
EPCS Prescription Writer

APPLICATION MANUAL

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Prescription Writer

The following section will explain how to issue a controlled substance electronically.

Note: Prescriptions cannot be sent to the *Authorization* Queue once the provider is activated with EPCS. Prescriptions must be generated and sent by the provider.

Accessing Prescription Writer

All prescriptions are written from within the *Prescription Writer* Window. There are three ways to access the *Prescription Writer*:

- From the Patient Chart,
- From Medication Overview, or
- From Medcin Charting.

This section illustrates accessing Prescription Writer from the Patient Chart.

1. From within the Patient Chart, select the **Medications** Folder and then select the **New** Button on the Toolbar.

The screenshot shows the EPCS Patient Chart interface for a patient named 'Ca Epes'. The left sidebar shows the 'Medications' folder selected. The top toolbar has the 'New' button highlighted with a red box. The main window displays a list of active medications for this patient.

Issue Date	Prescription Name	Quantity	Sig Details	Refills	Days Supply	Remain	DAW	DAS	CS
04/25/2016	oxyCODONE 10 mg oral tablet	30 Tablets	EVERY EVENING	0	30	0			✓
04/25/2016	2,3 Dimercaptosuccinic Acid Pac...	1 Pack	RIGHT EAR	0	1	0			
04/25/2016	oxyCODONE 20 mg oral Tablet...	30 Tablets	FOUR TIMES A DAY	0	30	0			✓
03/11/2016	lisinopril 10 mg oral tablet	30 Tablets	1 ONCE DAILY	0	30	0			
03/11/2016	lisinopril 10 mg oral tablet	30 Tablets	1 ONCE DAILY	0	30	0			
03/07/2016	1 Hexanol Package Size:500	1 Pack	HOURLY	0	1	0			
02/24/2016	Syringe 0.5cc 27g 1/2" Package...	30 Packs	AT BEDTIME	0	30	0			
02/23/2016	Syringe 12cc 18g 1" Package Siz...	30 Packs	4 BEFORE MEALS	0	30	0			
02/22/2016	1-Butanol Package Size:20000	1 Pack	EVERY OTHER DAY	0	90	0			
02/17/2016	Syringe 35cc Catheter Tip Packa...	1 Pack	HOURLY	0	30	0			
02/17/2016	Syringe 3cc Package Size:100	1 Pack	EVERY MORNING	0	30	0			
02/16/2016	Syringe 0.5cc 27g 1/2" Package...	1 Pack	MORNING	0	30	0			
02/16/2016	Syringe 0.3cc 29g 1/2" Package...	1 Pack	AT BEDTIME	0	30	0			
02/16/2016	Syringe 0.3cc 29g 1/2" Package...	1 Pack	EVERY MORNING	0	30	0			
02/16/2016	Syringe 0.5cc 27g 1/2" Package...	1 Pack	EVERY EVENING	0	30	0			
02/16/2016	Syringe 0.5cc 28g 1/2" Package...	1 Pack	AT BEDTIME	0	30	0			
02/16/2016	Syringe 0.5cc 27g 1/2" Package...	1 Pack	EVERY EVENING	0	30	0			
02/15/2016	oxyCODONE 20 mg oral tablet...	30 Tablets	EVERY EVENING	0	30	0			✓
02/12/2016	Awesome Drug	10 Each	LEFT EAR	0	10	0			
02/12/2016	Syringe 3cc Package Size:100	30 Packs	PUFFS	0	30	0			
02/11/2016	Tylobst 150 mg oral Tablet	30 Tablets	HOURLY	0	30	0			

At the bottom of the window, it shows 'Patient Created: 2/11/2016' and 'Patient Last Changed: 4/23/2016'.

Prescribing Medications with the EPCS Prescription Writer

1. From the **Drug** Tab, enter the name of the medication you wish to prescribe then click the **Search** Button.

Prescription Writer For Qa Epcs

Qa Epcs (No Allergy Information on File)

Account: 5134 MRN: 513491
Weight: Unknown Age: 35 Years Gender: Female D.O.B.: 5/25/1981 Takes Medication: Yes

Locate by: Drug by Name OXYCO Search... Check Obsolete

Formulary Status	Rx Name	Sig Code	Sig Display	Generic	OTC	CS
?	oxyCODONE 10 mg oral tablet			✓		2
?	oxyCODONE 10 mg oral tablet, extended release			✓		2
?	oxyCODONE 15 mg oral tablet			✓		2
?	oxyCODONE 20 mg oral tablet			✓		2
?	oxyCODONE 20 mg oral tablet, extended release			✓		2
?	oxyCODONE 20 mg/mL oral concentrate			✓		2
?	oxyCODONE 30 mg oral tablet			✓		2
?	oxyCODONE 40 mg oral tablet, extended release			✓		2
?	oxyCODONE 5 mg oral capsule			✓		2
?	oxyCODONE 5 mg oral tablet			✓		2
?	oxyCODONE 5 mg/mL oral solution			✓		2
?	oxyCODONE 80 mg oral tablet, extended release			✓		2
?	oxyCODONE compounding powder			✓		2

CoPay & Coverage Information

Prescribing Drugs

Drug Name	Sig Code	Quantity	Refills	Days Supplied	As Written	Sample
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2. Double click the drug to open the *Prescription Fill* Window and then select the **Sig Code** Link to access the *Sig Builder* Window.

