E-Prescribing
E-Prescribing

Who can sign up for e-prescribing?
Any prescriber that has purchased an annual e-prescribing subscription through Exscribe.

I have purchased an annual e-prescribe subscription. What’s next?
A provider information form must be completed and submitted to Exscribe. The information on the provider information form will be used to setup the credentials in the prescriber’s user profile in the EHR and the information for the prescriber will be submitted to the e-prescribe vendor (New Crop). From there, the e-prescribing registration can be activated for the provider.
E-Prescribing

Once the e-prescribing registration is activated, can the prescriber e-prescribe from any office location?

The prescriber’s registration will be activated for the main office location. If the prescriber will need to e-prescribe from additional office locations, a medication must be e-prescribed for the prescriber so that the additional office locations will be listed with the prescriber’s registration with New Crop. Exscribe must be notified once a prescription has been sent from the additional locations so that the e-prescribing registration can be activated for those locations.
E-Prescribing

What is the most efficient way to e-prescribe a new medication from the Superbill once the medication has been ordered?
From the process prescription window that is displayed, click the eRx button.

Note: The process prescription window can be configured to prompt when the Superbill is saved or when checking the patient out.
E-Prescribing

After passing the insurance formulary window, the e-prescribe site will be displayed.

The prescribed medication will be listed under the Current Medications for the patient.
E-Prescribing

Check the checkbox to the left of the medication in the Current Medications section.
E-Prescribing

Then, click the pink Select button.
E-Prescribing

The medication will now be listed under the Pending Rx section.
E-Prescribing

Click the pink “Take Complete Rx to Review Page” button.
E-Prescribing

On the Review Rx page, click the Transmit Rx button after reviewing any contraindications.
E-Prescribing

Confirm the selected pharmacy for the patient.
Then, click the pink “Transmit Rx/Add to Record” button.
E-Prescribing

When the voided script page is displayed, the medication has been successfully e-prescribed.
E-Prescribing

What is the most efficient way to e-prescribe a new medication outside of the Superbill?
What is the most efficient way to e-prescribe a new medication outside of the Superbill?

OPTION 1

From the Meds tab in the patient chart, click the ePrescribe button to go to the e-prescribe site.
E-Prescribing

In the e-prescribe site, click the Doctor’s List button.
E-Prescribing

Click on the desired drug/sig. Or, check the box next to the desired drug/sig and then click the pink “Select” button.
E-Prescribing

The medication will now be listed under the Pending Rx section. Click the pink “Take Complete Rx to Review Page” button.
E-Prescribing

On the Review Rx page, click the Transmit Rx button after reviewing any contraindications.
E-Prescribing

Confirm the selected pharmacy for the patient and then click the pink “Transmit Rx/Add to Record” button.
E-Prescribing

When the voided script page is displayed, the medication has been successfully e-prescribed.
E-Prescribing

What is the most efficient way to e-prescribe a new medication outside of the Superbill?
E-Prescribing

What is the most efficient way to e-prescribe a new medication outside of the Superbill?

OPTION 2

From the Meds tab in the patient chart, click the Prescribe button.
E-Prescribing

The Prescribe Medication window will be displayed. Click the Restore from Protocol icon.
E-Prescribing

The Add a Protocol window will be displayed. Choose the medication protocol and click OK.
E-Prescribing

Confirm the Prescriber and save the medication.
E-Prescribing

From the Meds tab, click the ePrescribe button.
E-Prescribing

The prescribed medication will be listed under the Current Medications for the patient.
E-Prescribing

Check the checkbox to the left of the medication in the Current Medications section.
E-Prescribing

Then, click the Select button.
E-Prescribing

The medication will now be listed under the Pending Rx section.
E-Prescribing

Click the pink “Take Complete Rx to Review Page” button.
E-Prescribing

On the Review Rx page, click the Transmit Rx button after reviewing any contraindications.
E-Prescribing

Confirm the selected pharmacy for the patient. Then, click the pink “Transmit Rx/Add to Record” button.
E-Prescribing

When the voided script page is displayed, the medication has been successfully e-prescribed.
E-Prescribing

What is the most efficient way to e-prescribe a refill of a medication that has been previously e-prescribed?
E-Prescribing

What is the most efficient way to e-prescribe a refill of a medication that has been previously e-prescribed?

From the Meds tab in the patient chart, click the ePrescribe button to go to the e-prescribe site.
E-Prescribing

Under Current Medications, all medications that have been previously prescribed electronically will be listed.
E-Prescribing

Check the checkbox next to each medication that needs to be refilled.
E-Prescribing

Next to the Instant Renewal button, select the pharmacy to be used and then click the Instant Renewal button.
E-Prescribing

On the Transmit Rx window, click the pink “Transmit Rx/Add to Record” button.
E-Prescribing

When the voided script page is displayed, the medication has been successfully e-prescribed.
E-Prescribing

After prescribing a medication electronically, why does the processing state in the patient chart still say Pending? When a medication is initially prescribed, the state will be pending. To refresh the state, click the Check Status button.
E-Prescribing

After prescribing a medication electronically, the patient chart shows that the medication was sent successfully but the pharmacy has not received the prescription. What should I do?
E-Prescribing

After prescribing a medication electronically, the patient chart shows that the medication was sent successfully but the pharmacy has not received the prescription. What should I do?

From the Meds tab in the patient chart, click the ePrescribe button.
E-Prescribing

Under the Current Medications section, click the magnifying glass icon to the right of the medication that the pharmacy has not received.
E-Prescribing

Scroll down to the Print/Transmission log section. Click Report “Missing” Prescription.
E-Prescribing

Under the Missing Prescription report section, fill out the contacted by section.
E-Prescribing

Fill out the response received. Click the Report Missing Rx button.
E-Prescribing

A confirmation will be displayed.
E-Prescribing

Who do I contact if I am having issues with my e-prescribing?
Contact Exscribe directly for assistance with any e-prescribing issues. Exscribe will work directly with the e-prescribe vendor (New Crop) for resolution as appropriate.
Prescription Renewal Requests

How can I view electronic prescription renewal requests from the pharmacy? Notifications for electronic prescription renewal requests can be viewed in the EHR and on the e-prescribe site.
Prescription Renewal Requests

How can I view electronic prescription renewal requests from the pharmacy? From within the EHR, renewal requests can be found under the Tools menu:
Prescription Renewal Requests

The renewal requested received electronically from the pharmacy will be displayed for all providers in the practice.
Prescription Renewal Requests

To process a prescription renewal request, select the patient and then click the Process Selected Request icon.
Prescription Renewal Requests

To deny a prescription renewal request, select the patient and then click the Deny icon.
Prescription Renewal Requests

Fill in the appropriate information to confirm or deny the request and then submit to the pharmacy.
Prescription Renewal Requests

From within the e-prescribe site, renewal requests can be found by clicking on the “Pharm” link at the top of the window.
Prescription Renewal Requests
Select the name of the patient to confirm or deny the renewal request.
Prescription Renewal Requests

Fill in the appropriate information to confirm or deny the request and then submit to the pharmacy.
Prescription Renewal Requests

What happens to a renewal request that is not processed?

Prescription renewals must be processed within 5 days.
Questions?

www.exscribe.com
EPCS

What is EPCS?
EPCS stands for electronic prescriptions for controlled substances.

Who can sign up for EPCS?
Any practitioner with a DEA number.

How much does EPCS cost?
The cost is $80.00 per year per practitioner and must be paid through PayPal.
EPCS

Is EPCS allowed in all states?
EPCS is currently allowed in all states for schedule II-V drugs.

Is EPCS mandatory?
At this time, EPCS is only mandatory in the state of New York.
EPCS

What has to be completed for a practitioner to get setup for EPCS?
Registration instructions that detail the setup requirements can be found at
www.exscribeonline.com under the documents section in the Resource Center.

Step 1 in the registration instructions will require the practitioner to be logged in to the EHR. The practitioner will need to go to the New Crop e-prescribe site by clicking the ePrescribe button on the Meds tab in a patient chart.
EPCS

Once the e-prescribe site is displayed, the practitioner will need to click the Admin tab in the top right corner.
EPCS

Under the Electronic Prescribing of Controlled Substances (EPCS) section, click the Prescriber Registration and EPCS Set-up link.
In step 2, click the “Sign up for EPCS Services” button.

Continue to follow the registration instructions to complete the following:
EPCS

- Step 3 - Choose the prescriber name
- Steps 4 through 11 - Purchase the EPCS license through PayPal
- Steps 12 through 16 – Enter prescriber information to complete registration and acceptance of Universal Identity Services (UIS) with Verizon.
- Steps 17 through 20 – Enter prescriber credentials and create username and password for Verizon account.
- Steps 21 through 23 – Select and confirm passcode method.
- Steps 24 through 25 – Verify prescriber personal information and challenge questions.
- Steps 26 through 29 – Sign agreements and confirm vetting level.
EPCS

• Steps 30 through 31 – Select an administrator who will be able to authenticate your EPCS setup and then log out.
• Step 32 – Have the administrator log in and validate the prescriber.
• Steps 33 through 36 – Practitioner logs back in to complete the last step to authenticate their setup.

Note: If steps 24 through 29 are not completed in the allotted timeframe or if there is a mismatch of information, the prescriber’s vetting level may be set at a lower level and may require the prescriber to submit notarized documents before the EPCS registration can be completed.
EPCS

Do I need to notify Exscribe when the EPCS registration is completed?
Yes, practitioners should notify Exscribe when all steps in the EPCS registration have been completed. Exscribe will need to update the prescriber’s registration with New Crop to complete the activation of EPCS for the prescriber.

How will I know when my EPCS has been activated?
An Exscribe team member will notify you when the activation has been completed.
EPCS

Does the EPCS registration have to be completed for each office location?
While the EPCS registration steps only need to be completed once for each prescriber, the EPCS registration does need to be activated for each office location.

When you notify Exscribe that you have completed your EPCS registration, we will only be able to activate your EPCS registration for any location that you have previously prescribed a non-controlled medication from. If you have a new office location, you can prescribe a medication using a test patient so that the office location will be available for EPCS to be activated by Exscribe. Remember to notify Exscribe to activate this location for the prescriber.
EPCS

What annual requirements are there for EPCS?
Prescribers will be required to renew the EPCS certificate, re-sign the subscriber agreement and pay the annual EPCS fee.

How am I notified each year to complete the needed steps?
An email will be sent 30 days prior to the expiration date to alert the prescriber to login and complete the needed steps.

Who do I contact if I am having issues with my EPCS privileges or registering?
Contact Exscribe directly for assistance with any EPCS issues. Exscribe will work directly with the e-prescribe vendor (New Crop) for resolution as appropriate.
Questions?

www.exscribe.com
Thank You

www.exscribe.com