

# Set Up EPCS with ID.me

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- The [eRx registration](#) process is a prerequisite for EPCS registration.
- As a best practice, set aside some uninterrupted time to complete the registration process.
- Before completing the EPCS setup with ID.me [confirm the provider's identity](#).
- The EPCS identity verification process must be completed using DrChrono's web version. While your iOS or Android device is involved in the process, DrChrono's EHR web app is required to complete the process.

## Set Up EPCS with ID.me

1. To begin the eRx setup process, select **Account > Provider Settings**.
2. Go to the **eRx Info** tab.
3. Scroll down and select **Verify with ID.me**.



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

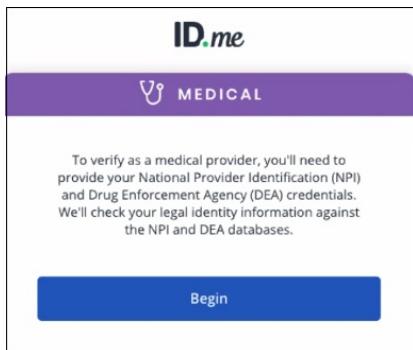
For additional verification information on ID.me, visit ID.me's [support page](#).

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 create a support case.

4. Sign in to ID.me using your email and password and approve the sign-in from the ID.me Authenticator app. Tap **Yes** on the app to proceed.



5. Select **Begin** to start the EPCS registration process.



6. Enter your individual NPI and DEA numbers along with the corresponding state and then select **Continue**.

ID.me includes your first, middle name/initial, and last names in the NPI verification process.



Your NPI number and DEA number are needed to verify your identity.

**NPI Number (Type 1- Individual Provider) \***

Enter NPI Number

**DEA Number \***

Enter state  Enter DEA number

I am a resident or intern, and my DEA number is Institutional.

[Add another DEA number](#)

7. Confirm the information and select **Continue**.



Please confirm the following information pertaining to your role as a medical provider.

**NPI Number (Type 1- Individual Provider)**

**State License Number**

**Issuing State**

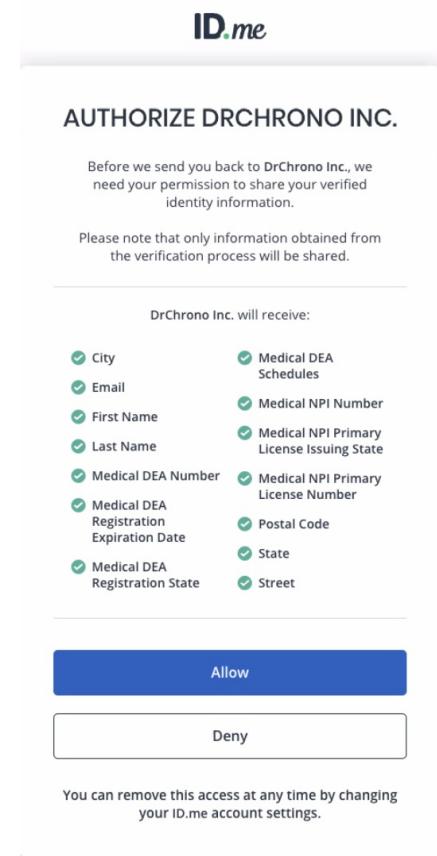
**Specialty**

If the information above is outdated, tap "Continue" to proceed with your verification. Contact [NPPES](#) to update your details.

8. Once you have been verified, ID.me will send your information to DrChrono to finish the process. Select **Allow**.



Selecting **Deny** does not complete the process and you will not be able to e-prescribe controlled substances.



9. After returning to DrChrono, you must complete two more tasks.
  - a. Select any two people, staff members, or providers. Select the checkbox next to their names and select **Update Entire Profile**. Those selected individuals log in to their DrChrono accounts and go to the message center under the **Tasks** section. They open the invitation assigned to them to complete the process.
  - b. Select **Select as the primary device** next to the device used for registration.

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

### Identity Confirmation

**Identity Proved 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
iPhone Xs Max	Push Notification 2FA	<b>Select as the primary device</b>

### 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**

The message is received in the message center under the **Tasks** section to confirm the provider's identity.

**ALL MESSAGES** 15

- Incoming Messages
- ★ Starred
- >All Messages 15

**FAX**

- Incoming Fax
- ← Outgoing Fax

**LAB RESULTS**

- Lab Results

**ERX**

- ✉ eRx Requests
- ✉ eRx Change
- ✉ eRx Cancel
- ✉ Prior Authorization

**REFERRALS**

- ← Outbound Referrals
- Contacts

**ONPATIENT** 10

- Online Appointments
- Patient Message
- Sent Message

**TASKS** NEW TASK

≡ My Tasks 99+

10. Select Confirmation Page.

Confirm Identity of Dr.

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.

11. Select the checkbox and select 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

When both people have confirmed your identity, the verification process is complete.

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	<input type="checkbox"/> Is Primary

**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 one to three business days. As soon as the process is completed, you are notified through the email registered to your DrChrono account to let you know you're ready to e-prescribe controlled substances.