

RxAXIS EPCS Tutorial – Quick Reference Guide

Lesson Title RxAXIS EPCS

Introduction: The DEA’s rule, “Electronic Prescriptions for Controlled Substances” revises the DEA’s regulations to provide practitioners with the option of writing prescription for controlled substances electronically. These regulations will also permit pharmacies to receive, dispense and archive these electronic prescriptions. This Quick Reference Guide will give you a look at the changes made to the Rx AXIS system as a result of these regulation changes.

**Log-In
Notification
Screen**

Once the user successfully enters their User Name and password within User Security and presses the Enter Key, the Previous Login Notification Window will be displayed. This window notifies the user upon their successful logon, the following information:

- Date and Time of last successful login
- Number of unsuccessful attempts

To continue through this window the user simply presses the Enter Key <CR>

USER SECURITY

USER SECURITY	User Name: Password:	Please Enter Your SECURITY LOGIN kmiraglia ***** Use Upper and Lower Case as Necessary
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Previous Login Notification

Last Successful Login:	11-15-13 10:46 am
Number Of Unsuccessful Attempts:	0

<CR> To Continue: .

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EPCS Warning

If the following conditions occur, the system will display the EPCS Warning shown below:

- EPCS is turned on.
- Security is turned on
- User set-up in Password Maintenance without a User Name (User Name field was left blank during set-up)

📁 Important Information:

- The Implementation Team will check all Security Profiles going out the door for the pharmacy to minimize the occurrence of this warning occurring.
- The User can bypass the warning by clicking the Enter Key and will be able to fill a prescription, in the event this occurs on a Saturday and the System Administrator is unavailable.

USER SECURITY

USER SECURITY Please Enter Your SECURITY LOGIN
User Name: ← User Set-Up in Password Maintenance with no User Name
Password: *****
Use Upper and Lower Case as Necessary

— EPCS WARNING —
Username is required, Please contact your Administrator
[OK]

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EPCS Warning – Password Expired

Prior to EPCS, the RxAXIS system allowed a System Administrator to set up security profiles with passwords with as few as 3 characters.

However with EPCS (Ver RxAXIS 8.65) the system now requires that passwords have a 7 character minimum (Master Menu - M, System Maintenance - G, Security Maintenance - Enter current date backwards - 3, Security Parameters - 8. Min Size Passwords (07).

If a user attempts to login with a password less than 7 characters (set up with a previous version of the software), the system will display the Password Expired - Reset Password window.

The user will have to enter the following information:

- Their User ID
- Their Current Password
- Enter New Password (That meets the minimum characters set in security parameters)
- Confirm their New Password

Once the user successfully enters their new password information, the Password Changed Successfully window displays, and the user simply presses the Enter Key to continue.

USER SECURITY

```
USER SECURITY          Please Enter Your SECURITY LOGIN
User Name:  jack
Password:   *****
Password Expired - Reset Password
Enter User Id:  .....
Enter Current Password:  .....
Enter New Password:
Confirm New Password:
```

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E-NewRx Status – SGN The pharmacy application must be able to digitally sign and archive a prescription on receipt or be capable of receiving and archiving a digitally signed record.

Screen Element	Description
SGN	Signature
Signature Abbreviation	DR - Doctor's Digital Signature PH - Pharmacy's Signature (SI Flag Sent - Pharmacy Verified and signed)

E-NewRx Status				
Patient	Date	Time	Status	SGN
1 BULL ,DEBRA	8-27-13	12:30	RX FILLED	SGN

E-NewRx Dr – Digital SIG Sent The Pharmacy will verify the Prescriber's signature and make sure that all required fields are signed.

The message with the stamp (Doctor Signed) will confirm that all information is sent and no modification to it occurred.

The pharmacy application must verify a practitioner's digital signature (if the pharmacy application accepts prescriptions that were digitally signed with an individual practitioner's private key and transmitted with the digital signature).

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Archived Messages The pharmacy application must digitally sign and archive a prescription on receipt or be capable of receiving and archiving a digitally signed record. Pharmacy will archive all received messages.

A - E-Fill Queue
B - E-NewRx Status
C - E-Refill Status
D - E-Denied Queue
E - Archived EPCS E-NewRx
F - Archived EPCS E-Refills

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Archived Messages – EPCS E-NewRx

Path From The Master Menu:

- Master Menu
- A - Rx System
- - Additional Options
- ER - E-Prescriptions
- E - Archived EPCS E-NewRx

Archived EPCS E-NewRx				
Patient	Date	Time	Status	SGN
1-14, DD, S, X#, <ESC>:				

Key Columns Information:

- Patient Name
- Date
- Time
- Status
- SGN

Commands:

- 1 - 14 - Used to select a specific archived EPCS E-NewRx
- DD - Launches the Doctor - Drug Window
- S - Launches the Search Message Window
- X# Takes the user into the Rx Inquiry mode for the selected line
- <ESC> - Closes the Archived EPCS E-NewRx window

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Archived Messages – EPCS E-Refills

Path From The Master Menu:

- Master Menu
- A - Rx System
- - Additional Options
- ER - E-Prescriptions
- F - Archived EPCS E-Refills

E-Refill Status				
Patient	Date	Time	Status	SGN
1 LESNIEWSKI ,KEITH	9-11-13	13:06	OPEN	
2 LESNIEWSKI ,KEITH	9-11-13	13:06	OPEN	
3 LESNIEWSKI ,KEITH	9-11-13	13:06	OPEN	
4 LESNIEWSKI ,KEITH	9-11-13	8:57	OPEN	
5 LESNIEWSKI ,KEITH	9-10-13	13:58	OPEN	
6 LESNIEWSKI ,KEITH	9-09-13	15:15	REJECTED	
7 LESNIEWSKI ,KEITH	9-09-13	14:06	REJECTED	
8 STEWART ,GREG	9-04-13	9:15	REJECTED	

1-14, DEL#-#, DD, S, RSP#(DOCTOR'S RESPONSE), X#, <ESC>:

Key Columns Information:

- Patient Name
- Date
- Time
- Status
- SGN

Commands:

Command:

- 1 - 14 - Used to select a specific archived EPCS E-NewRx
- DD - Launches the Doctor - Drug Window
- S - Launches the Search Message Window
- RSP# - Will display the doctor's response for the line selected
- X# Takes the user into the Rx Inquiry mode for the selected line
- <ESC> - Closes the Archived EPCS E-NewRx window

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Controlled Substance Incident Report

Path From The Master Menu:

- C - Daily Report System
- M - Prescription "Changes" Report
- B - Print Selective Activity
- 1 - Type of Change
- Select "Cont Subst
- Continue with report as normal

📁 Important Information:

- The pharmacy application must record within each audit the following information (The fields below must be in the report):
 - The date and time of the event.
 - The type of event
 - The identity of the person taking the action, where applicable.
 - The outcome of the event (success or failure)

The screenshot shows a terminal window titled "Rx Tracking". On the left, there is a list of six numbered prompts: "1. Type of Change:", "2. Rph Initials:", "3. Tech Initials:", "4. Store Number:", "5. Field Code:", and "6. Source:". Below these prompts, the text "Enter 1-6, <ESC>: 1" is displayed. On the right side of the window, a vertical list of options is shown: "All", "Doctor", "Drug", "Patient", "Refill", "Rx", "Bill", "Home", "Problem Q", "PO", "Price Tbl", and "AR". The option "Cont Subst" is highlighted with a red rectangular box.

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Visual Indication

Pharmacy applications shall incorporate a prominent visual indication to pharmacy personnel on the pharmacy practice management system display that the e-prescription they are viewing is DEA compliant, Non-DEA Compliant, or both.

Visual Indicator Messages

- These messages appear in the upper left-hand corner of the E-Script.
- Sign: Digital Signature Error
- Sign: Pharmacy signed on receipt
- Sign: Doctor Signed Pharmacy Verified
- Some of these indicators have a message displayed to the user. Once the user has read the message they press Enter.

Security Audit Report

The Security Audit report contains the history of all security related changes. The report can be run for a specific date range, by the User's Name or the Audit Type. (For more information on running this report, please refer to the RxAXIS Security eLearning tutorial found on the Customer Information Center):

Menu Path (From the Master Menu):

- Master Menu
- M - System Maintenance
- G - Security Maintenance
- Enter Master Password (Current date in MMDDYY format entered backwards.)
- 4. Print Security Audit Report

Important Information:

This report will track many things.

- It will track any changes the user made on lines 1 (Security Module) and 3 (Master Security Password) of Security Parameters.
- The report will also track any changes made on lines 1 (Last name, first name, initials, RPh), 2 (User Name, Password, Security Access Only, Compounder), 3 (Console, Disable), 4 (User Group, Patient History Only) in Pharmacy Password Maintenance.
- The report also tracks the identity of anyone who makes changes to line 18 (Items 1 - 11) in the users profile. (Pharmacy Password Maintenance)
- This report also tracks log in attempts, failed log-in attempts and access attempts where the user did not have the proper security access information.

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Important Information

- Line 11 (Fill New Rx) of Cont. Subst. Access is a new parameter. Although this parameter is set to a Y by HBS, users may want to consider setting this parameter to an N for their lower level staff from a Security Auditing perspective. This would prevent that staff from being able to fill a prescription for a controlled substance.
- **C Indicator** - Attempted to change Lines 1 through 4 or line 18 in Password Maintenance for the Users profile
- **P Indicator** - Attempted to changes Lines1 or 3 in Security Parameters.
- **L Indicator** - Refers to a log-in attempt

Controlled Substances Report

The DEA requires that the Report for Controlled Substances can be retrieved by any or all of the following parameters:

- Doctor
- Patient
- Drug Name
- Date Dispensed

Menu Path (From The Master Menu):

C - Daily Report System

B - Controlled Substance Report

Important Information:

- This is an existing HBS report that was enhanced with further details so that the user can run for a specific doctor, patient or drug in any combination.
- If user doesn't select the doctor, patient or drug the system will default to **ALL**.

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SS Doctor's Link Maint.

The system is now required to mark the types of prescriptions from the Doctors who are prescribing Controlled Substances.

- For a Controlled Substance NewRx the doctor's service level will be indicated with "CN"
- For Controlled Substance Refills the doctor's service level will be indicated with "CR"

HIPAA Timeout.

System Parameter File Maintenance - HIPAA Timeout DEA Requirements

Path From The Master Menu:

- Master Menu
- M - System Maintenance
- H - System File Maintenance
- 7. HIPAA Timeout
- Must be set to a value less than or equal to 15 minutes

Important Information:

This setting is required by the DEA.

System Parameter File Maintenance		
1. Single Store,		Y/N: N
2. Use Rx System Password,		Y/N: N
3. Rx System Password:		
4. N/H Doctor Orders,		Y/N: Y
5. Medispan Copyright Display Pause,	0 to 15:	1
6. Automatic End of Day,		Y/N: N
→ 7. HIPAA timeout:	minutes:	15 ←
8. Maximum Channels to use,	1 to 255:	255
9. Minimum Channel Recycle Count,	1 to 255:	64
10. Recycle Quietly,		Y/N: Y