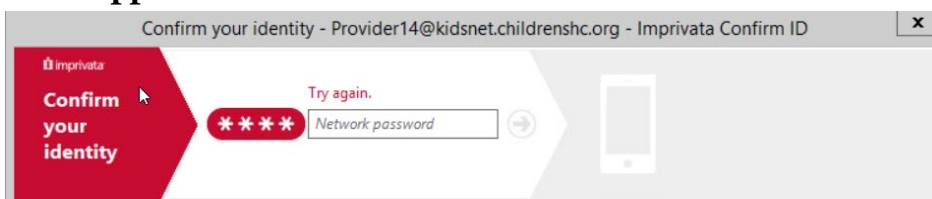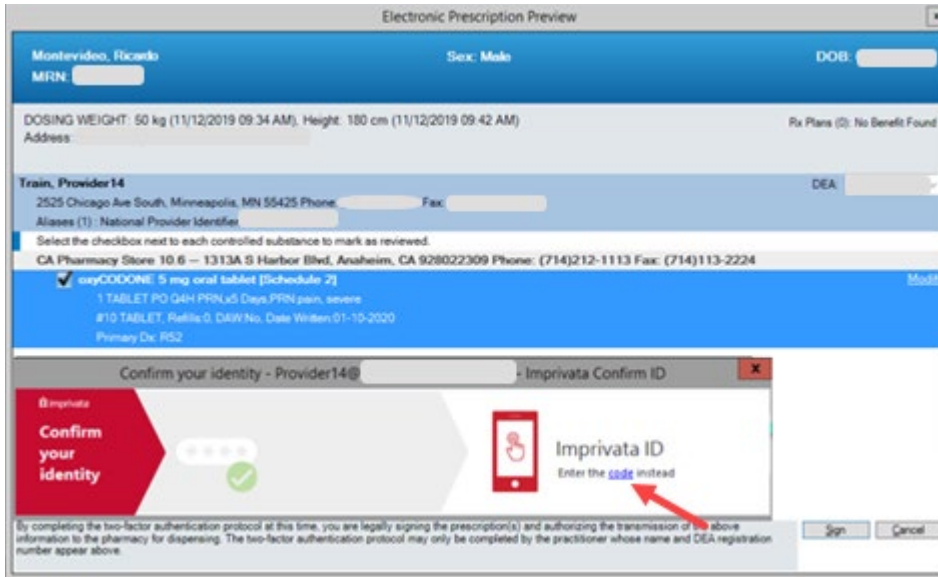
Generate Token Code

If the Approved/Deny screen does not display on your smart phone, there is an option to manually enter a token code.

1. Click the link under **Imprivata ID**.

2. Open the Imprivata ID app on your smart phone.
3. A token code displays.

4. Enter this code in the **Imprivata ID** box on the **Electronic Prescription Preview** screen and tap **Enter**. This will place the electronic prescription.