

**Electronic Prescribing of Controlled Substances**

**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.**

Prescriptions		All Ordering Locations	oxycodone oral tablet
Home	My Favorites	Public	Shared
Search Results			
Top 39 Matches			
oxyCODONE 5 mg oral tablet	☆	oxyCODONE 10 mg oral tablet, extended release 10 mg = 1 TABLET PO Q12H, X 30 Days, # 60 TABLET, 0 Refill(s)	☆
oxyCODONE 5 mg oral tablet = 1 TABLET PO Q4H PRN, pain, severe, X 5 Days	☆	oxyCODONE 15 mg oral tablet	☆
oxyCODONE 5 mg oral tablet = 2 TABLET PO Q4H PRN, pain, severe, X 5 Days	☆	oxyCODONE 20 mg oral tablet	☆
oxyCODONE 5 mg oral tablet = 2 TABLET PO Q4H PRN, pain, severe, May use 1 tablet for less pain. Pharmacy to label as 1-2 tablets., X 5 Days	☆	oxyCODONE 20 mg oral tablet, extended release	☆

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.

**Details** | Order Comments | Diagnoses

Dose: 1 TABLET | \*Route of Administration: PO | \*Frequency: Q4H PRN | Duration: 5 Days | \*Dispense: 30 90 | Refill: 0

\*Start Date/Time: 01/10/2020 0926 CST | Special Instructions:

\*PRN: pain, severe

Requested Refill Date: / / CST | \*Type Of Therapy:  Acute  Maintenance

Stop Date/Time: 01/15/2020 0926 CST | DAW:  Yes  No

Select Prescriber Address: 2525 Chicago Ave South Min... | Order Location: [Dropdown]

Print DEA Number:  Yes  No | eRx Note to Pharmacy:

Confidential Medication:  Yes  No | Max Daily Dose:

eRx Product Type: [Dropdown]

**Earliest Fill Date:** / /

**Electronic Prescribing of Controlled Substances**

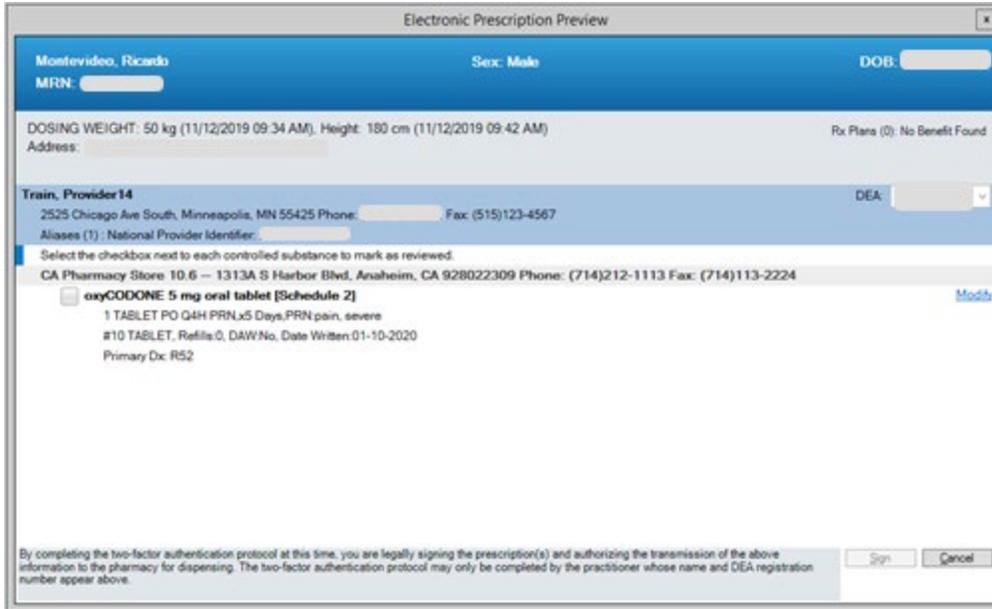
3. Verify the pharmacy.

- 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

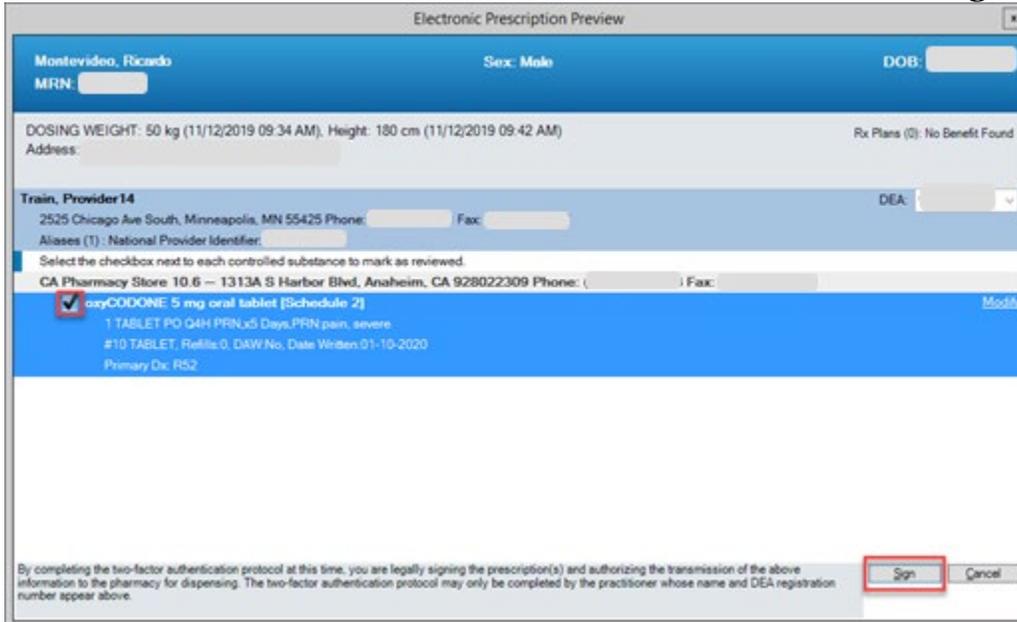
The image shows a software interface for electronic prescribing. At the top, a 'Send To:' dropdown menu is set to 'Secure-Print on'. A red box highlights an ellipsis button next to it. Below this is a 'Prescription Routing' dialog box. Inside the dialog, the '\*Send to:' dropdown is set to 'Pharmacy'. Under 'Apply to:', the 'All Pending Prescriptions' radio button is selected. There is a checkbox for 'No Preferred Pharmacy' with a 'Reason:' dropdown. Below that are tabs for 'Patient Preferred' and 'Search'. The 'Search' tab is active, showing a search form with fields for Pharmacy Name, Address, City, State, Zip Code, and Phone. There are also checkboxes for 'Pharmacy Type' (Retail, Mail Order) and 'Filter Results By' (Specialty, 24-hour, Long-term Care). 'Search' and 'Clear' buttons are at the bottom.

