

*Credentialed providers will automatically be set up to e-Prescribe UNCONTROLLED substances, however there are **2 steps** that are needed to set up your Meditech E-Prescribe Controlled Substances (EPCS) access with Dr. First.*

**STEP 1.** Either **download** the Symantec VIP app to your smart phone or request a keyfob.

**STEP 2.** You will receive an email invitation to register from Dr. First. **Complete the registration.**

## New York State e-prescribing Controlled Substances (EPCS) Summary

All providers will need to have an EPCS account in order to have full e-prescribing capabilities. The steps are discussed in detail in this document.

When prescribing a Schedule II thru V controlled substance, the U.S. Drug Enforcement Agency (DEA) requires providers to sign and electronically send the prescription using two-factor authentication. Two-factor authentication is a combination of “something you know” such as a password and “something you have”; like a token that generates a temporary security code.

ECMC has contracted with  **DrFirst** for this process.

## Choose an Authentication Method

- 1) Choose if you would rather use a smart phone app or a physical key fob for the process. You will mark your choice on your eRx Information form.



- **A Key fob** –is a physical token (approximately 1 ½ inches) that you will carry with you. It will generate a security code that you will need when prescribing controlled substances.



- **A smart phone app** –generates a security code needed for e-prescribing controlled substances.

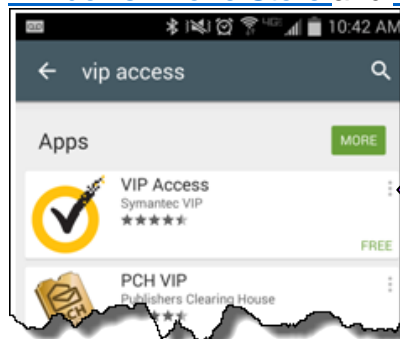
**Step 1**

- *Fill out the eRx Information form*
- *Either download the Symantec VIP app to your smart phone or request a key fob.*

**Smart Phone App Instructions**

*Download the Symantec VIP Access app from your app store on your smart phone*

**Symantec's VIP Access** mobile app is available at no charge to you on the [Google Play](#) and [Apple's iTunes App Store](#), [Windows Phone Store](#) and [Blackberry®](#).



Please download  
**Symantec's VIP  
Access**

Enter the Credentialing ID into the eRx form

**FOB Instructions**

*If you would prefer to use the key fob, follow these instructions.*

- 1) Indicate on the eRx Form that you would like a FOB:
- 2) You will receive notice when you can pick up your assigned fob.



## Step 2

After you submit your Credentialing ID or are assigned a Fob; you will receive two invitation emails from DrFirst

### Registering with Dr. First

DO-NOT-REPLY-EPCS (3) EPCS enrollment invite for prescribing controlled substances electron Jan 25

#### 1) Open the email for step by step instructions

You have successfully completed the identity proofing process to prescribe controlled substances with your e-prescribing vendor. The following email contains a link to complete your electronic prescribing of controlled substances (EPCS) enrollment. Upon completion you will be able to safely and securely prescribe controlled substances electronically.

Please follow the directions outlined here:

1. Goto [new registration interface link](#) **B**
2. If the link does not open a webpage, please copy and paste the link into your browser.
3. Enter the following information into the designated area:  
IDP Verification ID: **1285527f537f4f1389abf3aa86a475f2** **A**  
NPI: 1787419252  
Token serial #: enter the serial # of your EPCS two-factor authentication token
4. Follow the provided instructions.

**A. IDP Verification ID** will need to be entered into the next screen

- Highlight the number
- Right click and select COPY

**B. Link to the registration site**

If you have any further questions, please contact us at [support@drfirst.com](mailto:support@drfirst.com) or at 1-866-263-6512.

#### 2) Fill out the section labeled I have an invite

**EPCS Gold™**

EPCS Gold, provides a **Simple, Secure, and Certified** solution for sending Controlled Substance prescriptions electronically. EPCS Gold is a **Certified** solution, and has passed stringent auditing requirements set by the DEA. It is a **Simple** solution that fits with your current e-prescribing workflow, and a **Secure** solution which uses Two-Factor Authentication Protocol (TFAP) throughout the product to ensure a high level of trust and security for you as a provider.

