

Becoming EPCS Certified: Quick Steps Guide

Become certified to send electronic prescriptions for controlled substances to OptumRx home delivery pharmacy.¹ Follow these steps. This requirement will go into effect for OptumRx starting **January 1, 2020**.

STEP 1: Contact your Electronic Medical Records (EMR) provider to confirm and/or seek direction on how to become EPCS certified.

Work with your EMR provider to learn the current EPCS status of your EMR. They will be able to tell you whether or not your current system is EPCS certified. If the current EMR is not EPCS certified you will not be able to send controlled substances to OptumRx with your current EMR provider as of January 1, 2020.

STEP 2: Become EPCS certified

If your EMR provider has EPCS certification as a part of their system, they will be able to walk you through the process of becoming EPCS certified, including the two-step authentication requirement, as well as best practices for prescribing and sending controlled substances electronically.

STEP 3: Complete other tasks in the EPCS certification process

If you are moving forward with your current EMR provider to become EPCS certified here are some next steps that you will be partnering with your EMR provider to accomplish:

1. EHR software update

- Your EMR provider will walk you through any software updates, if needed.

2. ID proofing

- For security purposes, your EMR provider will verify you are an actual customer. To do this, they will require a security question or some other form of authentication before proceeding.

¹ Instructions on EPCS certification are being provided by OptumRx for informational purposes only. Contact our EMR provider for detailed instructions and to ensure your compliance with state board of pharmacy regulations related to EPCS.

3. Two-factor authentication

- To send controlled substance prescriptions in a safe and secure way, EPCS certification requires a two-factor authentication. This means you will be required to pass through two levels of security. The first security level is typically your normal EMR system login. You will also need to provide a fob or token passcode. This passcode is required prior to sending the electronic controlled substance prescriptions.

4. Setting software access

- During the final step, you'll work with your EMR provider to set proper access levels for your medical staff. This allows others within your practice to send controlled substance prescriptions electronically, reducing the burden on you and improving the efficiency of your medical practice.
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