VertexDr Prescription Fill

Prescription Fill

Define prescription information on the specified drug.

Drug Name: Percocet 2.5/325 oral tablet

Issued: 5/1/2018

CS: 2

Sig Code: [Sig Code](#)

RxNorm: 1049637

Quantity: [input field]

Quantity Desc: Tablet

Total number of refills approved: 1 + [input field]

Days Supplied: [input field]

Problem: [input field]

End Date: [input field]

Dispensed As: Written Sample

Lot: [input field] Exp: [input field]

Is chronic

Add to favorites...

Prescription Monitor Checked [Prescription Monitoring](#)

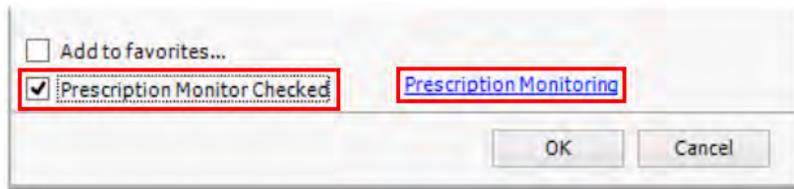
OK Cancel

- The **Prescription Monitoring** Link appears at the bottom of the *Prescription Fill Window* when a narcotic is being prescribed. This link opens the Prescription Monitoring Program website for providers to log-in and review that patient's narcotic history.

Note: CT State law requires that providers log into the Prescription Monitoring Program website to check a patient's narcotic history prior to prescribing any narcotics.

- After reviewing, the provider can document that the information was verified and then check the **RX Monitoring** Checkbox in the *Prescription Fill Window*.

Note: This information is displayed in the *Medications* Section of the Patient Chart.



Sig Code Builder

- Use the *Sig Builder* Window to generate the prescription details.

Note: You must use Sig Builder to generate the prescription. Free texted sigs will not be accepted.

VertexDr Sig Builder - oxyCODONE 15 mg oral tablet

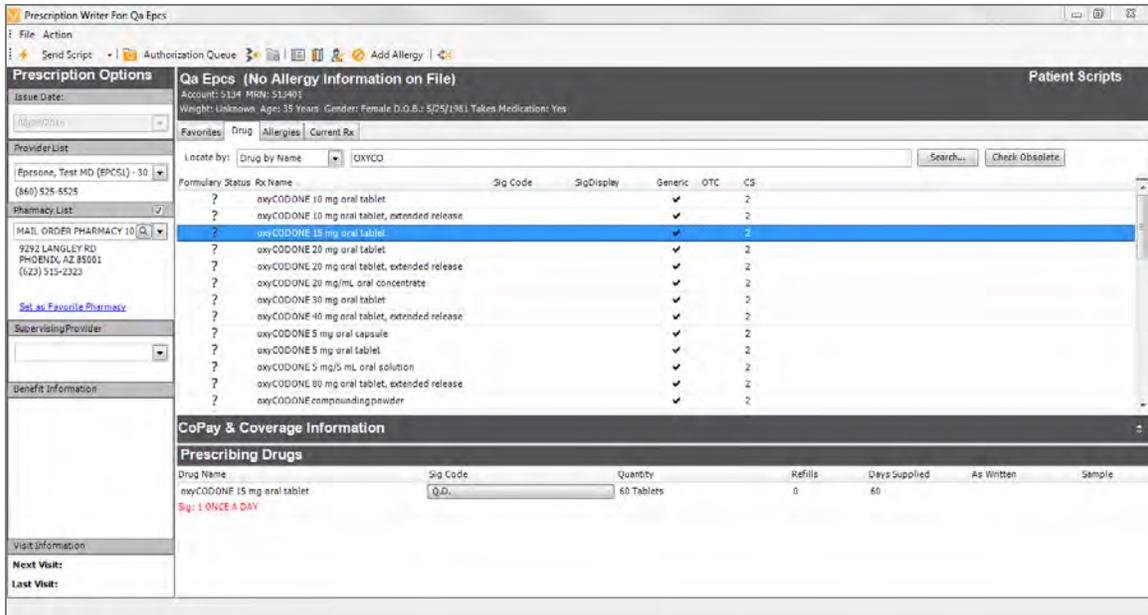
Sigs					
TAKE1	TAKE ONE	T.I.D.	THREE TIMES A DAY	Q8H	EVERY EIGHT HOURS
CAP	CAPSULE	Q.I.D.	FOUR TIMES A DAY	Q12H	EVERY 12 HOURS
CC	CUBIC CENTIMETER	Q.I.D.2	FOUR TIMES A DAY	INJ	INJECT
GTT	DROP	Q.O.D.	EVERY OTHER DAY	I.V.	INTRAVENOUS
GR	GRAM	QAM	EVERY MORNING	I.M.	INTRAMUSCULAR
MG	MILLIGRAM(S)	A.M.	MORNING	7DAYS	FOR 7 DAYS
ML	MILLILITER	H.S.	AT BEDTIME	O.D.	RIGHT EYE
OZ	OUNCE	QPM	EVERY EVENING	O.S.	LEFT EYE
PUFFS	PUFFS	Q.H.	HOURLY	O.U.	BOTH EYES
TAB	TABLET	A.C.	BEFORE MEALS	FORSOB	FOR SHORTNESS OF BREATH
TBS	TABLESPOON	A.D.	RIGHT EAR	P.R.N	AS NEEDED
TSP	TEASPOON	A.S.	LEFT EAR	PULV	POWDER
P.O.	ORALLY (BY MOUTH)	APP	APPLICATOR	QS	UPTO
Q.D.1	EVERY DAY	BP	BLOOD PRESSURE	P.V.	VAGINALLY
Q.D.	ONCE A DAY	CRM	CREAM	P.R	RECTALLY
1Q.D.	ONCE DAILY	D/C	DISCONTINUE	S.L	SUB-LINGUAL
Q.D.2	ONCE PER DAY	A.A	OF EACH	SS	ONE HALF
B.I.D.3	TWICE A DAY	HR	HOUR	STAT	NOW/IMMEDIATELY

