

## HOW TO: SEND A PRESCRIPTION FOR A CONTROLLED SUBSTANCE

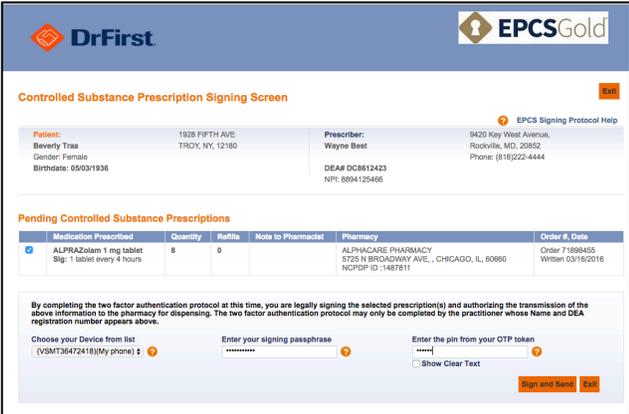
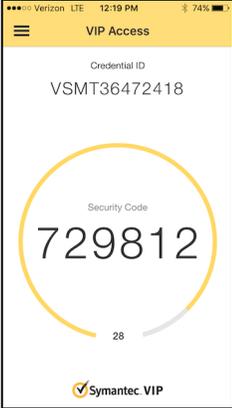


*Before you begin, you must:*

- Have downloaded and installed a security token application on a device other than the one on which you will be prescribing (e.g., your mobile phone)
- AND
- Be enrolled and active in DrFirst.

Step	Action	
1	<p>Complete the prescription information in the New Rx, Add Therapy, or Renew Rx popup in the medications section of the patient chart</p> <p>or</p> <p>review the new prescription that has been Held for Provider.</p>	
2	Click Send to Pharmacy.	
3	<p>Select a pharmacy that is authorized to receive EPCS prescriptions as indicated with this label: </p>	

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4	Click Send to Pharmacy. You are forwarded to the DrFirst Controlled Substance Prescription Signing Screen on a new browser tab to authenticate.	
5	Click to insert a checkmark to the left of the prescription in the center of the page.	
6	Type your passphrase in “Enter your signing passphrase.”	
7	Access your token software on your phone, and type the 6-digit code shown on your phone in the “Enter the pin from your OTP token” before it expires (30 seconds).	
8	Click Sign and Send.	
9	When DrFirst completes the transaction, close the DrFirst tab and return to the escribeHOST tab.  The new prescription is added to the patient’s medications list. A successful transaction will say “[tbd]”	<p style="font-size: 2em; font-weight: bold;">[image pending completion of ESH-2680]</p>