How to Activate EPCS

EZDERM





Step 1: Add DEA & State

E E PERM®	Accounts > Stephanie Acheson		
My Profile	Account Settings	DEA X	Privileges
		Add New	Role *
Billing Configurations		There are no DEA.	Provider
Practice		Middle Name	Duties
Clinica	Username *	Last Name *	Admin
	sball	Acheson	Emergency
Accounts	New Password *	Title	 Allow Filtering Interactions Drug-To-Drug Allow Filtering Interactions Drug-To-Allergy
Dashboard	Confirm New Password *	Date of Birts * 10/* o/1990	
12 Schedule			
Patients	General Information		
Check Out	SSN	Direct Message Address	Primary Clinic * 1 ADCI Clinic
Cart	NPI * 1234567893		Clinics * Downtown Clinic × Main Street Dermatology × DermCare Management ×
To-Do's			General Cinic × ADCI Clinic × Telehealth ADCI × LADerm Clinic ×
S Billing 629	MLN	Default To-Do Assignee	-
	TIN	Default To-Do CC	
Payments			
🖘 ERA	DEA (0)	Withings Email	
S Refunds -		Withings Password	



From a general admin user, go to Accounts > Click into each provider who needs to be able to send Controlled Substances > Click the blue button that says DEA > Add New > Enter State & DEA Number

> **Note:** Existing providers with a DEA number will automatically populate, but the state will not be selected. However, state is only required if they plan to send Controlled Substances







Step 2: Set Up Electronic Prescribing (SureScripts) Settings

From a general admin user login, go to EHR Settings > Practice > Electronic Prescribing (SureScripts) > Check off Controlled Substances for each provider

3:19 PM Wed Dec 14
Cancel
New Rx
Refill
Change
Rx Fill
Cancel
Controlled Substance (EPCS)



	? 59%
ADCI Clinic	Done
	\checkmark
	\checkmark .



Step 3: Create EPCS Admin User

Under Accounts > Create New User > Role: EPCS Admin

My Profile

- Can only login from the EHR.
- Only one user per practice.
- This user is the only one who can enable or disable permissions for prescribing controlled substances, no other abilities available under this login.



1:17 PM Wed Dec 14

EPCS Administration

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Log Out

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Step 3: Create EPCS Admin User

Once logged in with EPCS User from EHR > go to My Profile > EPCS Administrator > will see list of all users with DEA number entered > toggle on for providers who should be able to send controlled substances

3:21 PM Wed Dec 14		
K Back		
Q		
Stephanie Acheson - Provider Pending Activation		







Once EPCS user permissions is toggled on, the next time that provider logs into the EHR on an iPad an alert will pop-up to set up EPCS

3:23 PM Wed Dec 14	•••	? 59% •	
° C	Day Week		
Wednesday 14 December, 2022	DAY-5 (AM-3 • PM-2 • REMAINS-0)		
All AM PM	Note(s) 12:00 PM - 1:00 PM - Lunch		
	1:00 РМ		
Wendy Willow Acne, With Provider Dec 14, 2022 at 09:15:00 AM	:30 Leslie Jones		
Harold Levine Basal cell carcinoma - keratotic (Follow Dec 14, 2022 at 09:45:00 AM	2:00 PM		
Rhonda Smith Botox, Scheduled Dec 14, 2022 at 11:00:00 AM	Christopher Wri ALERT Please complete the Electronic		
Leslie Jones	3:00 PM Prescribing of Controlled Substances (EPCS) setup by going to Settings - My Profile - EPCS Settings		
Christopher Wright Full Body Skin Exam, Scheduled Dec 14, 2022 at 02:15:00 PM	:30 OK		
	4.00 PM •	EPCS Settings of	ar
	5:00 PM	My Profile > Fl	DC
			C
	6:00 PM		
List Waitlist Online	ADCI Clinic Acheson		
Schedule ezBoard Chart Check Ou	ut Mohs Cosmetic To-Do's Inbox Prescriptions Biopsy Log R	Reports Cart Lists Settings	







Once provider clicks into Settings > My Profile > EPCS Settings > he/she will click on Exostar EPCS License > then choose to "Buy new license" or "Already have the license" > then enter EPCS License Key (provided once you purchase)





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EPCS Settings	
	>
Exostar EPCS License	
following options	
Buy new license	
Already have the license	
Cancel	



Once EPCS license is entered, provider can begin Identity Proofing by clicking "Start Identity Proofing" > will take provider to Exostar where they will review an agreement > then follow the prompts to Verify Identity

02:30 Thu Dec 15	000	रू 60% 🔳)	
$\langle \rangle$ \bigtriangleup		Close	
Step 1: Confirm Profile Step 2: Verify Identity St	ep 3: Register One-Time Password Device		
 Shared phone numbers or devices are not permit Never share OTP codes with anyone to avoid ide To begin the registration process for the Mobile C Ensure that your phone is turned on and connecte Need more information? <u>View our frequently asked quarter</u> 	red. ntity theft. redential, enter your phone number below and click the 'Register Phone' button. ed. <u>estions</u>		Important to add an
Mobile Credential Registration			important to add an
*Select Country: UNITED STATES *Phone Number: +1- *Email Address: novajlije2021@gmail.com Register Phone Cancel			accessible mobile phone number here as it will be to send a link to downloa Authy, an app used for 2- authentication







The provider is to follow the prompts to answer questions regarding SSN, DOB, and some personal questions that Exostar will pull to help verify identity. If information is entered accurately, provider will receive access.

If information does not match Exostar records, they will ask for home address where they will send information through the mail (5 business days). When provider receives the code needs to input it immediately into application.

If Exostar is still not satisfied with verification, they will arrange a virtual meeting with provider and Exostar agent to verify identity.





Step 5: Authy App





Once Identity is verified, provider will receive SMS from Exostar to download the Authy app and approve that the mobile device they're using is the one connected to Exostar for 2 factor authentication.



Step 6: Two-Factor Authentication

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nfirm Activation with Two-factor Authentication

Last step is for the provider to confirm activation with Two-Factor Authentication (2FA). This 2FA will be used moving forward every time they want to send a controlled substance.

Password = EZDERM password

6 digit code will be available via the Authy App (changes every 30 seconds)

EZDERM





*Once confirmed, EPCS settings will have option to Edit Exostar Profile.



Troubleshooting Issues

If the provider has any issues during the Identity Proofing process please email <u>techsupport@ezderm.com</u> with as much information as possible about the issue and we can open a support ticket with Exostar.







EPCS Module will be \$10 per provider per month



