

# Controlled Substances Audit Log

07/24/2024 1:20 pm EDT

The Audit Log captures each step of the prescription process when a controlled substance medication is ordered. The actions are recorded in real-time as the medication is ordered and provide detailed information documenting the controlled substance prescription process.

Go to [Clinical](#) > [Audit Log](#).

The screenshot shows a navigation menu with four main categories: Clinical, Patients, Reports, and Billing. Under 'Clinical', there is a sub-section 'FORM TOOLS' with items: Form Builder, Library, Archive, Form Reorder, Complete Note Format, onpatient Forms, Macro Buttons, and Document Management. Below that is another sub-section 'CLINICAL' with items: Clinical Notes, Audit Log (highlighted in blue), CDS Rules, Inventory Management, and Patient Education Management.

In the Audit Log, you can see the steps when

- The user clicks [Preview Prescription](#)
- The user checks the [Ready to sign](#) checkbox
- Multi-factor authentication through ID.me succeeds or fails
- The user prints the prescription
- The user sends the prescription

Each step will show the date, time, patient, user, and action in addition to the details about the action.

## Preview Prescription

When a user clicks [Preview Prescription](#) when ordering a medication, the Audit Log displays that the controlled substance prescription was prepared.

The screenshot shows an Audit Log entry for 'Preview Prescription' on 07/21/2022 at 04:34:28 PM for patient 'Laurie Sample'. The entry details include drug\_id: d00168, drug\_search: Xanax 0.25 mg oral tablet, refills: 0, sig: 1 each inhalation 3 times a day, dispense: 45, route: oral, doseform: tablet, dispense\_as\_written. Below the entry is a 'Select Pharmacy' form with a search bar and buttons for 'Show Favorites' and 'Patient's Default'. A list of pharmacies is shown, with 'WALGREENS #07080' selected. The pharmacy details include address, phone, fax, and retail status. There are checkboxes for 'Add to Favorites' and 'Set as Patient Default'. A 'Preview Prescription' button is visible at the bottom right.

## Ready to Sign

When the **Ready to sign** box is checked when sending a controlled substance, the action will be recorded in the audit log.

**Ready to Sign**

07/21/2022 05:21:36 PM Laurie Sample [SAJA000001] markw EPCS Create Ready to Sign  
 drug\_id: ; drug\_search: Adderall 10 mg oral tablet, refills: 0, sig: 1 each inhalation 3 times a day after meals, dispense: 30, route: , doseform: , dispense\_as\_written: False, |

**2 Adderall 10 mg oral tablet (CS Level 2)**  Ready to sign

1 each inhalation 3 times a day after meals Dispense: 30 Effective Date: PUC: Tablet DaW: No Refills: 0

Days Supply: 30

Notes to Pharmacist: CS 2

## Multi-Factor Authentication with ID.me

When a user successfully or unsuccessfully authenticates their identity through ID.me, the Audit Log will reflect the success or failure of the authentication.

**ID.me 2FA Success.**

07/21/2022 04:33:01 PM Laurie Sample [SAJA000001] markw EPCS Create

ID.me 2FA Success.  
 NCPDP: 5628132  
 drug\_id: d00255  
 drug\_search: Dilaudid 2 mg oral tablet  
 refills: 0  
 sig: 1 each 3 times a day in the evening x1 month  
 dispense: 60  
 route: oral  
 doseform: tablet  
 dispense\_as\_written: False  
 note:  
 csa\_code: 2  
 effective\_date:  
 days\_supply: 30

Prescription Status

#	Medication	Status
1	✓ Adderall 10 mg oral tablet	

**ID.me 2FA Failed.**

07/21/2022 04:31:25 PM Laurie Sample [SAJA000001] markw EPCS Create

ID.me 2FA Failed.  
 drug\_id: d00255, drug\_search: Dilaudid 2 mg oral tablet, refills:  
 drug\_id: d00255, drug\_search: Dilaudid 2 mg oral tablet, refills:

Prescription Status

#	Medication	Status
1	* Adderall 10 mg oral tablet	ID.me 2FA Authentication Failed. Please try again.

## Printing a Prescription

When a prescription is printed, this will also be tracked in the Audit Log.

**Print Prescriptions**

07/21/2022 04:34:34 PM Laurie Sample [SAJA000001] markw EPCS Create Print Prescriptions  
 drug\_id: d00168, drug\_search: Xanax 0.25 mg oral tablet, refills: 0, sig: 1 each inhalation 3 times a day , dispense: 45, route: oral, doseform: tablet, dispense\_as\_writter

[Edit Prescription](#) [Start over](#) [Print Prescription](#) [Fax Prescription](#) [Send Prescription](#)

**Prescription Summary**

**One Supervisor**

DEA Number:  
 Clinic One 90001 1ST AVE, Washington, DC, 20000  
 503-906-6300  
 Date written (UTC): 02/04/2022

**Walgreens**

121 E. EL CAMINO REAL MOUNTAIN VIEW, CA 940402701  
 +1.650.961.7555  
 Fax: +1.650.961.9945  
 Retail, 24 Hours

## Transmission

When a prescription is successfully transmitted, it will create the prescription in the patient's chart. The audit log will reflect successful and failed transmissions.

07/21/2022 05:22:02 PM Laurie Sample [SAJA000001] markw EPCS Transmit

**Transmit**

Successfully transmitted the prescription  
NCPDP: 1655458  
drug\_id:  
drug\_search: Lyrica 25 mg oral capsule  
refills: 0  
sig: 1 each inhalation 3 times a day x1 month  
dispense: 30  
route:  
doseform:  
dispense\_as\_written: False  
note: CS 5 test  
csa\_code: 5  
effective\_date:  
days\_supply: 30

07/21/2022 05:22:02 PM Laurie Sample [SAJA000001] markw EPCS Create

**Create**

Created eRx  
NCPDP: 1655458  
drug\_id:  
drug\_search: Lyrica 25 mg oral capsule  
refills: 6  
sig: 1 each inhalation 3 times a day x1 month  
dispense: 30  
route:  
doseform:  
dispense\_as\_written: False  
note: CS 5 test  
csa\_code: 5  
effective\_date:  
days\_supply: 30

**Created eRx**

**Successfully transmitted the prescription**

07/21/2022 04:33:02 PM Laurie Sample [SAJA000001] EPCS Transmission failure

**Transmission failure**

Failed to transmit the prescription, reason:  
Receiver ID not on file  
NCPDP: 5628132  
drug\_id: d00255  
drug\_search: Dilaudid 2 mg oral tablet  
refills: 0  
sig: 1 each 3 times a day x1 month  
dispense: 90  
route: oral  
doseform: tablet  
dispense\_as\_written: False  
note: This is a test  
csa\_code: 2  
effective\_date: 08/21/2022  
days\_supply: 30

**Failed to transmit the prescription, reason:  
Receiver ID not on file**