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

4. Sign the prescription. The Electronic Prescription Preview window displays the list of medications that are being ePrescribed.
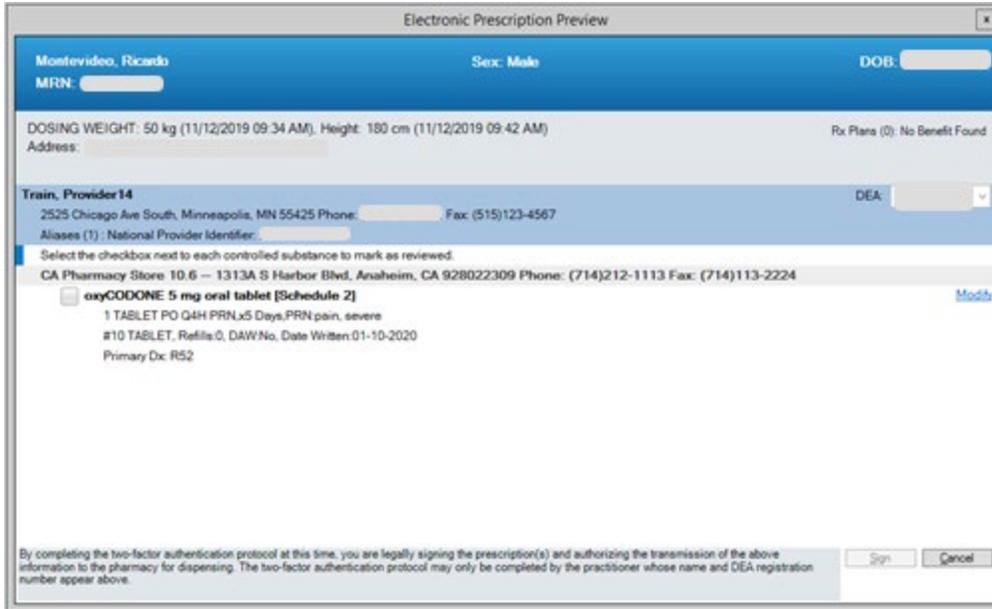
5. Review each controlled substance and click the checkbox to select. Click **Sign**.
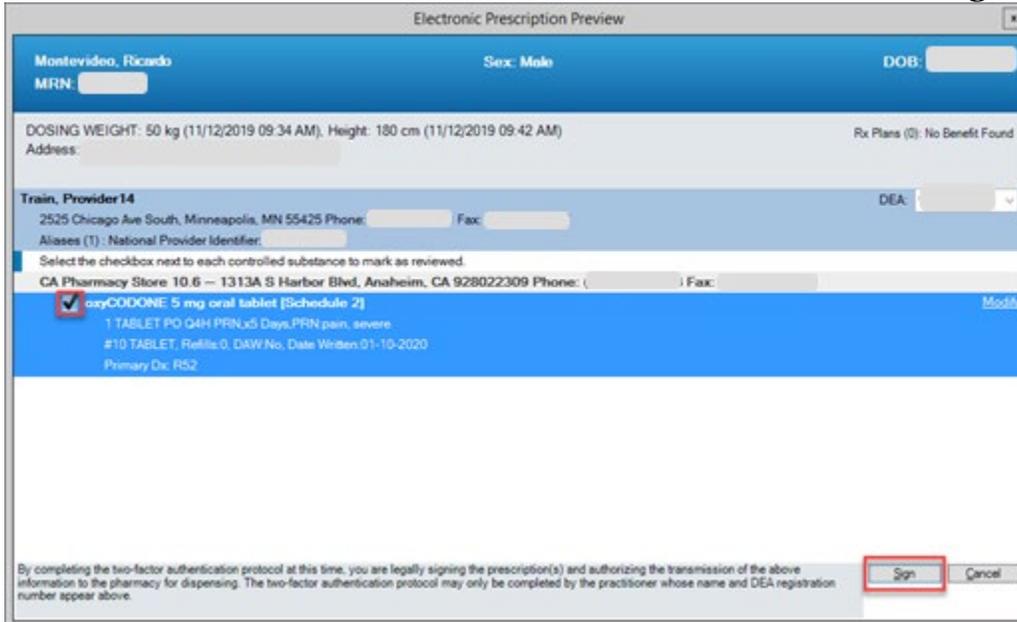
6. To electronically sign, you must confirm your identity by completing Two-Factor Authentication.
   - Enter your **network** password and click the red arrow
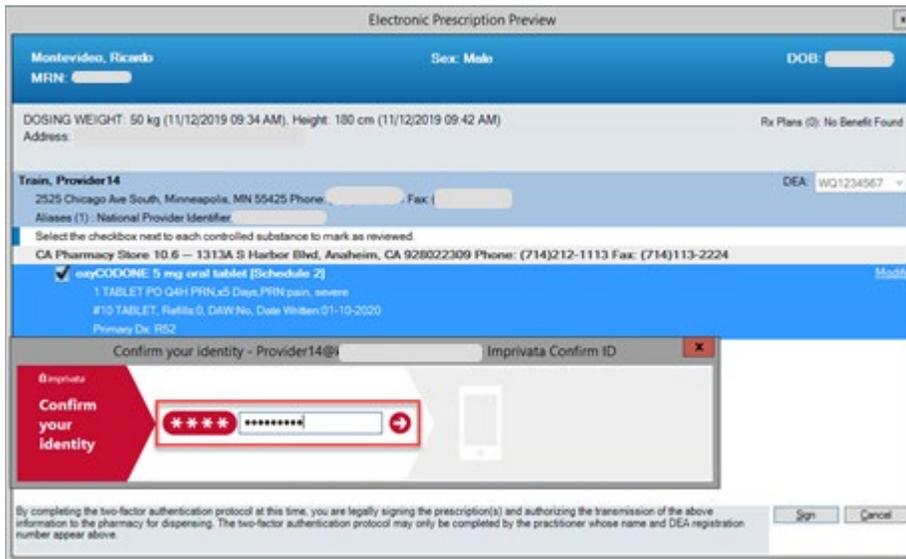
7. If you receive notification on your smart phone, go to the ***Approve/Deny access request*** section below for instructions.
   If you do not receive a notification on your smart phone, you can manually enter a token code to confirm your identity. Go to the ***Generate Token Code*** section for instructions.
   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.
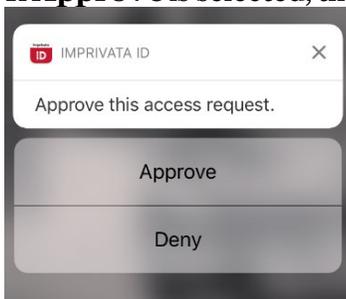
4. If **Deny** is selected, the electronic prescription is canceled.
   Note: You will have a second opportunity to enter your network password to confirm your identity and place the electronic prescription order. The following screen will display in Cerner where you can enter your **network** password. A notification is then sent to your smart phone screen where you can select **Approve**.

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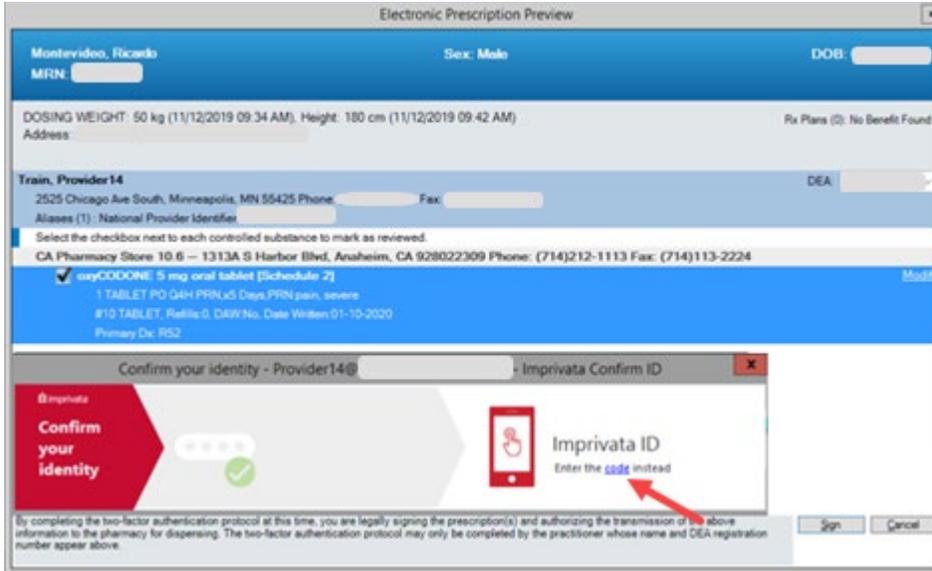
2. Open the Imprivata ID app on your smart phone.
3. A token code displays.

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