Quantity: 0.000
 Quantity Description*: Tablet
 Refills: 0
 Supply Calculate: 0
 Sig Code Display:
 Units: 0.000
 Unit Ext.: --
 Doses Per Day: 0
 Sig Text Entry:
 Days: 0
 Day Rate: 0

Buttons: Additional Sigs, Clear Sigs, Clear All, Notes To Pharmacist, OK, Cancel

* Quantity Description is required for all electronic and mail order prescriptions.

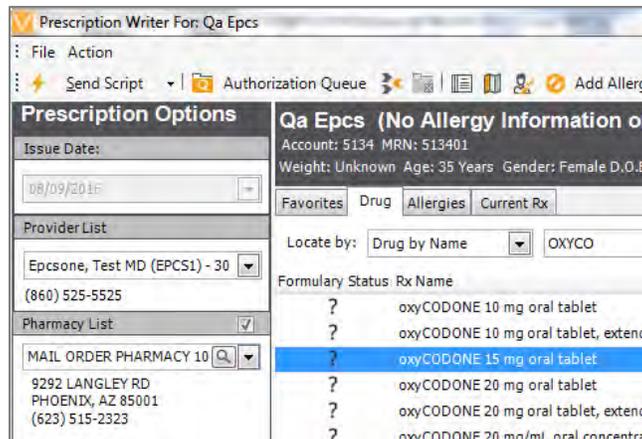
- **Quantity:** This is the entire amount of pills/bottles/kit/liquid you are going to prescribe to the patient for this fill. Tab to the next field.
 - **Quantity Description:** This is used to describe the form of medication being written, e.g., tablet, capsule, liquid, kit, syringe. Select from the drop down arrow as needed.
 - **Refills:** Type in the amount of refills you wish to prescribe to the patient.
 - **Supply:** Is defined as the Days' Supply for the patient. It takes into account the initial prescription and any refills that are issued to calculate the total days supplied. This will auto-calculate if you are prescribing a tablet or capsule. As needed or as directed will not auto-calculate Days' supply.
 - **Units:** This is the amount of medication that the patient will take at any given time or dose, e.g., number of teaspoons, number of tablets.
 - **Unit Ext.:** This gives you the ability to define $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ for liquid or scored medications.
 - **Doses Per Day:** How many doses of the medication the patient will take daily.
 - **Sig Text Entry:** Double click on the correct **Sig Code** from the table above. This will populate into the **Sig Text** field, e.g., Q.D., once a day.
 - **Days:** This is used to define the number of days you want the patient to take a certain amount of medication, e.g., B.I.D. for seven days. This field is used with the **Additional Sigs** Button for tapered medications.
 - **Additional Sigs:** This button is used when prescribing multiple lines of instructions for the patient, e.g. tapered medications.
 - **Clear Sigs:** This button will clear all information in the *Sig Builder* Window.
 - **Notes to Pharmacist:** This will attach a note to the prescription that will be sent electronically to the pharmacist or printed on the printed or faxed prescription.
2. After entering the appropriate Sig Code, click the **OK** Button. The prescription is saved to the *Prescribing Drugs* Queue.
 3. Repeat steps 1-4 if you need to prescribe multiple controlled substances.



