

HOW TO: ACTIVATE A PROVIDER IN EPCS



- □ be enrolled in DrFirst.
- □ know his/her signing passphrase.
- be in the same room with you with his/her token device (e.g., mobile smart phone).

Step	Action		
1	Click Admin in the Module tool bar.	Schedule Charts Tasks Unsigned Reports Research Indexin Account Provider Library	ng Admin
2	Click Account Provider Library in the left tool pane.	Users Wayne Best Account Provider Library Outside Provider Library Task liser Groups NPI 8894125460	• 6
3	Search for and select the Provider.	Contract Information Snippets Contraindication Alerts Office Phone (B18) 222-4	444
4	Click Edit at the bottom of the popup.	Location Settings Fax number 1 (818) 222-53; Enail Address test@lillegre Security Tools Account Information Meaningful Use Report Provider Type Surescripts F Audit Log Surescripts Provider ID 661011006/ Faxlog.com eRx start Date 12/23/2015	555 pup.com Prescriber 9001
		eRx End Date 12/23/2016 eRx Service Level 0000100000 EPCS Status ENROLLED EPCS Grant Status ACTIVE Edit	0000001
5	Insert a checkmark in the new Controlled Substance (EPCS) checkbox.	eRx Start Date [*] 12/30/2008 箇 eRx End Date [*] 12/30/2099 箇 eRx Service Levels [*] 《 New Rx	
6	Click Save and Continue Editing.	Controlled Substance (EPCS) Populate from Surescripts	
7	Click Setup EPCS. The DrFirst page opens in a new tab.	EPCS Status ENROLLED EPCS Grant Status INACTIVE Update EPCS Status Cancel Save and Continue E	Setup EPCS diting Save

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Step	Action	
8	Click to select Active on the right.	Prescriber NPI DEANumber Last Change EPCS Status Grant Best, Wayne 8694125466 DC8612423 Mon Mar 14 11:41:28 EDT 2016 ENROLLED Inactive
9	Have the provider type his/her passphrase in "Enter your signing passphrase."	By entering your two-factor authentication details above, you are agreeing to change access for the prescribers and locations listed above. This transaction will be digitally signed. Choose your Device from list Enter your signing passphrase Enter the pin from your OTP token VSMT34545654 c c c c c c c c c c c c c c c c c c c
10	Have the provider open the token software on his/her phone.	•••••\Vertion DE 12:19 PM (174) Typ Access Oredential D
11	Have the provider type the 6- digit code from the token software in the "Enter the pin from your OTP token." NOTE: This code is valid for only 30 seconds.	VSMT36472418
12	Click Authorize.	
13	When DrFirst completes the transaction, close the DrFirst tab and return to the escribeHOST tab.	
14	Notice the EPCS Grant Status is now "ACTIVE." Click the Save button to save the changes in escribeHOST. The provider is now authorized to send prescriptions for controlled substances.	eRx Start Date* 12/30/2008 eRx End Date* 12/30/2099 eRx Service Levels* New Rx Rx Refill Request/Response Controlled Substance (EPCS) Populate from Surescripts EPCS Status ENROLLED EPCS Grant Status ACTIVE Update EPCS Status Setup EPCS Cancel Save and Continue Editing