

# 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.

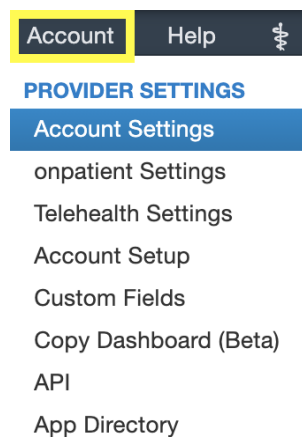
DrChrono has partnered with [eRx registration](#) process is a prerequisite for EPCS registration.

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.

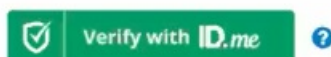
# Account Settings

Profile General Email Medical Billing **eRx Info** Services Usage My Billing Sample Data Security Patient Payments

## Register for EPCS

By registering to use EPCS you assert:

- DrChrono enduser implements malware protection.
- DrChrono enduser has no other software on the platform used to access DrChrono that could compromise EPCS Data.
- DrChrono enduser is configured consistently with service provider specific requirements.
- DrChrono enduser has updated their client browser, plugins, operating systems and security libraries which are performed on a regular basis.
- DrChrono enduser has physically safeguarded their computer screen while accessing EPCS data/transactions.
- DrChrono enduser agrees that a user able to edit logical access controls will review the EPCS related audit log entries and determine if a security incident is represented. If the enduser identifies a security incident, it must be reported to the DrChrono customer success team and/or Drug Enforcement Administration.
- DrChrono enduser will not use the electronic prescription application to sign and transmit electronic controlled substances if any security features of the application have been disabled or appear to be functioning improperly.
- DrChrono enduser will not install the ID.me Authenticator app on the same device they use to sign controlled substance eRx prescriptions.
- **There is a monthly fee of \$20 for use of the EPCS two-factor authentication.**



## Prescriber Info

State License Number	<input type="text"/>	
DEA Number	<input type="text"/>	
Prescribing Physician's Name	<input type="text"/>	The prescribing physician's name displayed in eRx. Leave blank if the same as user's name.
Physician Date of Birth	<input type="text"/>	
Medicaid Provider Number	<input type="text"/>	

Update Entire Profile

**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.

## COMPLETE YOUR SIGN IN



Approve sign-in using your ID.me Authenticator app

Please open the app and approve the request to continue.

**THERE IS A TIME LIMIT ON THIS STEP FOR SECURITY REASONS. YOU'LL BE ABLE TO TRY AGAIN IF YOU RUN OUT OF TIME.**



If you've changed phones from when you previously set up multi-factor authentication, please [update your settings here](#).

### Login Request

SECURED BY ID.ME

**ID.me**

**DrChrono Inc.**

 @gmail.com



Anaheim, United States



02:45 PM PDT October 1, 2020

Approve this sign in?

 No

 Yes

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

**ID.me**



**MEDICAL**

To verify as a medical provider, you'll need to provide your National Provider Identification (NPI) and Drug Enforcement Agency (DEA) credentials. We'll check your legal identity information against the NPI and DEA databases.

**Begin**

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.

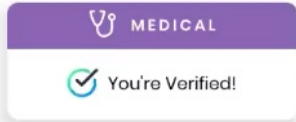
The screenshot shows a purple header with the ID.me logo and the word "MEDICAL". Below the header, the text reads: "Your NPI number and DEA number are needed to verify your identity." The form contains the following fields and elements:

- NPI Number (Type 1 - Individual Provider)\***: A text input field with the placeholder "Enter NPI Number".
- DEA Number \***: A section containing:
  - An "Enter state" dropdown menu.
  - An "Enter DEA number" text input field.
  - A checkbox with the text: "I am a resident or intern, and my DEA number is Institutional."
- A blue link: [Add another DEA number](#)
- Two buttons at the bottom: "Back" (white with black border) and "Continue" (solid blue).

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

The screenshot shows a purple header with the ID.me logo and the word "MEDICAL". Below the header, the text reads: "Please confirm the following information pertaining to your role as a medical provider." The form contains the following fields and elements:

- NPI Number (Type 1 - Individual Provider)**: A text input field.
- State License Number**: A text input field.
- Issuing State**: A text input field.
- Specialty**: A text input field.
- A note at the bottom: "If the information above is outdated, tap 'Continue' to proceed with your verification. Contact [NPPEs](#) to update your details."
- Two buttons at the bottom: "Back" (white with black border) and "Continue" (solid blue).



To take advantage of Medical offers and benefits, click Continue

Your verified ID.me medical provider credential allows you to easily access an array of benefits and services.

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.



### AUTHORIZE DRCHRONO INC.

Before we send you back to DrChrono Inc., we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

DrChrono Inc. will receive:

- ✓ City
- ✓ Email
- ✓ First Name
- ✓ Last Name
- ✓ Medical DEA Number
- ✓ Medical DEA Registration Expiration Date
- ✓ Medical DEA Registration State
- ✓ Medical DEA Schedules
- ✓ Medical NPI Number
- ✓ Medical NPI Primary License Issuing State
- ✓ Medical NPI Primary License Number
- ✓ Postal Code
- ✓ State
- ✓ Street

Allow

Deny

You can remove this access at any time by changing your ID.me account settings.



You are now returning to  
DrChrono Inc.



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](#).

Profile General Email Medical Billing eRx Info Services Usage My Billing Sample Data Security Patient Payments

### Identity Confirmation

#### Identity Proofed Doctors

James Smith

#### Other Approvers

- alec@example.com Office Staff
- staff@example.com Office Staff
- somestaffemail@example.com Office Staff
- example@example.com Office Staff

1 of 2. 2 other members of your account must confirm your identity in order to use EPCS. This is a DEA requirement. One of the confirmations must be made by a user who has already gone through the ID Proofing process

### ID.Me Device Information

Please choose your primary device

Name	Option	Primary Device
I Phone Xs Max	Push Notification 2FA	Select as the primary device

### Prescriber Info

State License Number

DEA Number

Prescribing Physician's Name  The prescribing physician's name displayed in eRx. Leave blank if the same as user's name.

Physician Date of Birth

Medicaid Provider Number

Update Entire Profile

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

**Confirm Identity of Dr.** Create task

From: Thursday, October 01, 2020 2:49 PM

[Save to Patient Chart](#) [Audit Log](#) ☆

Notes

[+ Add](#)

Dr. Please confirm the identity of Dr. You can confirm their identity at [Confirmation Page](#) Oct 01, 2:49 p.m.

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

### Confirm Identity

Please confirm the identity of Dr.

**Name:**  
**DEA Number:**  
**DOB:**

I hereby certify that I have verified that the Date of Birth and DEA number above are current and valid for Dr.

[Confirm Identity](#)

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

## Account Settings

[Profile](#) [General](#) [Email](#) [Medical Billing](#) [eRx Info](#) [Services](#) [Usage](#) [My Billing](#) [Sample Data](#) [Security](#) [Patient Payments](#)

### Identity Confirmation

Your identity has now been confirmed. To adjust future EPCS permissions, visit the [EPCS Permissions Page](#)

### ID.Me Device Information

Name	Option	Primary Device
iPhone Xs Max	Push Notification 2FA	<a href="#">Is Primary</a>

### Prescriber Info

State License Number

DEA Number

Prescribing Physician's Name  The prescribing physician's name displayed in eRx. Leave blank if the same as user's name.

Physician Date of Birth

Medicaid Provider Number

[Update Entire Profile](#)

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: