## 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.

Login Request secured by ID.ME							
	ID.	me					
	DrChro	ono Inc.					
Ŧ		@gmail.com					
•							
•	Anaheim, Uniti	ed States					
3	③ 02:45 PM PDT October 1, 2020						
Approve this sign in?							
×	No	✓ Yes					

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 I verify yo IPI Number (Type 1 – Indivi	DEA number are needed to our identity. idual Provider)*
Enter NPI Number	
DEA Number*	
Enter state 🔍	Enter DEA number
I am a resident or inf Institutional.	tern, and my DEA number is
Add anothe	er DEA number

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

ę	່ງ MEDICAL
Please confirm the	e following information pertaining to
NPI Number (Type )	1 - Individual Provider)
State License Num	her
State License Num	ber
Issuing State	•
Specialty	
with your verification	iove is outdated, tap "Continue" to procee on. Contact <u>NPPES</u> to update your details.

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



AUTHORIZE DI	RCHRONO INC				
Before we send you b need your permission identity ir Please note that only in the verification pro	ack to <b>DrChrono Inc.</b> , we n to share your verified iformation. formation obtained from occess will be shared.				
DrChrono In	c. will receive:				
🥝 City	Medical DEA Schedules				
🥝 Email	Schedules				
First Name	Medical NPI Number				
🥑 Last Name	Medical NPI Primary License Issuing State				
Medical DEA Number	Medical NPI Primary				
Medical DEA	License Number				
Registration	Postal Code				
Expiration Date	State				
Medical DEA Registration State	Street				
A	low				
D	eny				

- 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. 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 1	Medical Billing eRx Info	Services	Usage	My Billing	Sample Data	Security	Patient Payments
Identity Co	onfirmation							
	Identity Proofed Doo James Smith	ctors						
	Other Approvers							
	alec@exam	ple.com Office Staff						
	staff@exam	nple.com Office Staff						
	example@e	mail@example.com Office Staff	Staff					
	1 of 2. 2 other member who has already gone	ers of your account must o e through the ID Proofing p	confirm you process	ir identity in	n order to us	e EPCS. This is	a DEA requ	irement. One of the confirmations must be made by a user
D.Me Dev	vice Information							
		Please choose	e your prin	nary device				
	Name	Option	F	Primary Dev	rice			
	I Phone Xs Max	Push Notification 2FA		Select as	the primary	device		
Prescriber I	nfo							
	State License Number							
	DEA Number							
Prescrit	oing Physician's Name		Th	e prescribing p	physician's na	me displayed in eRo	. Leave blank	if the same as user's name.
	Physician Date of Birth							
Med	icaid Provider Number							
		Opdate Entire Profile						

The message is received in the message center to confirm the provider's identity.

## 10. Select Confirmation Page.

& 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.

11. Select the checkbox and select **Confirm Identity**.

Confirm Identity

lease confi	rm the identity of Dr.
	Name: DEA Number: DOB:
I hereby c re current a	ertify that I have verified that the Date of Birth and DEA number above ind valid for Dr.
re current a	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 f	future EPCS pe	ermission	s, visit the EP	CS Permissions P	age	
ID.Me Device Information							
Name	Option			Primary De	vice		
I Phone Xs Max	Push Notification	2FA		Is Primary			
Prescriber Info State License Number							
DEA Number							
Prescribing Physician's Name		Th	ne prescribi	ng physician's n	ame displayed in eR	bx. 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.