Sending Prescriptions Electronically

Note: Prescriptions cannot be sent to the Authorization Queue once the provider is activated with EPCS. Prescriptions must be generated and sent by the provider.

1. After entering all appropriate medications, click the **Send Script** button located at the top, left corner the *Prescription Writer Window*.



2. The *EPCS Digital Signature Window* displays. Open your Authy App on your cell phone or click the button on your hardware token. Once you receive the 6 Digit Passcode enter in the Passcode field. Then click Sign RX.

Note: The phone number to which the text will be sent is listed in the **Choose Method** Field.

VertexDr EPCS Digital Signature
✕

EPCS Signing Review

Confirm the Rx(s) for Transmission.

Patient Name: MEDICARE TEST	Provider Name: EPCSFOUR, TEST MD	Pharmacy Name: NYC PHARMACY 10.6MU
Patient Sex: Male	Provider Address: 5599 MILLER PARKWAY, MILWAUKEE, WI 53209	Pharmacy ID: 1120188
Patient DOB: 1989-12-15	Provider DEA: AP9999991	Pharmacy Address: 88 PARK STREET, BROOKLYN, NY 11201
	Provider NPI: 1003000464	Pharmacy Phone: 7185157181
	Provider Phone: 4142312233	Pharmacy Fax: 7185157182
	Provider Fax:	

Rx(s) for Transmission:

Sch	Rx Date	Drug	Sig	#	Refill	Provider	Location	RxTransmissionRes
2	05/01/2018	OXYCODONE 10 MG ORAL TABLET	1 ONCE DAILY	10 Tablet	0	EPCSFOUR, TEST MD	5599 MILLER PARKWAY, MILWAUKEE, WI 53209	

Hard Token
 Authy Phone App

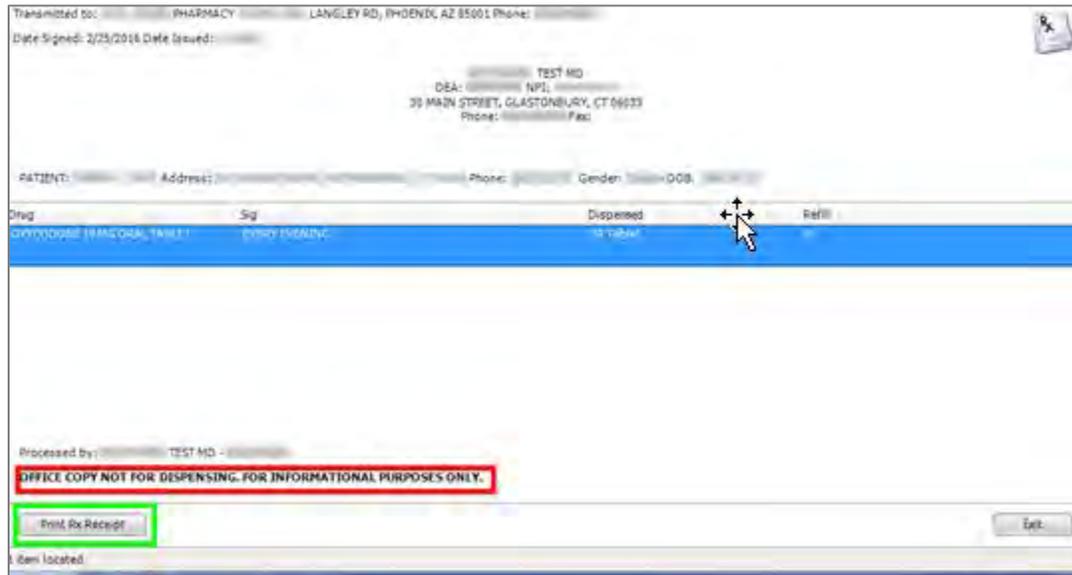
Enter Passcode:

By completing the two-factor authentication protocol at this time, you are legally signing the prescriptions(s) and authorizing the transmission of the above information of the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

1 item located

- When the Digital Signature has been verified, a **Close** Button and the following message display: *The prescription signing is complete.* Click the **Close** Button and then click the **Red X** in the top, right corner of the *Meridian Digital Signature Window*.

4. Transmission Confirmation After exiting the *EPCS Digital Signature Window*, the *EPCS Prescription(s) Window* displays.



Click the **Print Rx Receipt** Button to print a copy of the prescription for your records.

Note: If the prescription is unable to send electronically, verify that the **This pharmacy accepts controlled substances electronically** parameter is active in Pharmacy Definition.