If you are not yet enrolled for EPCS Gold, please make sure you have your **invitation ID** and **two factor authentication device** in hand as you start the Identity Proofing process. Your invitation ID can be found in the email invitation that was sent to your email address. If you are already enrolled, please use your NPI number, the number that is currently showing on your One-time password token, and the password you setup during the identity-proofing process or enter the unique identifier for your biometric device to log-in to manage your tokens, and add a new token for prescribing.

For more information on EPCS Gold, the Identity Proofing process, and how to manage your tokens, please click on the links below for short training videos. If you have any questions, please contact us at [support@drfirst.com](mailto:support@drfirst.com) or at 1-866-263-6512.

Training videos

**Sign in**

NPI

Passphrase

Device Type

**Sign in**

[Forgot Passphrase](#) [Report Lost Device](#)

**I have an Invite**

NPI #

IDP Verification ID  **A**

Token Serial #  **B**

**Proceed**

**FILL OUT THIS SECTION**

**A.** Paste the Verification code from your email here

**B.** Enter the **Serial Number** (from your Fob) or your app **Credentialing ID** (from the app)

## e-prescribe (Step 3) – Registering with NYS

### 3) Click on **Proceed**

#### User Registration

Fields marked with \* are mandatory



Please choose a passphrase. This passphrase will be used when you send a controlled substance prescription electronically. Please create a security question and corresponding answer for your account. If you ever forget your passphrase, you may reset it through the Prescriber Dashboard. During this process, you will be asked your security question and asked to answer it. Please enter a question that is personal to you, and for which only you know the answer.

Choose Passphrase\*  **A** ✓ Your password is good

Re-enter Passphrase\*  ✓ Your password is good

Security Question\* **B**

Security Answer\* **C**

- A. Choose a password:** enter a password and reenter it to verify. This password will be used for prescribing controlled substances.
- B. Type a security question:** will be used to verify your identity if you have to have your password reset.
- C. Type the answer to you security question**

### Registering the Soft Token (Symantec VIP Access app)



#### Registered Devices

Device Name	Credential ID	Status
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#### Add Two Factor Authentication Device

Device Issuer\* **A**

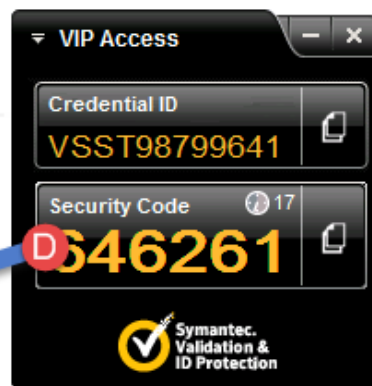
Device Type\* **B**

Device Name\*

S/N or Credential ID\*

OTP PIN or Security Code\* **D**

**E**



- A. Device Issuer:** VERISIGN
- B. Device Type** choose OTP Soft Token
- C. Device Name :** Personal Identifier
- S/N or Credential ID:** *This number should be defaulted in. Verify that it is correct.*
- D. OTP PIN or Security Code** Enter the security code displayed on the app on your phone.
- E. Click on Save**



## Registering your Key Fob (Hard Token)

### Add a Device

Device Issuer \* **A** VERISIGN ?

Device Type \* **B** OTP Hard Token ?

Device Name \* **C** ECMC Hard Token ?

S/N or Credential ID \* AVT84747.... ?

OTP PIN \* 421515 **D** ?



- A. Device Issuer:** VERISIGN
- B. Device Type** choose OTP Hard Token
- C. Device Name :** Personal Identifier

**S/N or Credential ID:** *Serial number from fob, will be defaulted in, verify its correct.*

- D. OTP PIN or Security Code** Enter the six digit security code displayed on fob
- E.** Click on **Save**