Setting Up EPCS with ID.me

07/24/2024 9:11 pm EDT

Note: one of the beginning steps prior to setting up EPCS with ID.me is to confirm the provider's identity. Click here for steps.

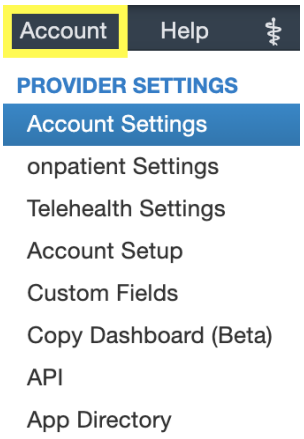
DrChrono has partnered with eRx registration process is a prerequisite for EPCS registration.

As a best practice, we recommend that you set aside some **uninterrupted time** to complete the registration process.

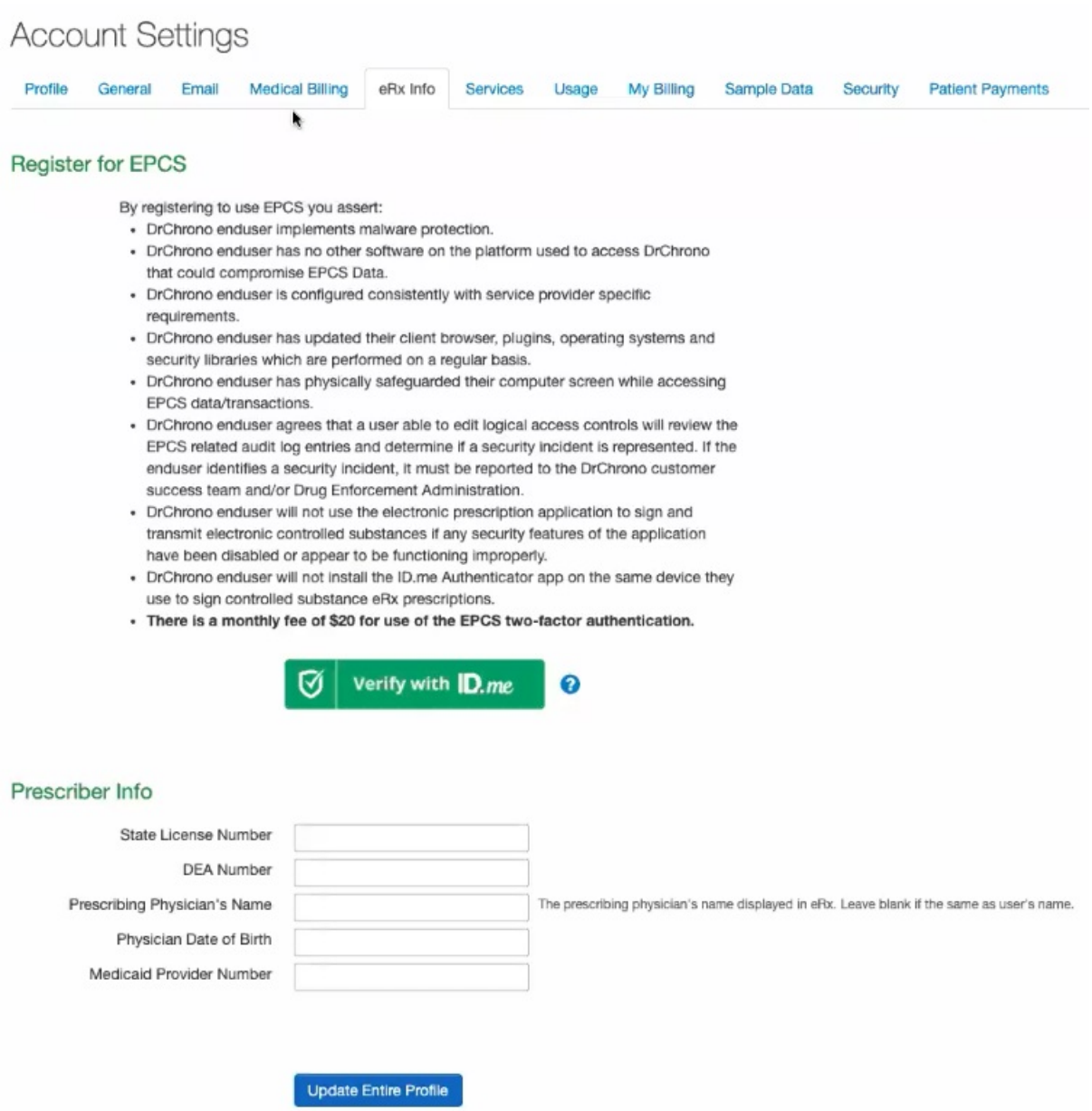
It is also important to note that the EPCS identity verification process must be completed on the web version of DrChrono. While your iOS or Android device will be involved in the process, DrChrono's EHR web app is required from the beginning to the completion of the process.

Navigating to the eRx Setup Portal

1. To begin the eRx setup process, go to **Account** in your DrChrono navigation bar and select **Account Settings**.



2. Navigate to the **eRx Info** tab and click on the **Verify with ID.me** button.



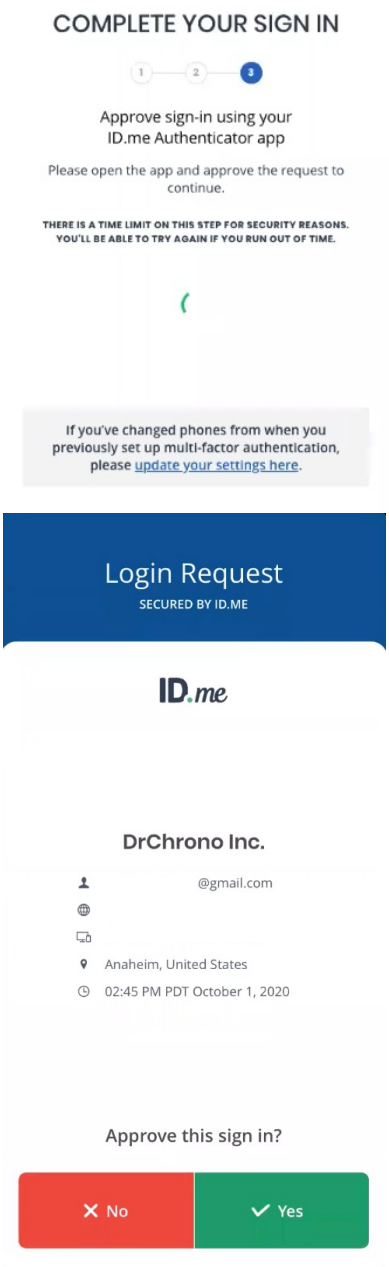
Note: You can only have one ID.me account, which can be used anywhere ID.me is integrated. An ID.me account is tied to you, not your organization or practice. You may already have an ID.me account from one of the following:

- A previous EHR company
- A government partner of ID.me such as the IRS
- Verifying for a discount through a retailer that uses ID.me

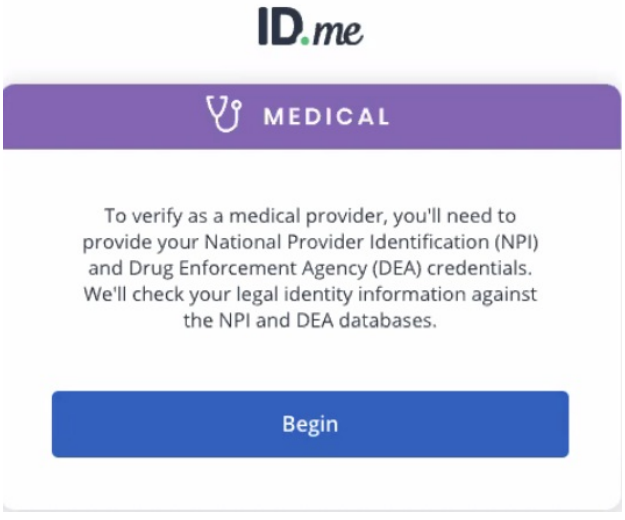
For additional verification information on ID.me, please visit ID.me's support page.

If you no longer have access to the email address associated with the ID.me account, you may follow the steps in this article or file a support ticket here.

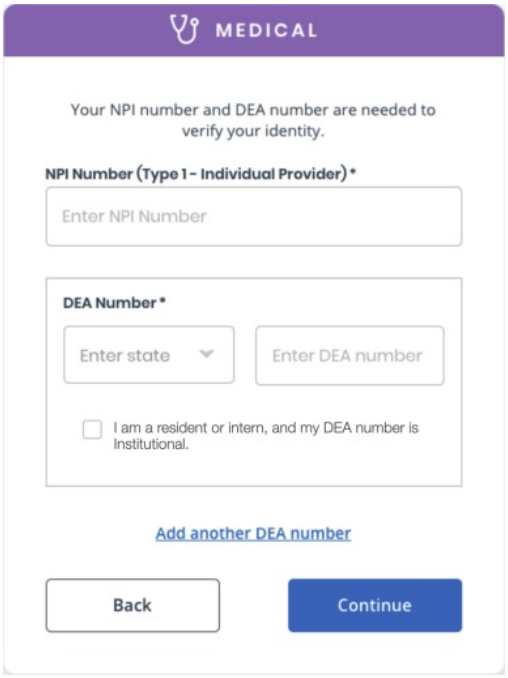
3. You will need to sign into ID.me using your email and password and will need to approve the sign-in from the ID.me Authenticator app. Tap **Yes** on the app to proceed.



