



An Arizona Campaign to Increase the E-Prescribing of Controlled Substances

EPCS Steps for Prescribers

1. Contact your EHR or e-prescribing vendor and ask if they are EPCS-certified

A list of certified EHR vendors and their average yearly and monthly costs for EPCS is available [here](#). There may be additional costs depending on your EHR vendor and situation. In addition, you will need to schedule time with your vendor make your system EPCS ready. Your EHR vendor can take you through the EPCS steps and schedule your practice for EPCS implementation.

2. Complete identify proofing requirement

Identity proofing is the process for verifying that a person is who he or she claims to be and verifying that this person to whom two-factor authentication credentials will be issued is a licensed provider who is authorized to prescribe controlled substances.

3. Obtain dual-factor authentication device or process

This process involves a prescriber setting up two separate authentication tokens. These typically comprise a memorized password plus another token that is generated by a hardware device issued to the prescriber, such as a smart card, USB device or one-time password device, or a biometric characteristic of the prescriber, such as a fingerprint or retinal pattern. Your vendor will inform you which authentication device(s) they support.

4. Set up access controls

Setting up access controls involves setting the specific set of functions that a particular computer account has access to, including the functions that various users may perform after logging into the account. This allows different types of users of the same application access to different functions. For example, these controls allow only those users who are verified and licensed to prescribe controlled substances to submit a controlled substance prescription electronically.

5. Go live with EPCS and adjust work flow

With the steps above complete, a practice is EPCS-ready and can go live and begin to send prescriptions for controlled substances electronically. Practices that are EPCS-ready gain efficiencies by adjusting work flow to manage/store non-controlled and controlled prescriptions in one application.

Note: If you are not able to complete these EPCS steps to meet the Arizona state requirement of e-prescribing for all controlled substances by the deadline, be sure that you submit a waiver form to the Arizona Board of Pharmacy. For more information on the waiver and when it must be submitted, click [here](#).