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4. Sign the prescription. The Electronic Prescription Preview window displays the list of medications that are being ePrescribed.

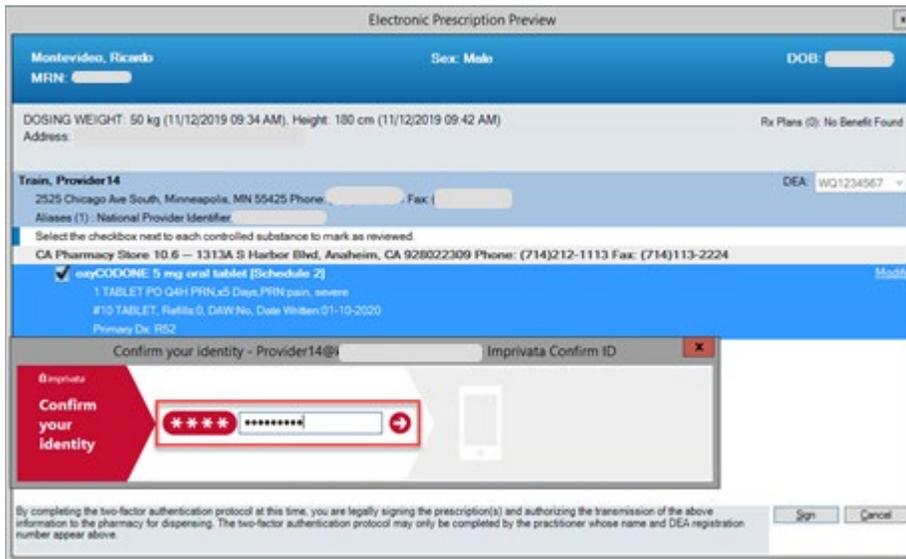


5. Review each controlled substance and click the checkbox to select. Click **Sign**.



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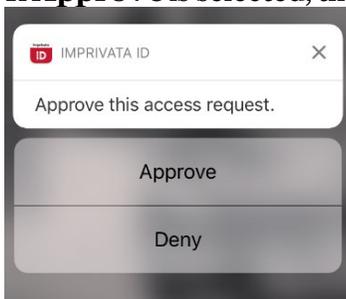
6. To electronically sign, you must confirm your identity by completing Two-Factor Authentication.
  - Enter your **network** password and click the red arrow



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.  
**Note: If you have a new phone, contact the IT Service Desk at 952-992-5000 to re-enroll in EPCS.**

**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**.

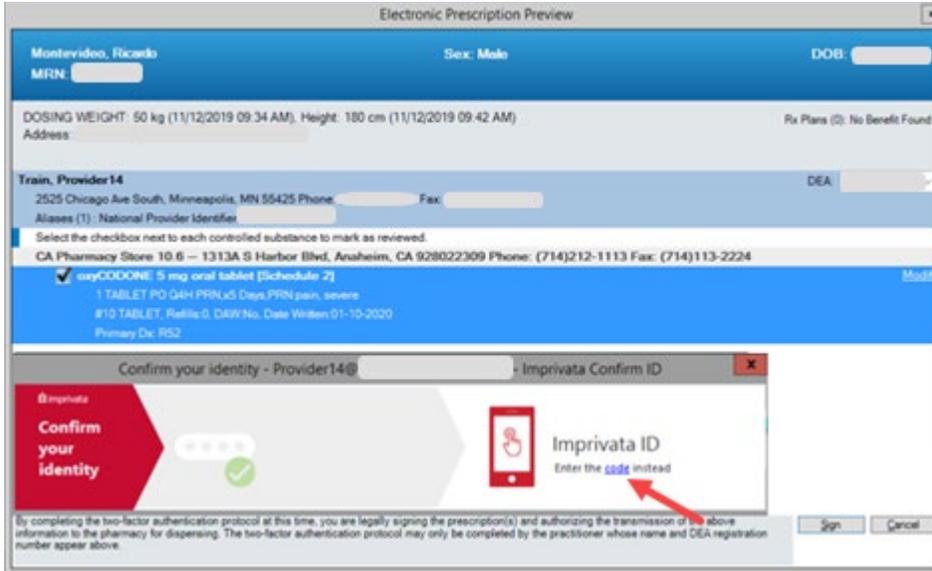


**Electronic Prescribing of Controlled Substances**

**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.