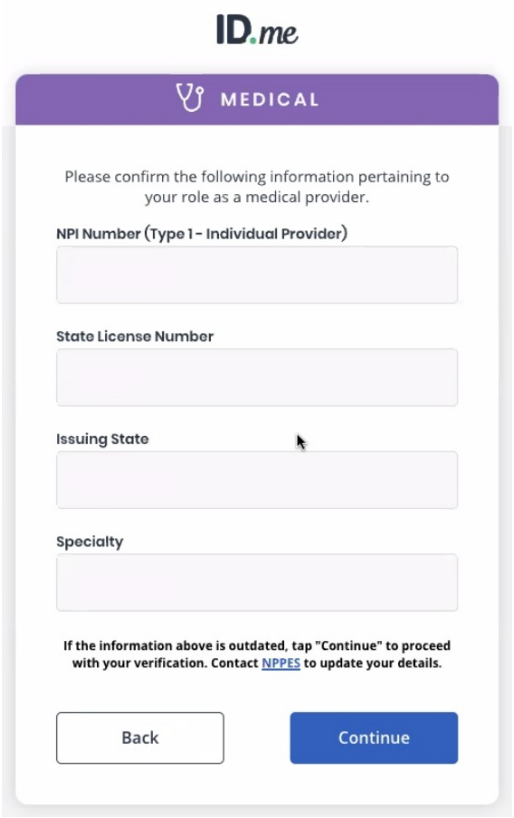
4. Click **Begin** to start the EPCS registration process.

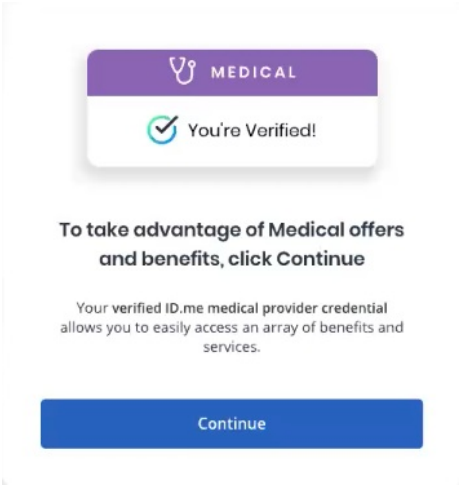


5. Enter your individual NPI and DEA numbers along with the corresponding state. Click **Continue** when finished.
Note: ID.me includes your first name, middle name/initial, and last name as part of the NPI verification process.

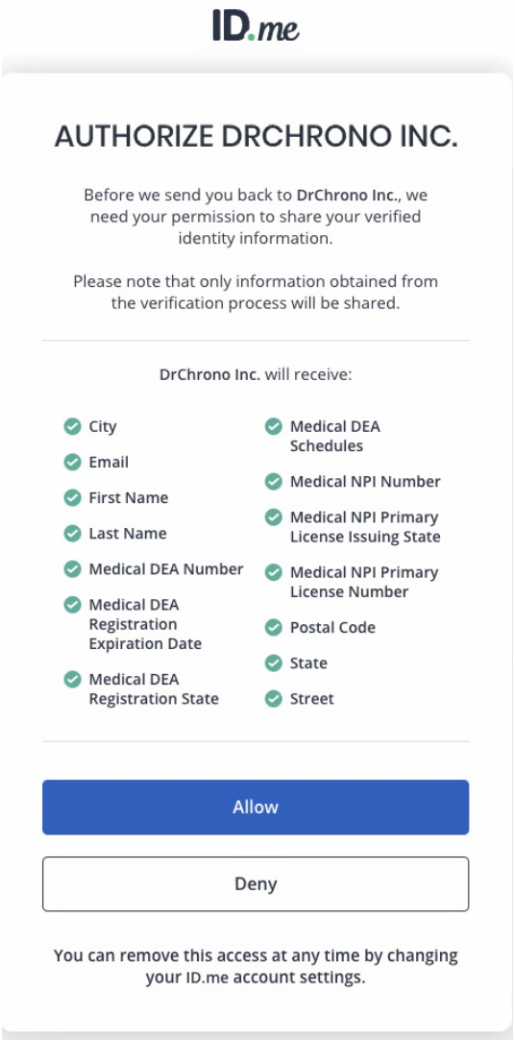


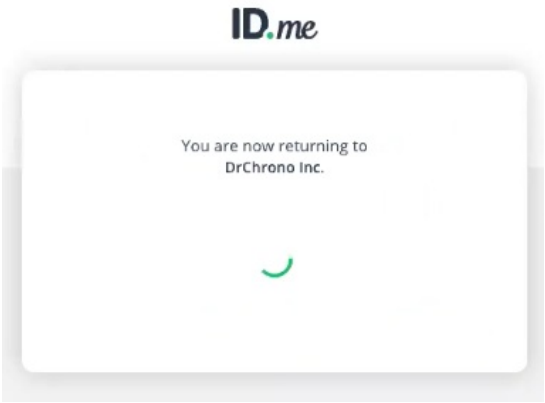
6. Confirm the information and **Continue**.





7. Once you have been verified, ID.me will send your information to DrChrono to finish the process. Click **Allow**.
Note: Clicking **Deny** will not complete the process and you will not be able to prescribe controlled substances.

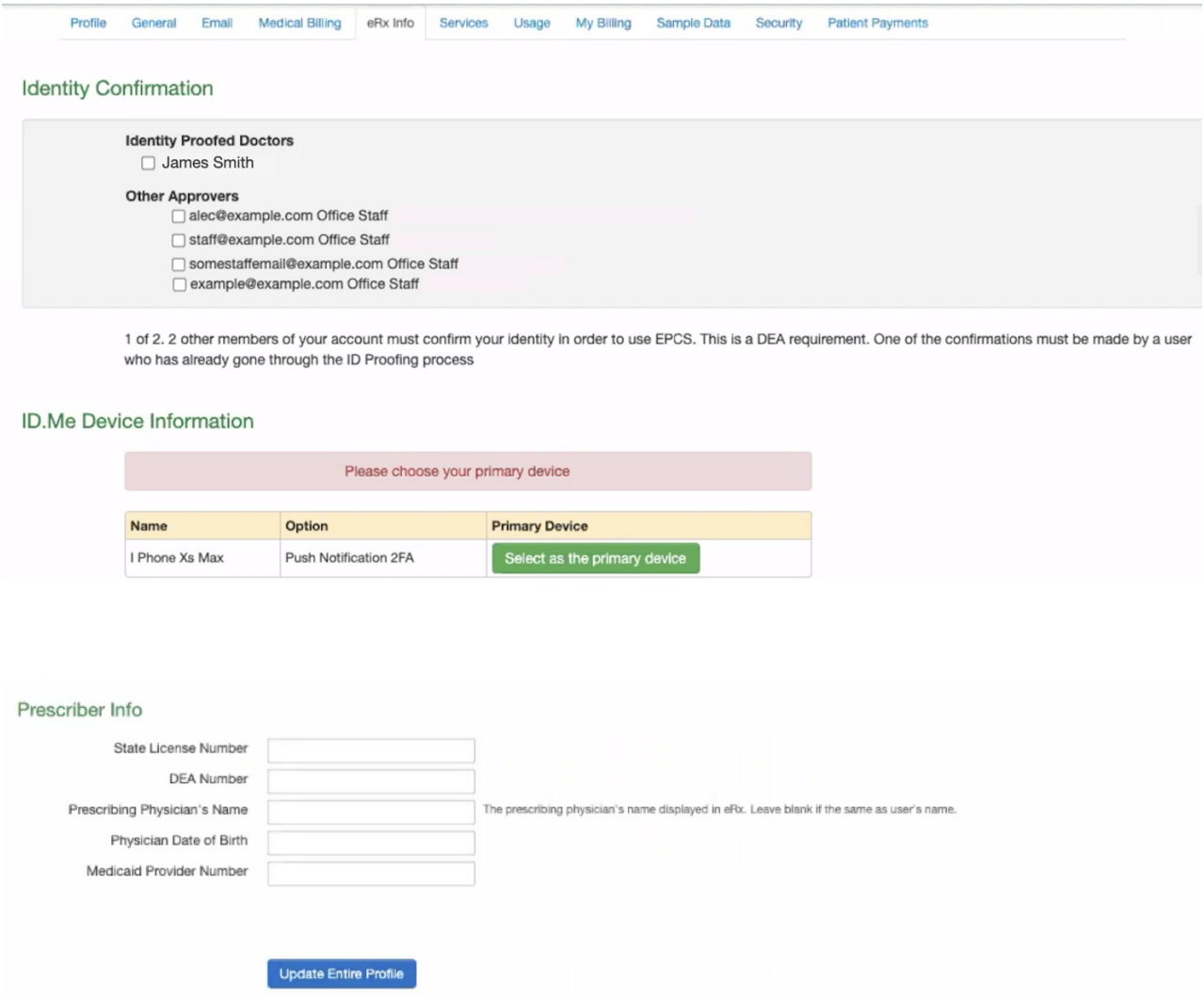




8. After returning to DrChrono, you will need to complete two more tasks.

1. Select any 2 people, staff members, or providers. Check the box next to their names and click **Update Entire Profile**. Those selected will then log in to their individual DrChrono accounts and go to the message center. They will open the invitation assigned to them to complete the process. See the note below for an example.

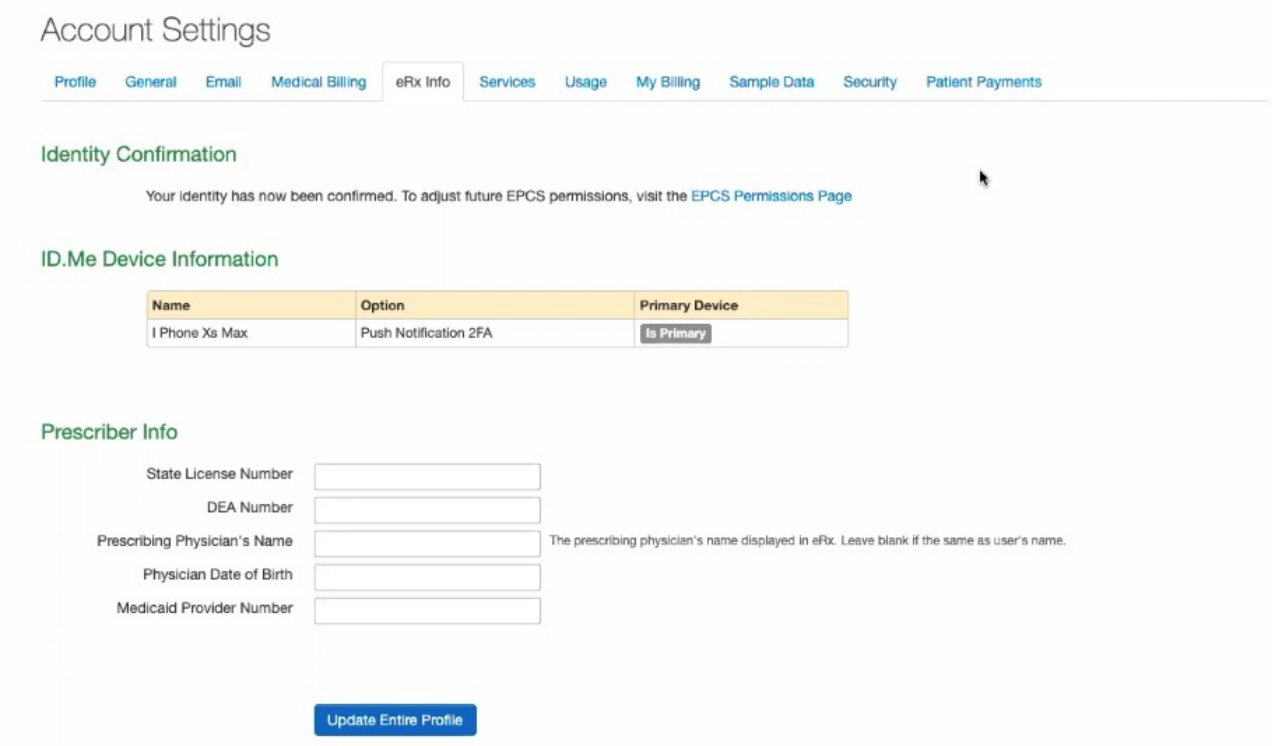
2. Click **Select as the primary device** next to the device used for registration. For information on changing a device or adding additional devices see our article here.



Note: When the message is received in the message center to confirm the identity of the provider, click on the **Confirmation Page** link.

Check the box and click **Confirm Identity**.

9. When both of your choices have confirmed your identity, you're done with the verification process!



Once you have completed these steps, a ticket is created in DrChrono to activate your EPCS feature. This process usually takes 1-3 business days. As soon as the process is completed we will notify you through the email registered to your DrChrono account to let you know you're ready to e-prescribe controlled substances.

Please refer to this article for information on how to prescribe controlled substances: