



# How To: Send an EPCS Prescription

In this guide, you will learn how to send a prescription for a controlled substance. This process includes additional security steps, such as entering your 4-digit PIN and completing two-factor authentication (TFA) using DUO.

# Patient Landing Page

Within the patient's profile, you have the ability to:

- Edit their information
- Add or modify allergies
- Add or change preferred pharmacies
- Manage insurance coverage details
- Add a prescription for the patient

The screenshot shows the patient landing page for Glenora Trebbiano, Female, 31 yrs. The page includes a header with "Welcome Demo Clinician" and "1 Provider Notifications". The main content area has two panels: "Patient Info" with buttons for "Edit Patient Info", "Add/Edit Drug Allergies", and "Add/Edit Pharmacies"; and "Coverage Details" with a dropdown menu for "Plan: PBMX (NEW-HMP-G7)". To the right are buttons for "Add Prescription" and "Add Patient Reported". A modal window titled "Add Prescription" is open, showing tabs for "Medication", "Supply", and "Compound". Under "Step 1", there are two search fields: "Search for a CDT by name or code to select it." and "Search for a medication by name, then click the medication name to select it.\*". At the bottom, there is a "Pending Medications" section with a "Select All" checkbox and a search bar.

This close-up shows the "Patient Info" and "Coverage Details" panels. The "Patient Info" panel displays "Glenora Trebbiano, Female, 31 yrs" and three buttons: "Edit Patient Info", "Add/Edit Drug Allergies", and "Add/Edit Pharmacies". The "Coverage Details" panel shows "Plan: PBMX (NEW-HMP-G7)" with a dropdown arrow.

Add Prescription

## Add a Prescription

1. Click the **Add a Prescription** button and select the prescription type: *Medication, Supply, or Compound*.
2. Type the **prescription name into the search bar** and select the specific form you need (E.g., tablet, liquid).
3. Select the **prescription strength**.

**Add Prescription**

Medication | Supply | Compound

**Step 2**

Search for a CDT by name or code to select it.

Current medication: Tylenol 8 Hour Oral Tablet Extended Release™ [OTC] [Change](#)

Click on the desired strength for this medication:

650 MG

4. Review the **pharmacy information**.

**Note:** Add pharmacies to the patient's profile *before* entering a prescription.

### Pharmacy Information

Brooklyn @ Gates Pharmacy  
92 Gates Ave  
Brooklyn, NY

[Change](#)

Mail To Patient

5. Select the **effective date** for the prescription.

Effective Date

06/25/2025

[Today](#)

6. Add **patient directions, dosage amount, number of allowed refills, and days' supply.**
7. To add pharmacy notes, click the "+" next to **Show Pharmacy Notes.** Here, you can choose from the "Common Notes" provided or opt to add custom notes.
8. Select **No Substitutions** if no alternatives are desired.
9. Indicate if the prescription is **Urgent.**
10. Choose **Save As Favorite** for commonly used prescriptions.
11. Save to add it to the **Pending Medications** list.

**Pharmacy Information**  
Brooklyn @ Gates Pharmacy  
92 Gates Ave  
Brooklyn, NY Change

Mail To Patient ⚠

Effective Date  
06/25/2025 Today

Patient Directions\*  
Take once daily  
985 Characters remaining

Dispense\* 30    Dispense Unit\* Tablet    Refills\* 0    Days Supply\* 30

Show Pharmacy Notes +     No Substitutions     Urgent

★ Save As Favorite Save Prescription

## Send an EPCS Prescription

12. Select the prescription to use and click the **Approve and Send** button.

**Pending Medications**

Select All Search:

	Medication	Dispense	Date	Refills	Prescriber (Agent)	Pharmacy	
<input checked="" type="checkbox"/>	Xanax Oral Tablet 0.25 MG Schedule IV Effective Date: Jun 4, 2025 NO Substitutions Allowed 30 Days Supply Sig: Take one daily for 30 days	30 Tablets	Jun 4, 2025	0	jacqueline prescriber	Brooklyn @ Gates Pharmacy	Actions ▾

Showing 1 to 1 of 1 entries

13. Review the prescription details one more time before checking the **Ready to Sign** box.

14. Input your **4-digit PIN** into the box.

15. Then input your **6-digit TFA code** from the DUO App, or respond to a push notification

16. Click **Sign & Send** to finish sending the prescription.

**Controlled Substance - Ready to Sign**

jacqueline prescriber, DFA: MA1234567  
123 DoseSpot Path to Success Victory, MA 06542

Patient: Glenora Trebbiano  
Date of Birth: 03/28/1994  
Please check Schedule 2-5 substances within your PDMP.  
MassPAI

Medication 1: Xanax Oral Tablet 0.25 MG  
Schedule IV (New York)  
Date Written: 06/04/2025  
Effective Date: 06/04/2025  
Sig: Take one daily for 30 days  
Dispense: 30 Tablet  
Total number of dispensings approved: 1  
Days Supply: 30

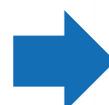
Ready to Sign



Please input your PIN:



Please input your two-factor authentication security code from the DUO Mobile application OR Send push notification to the Duo Mobile Application.



17. You will be automatically directed back to the **Active Medications** list, where you can review the prescription's status and confirm its delivery.

Active Medications Inactive Medications Medication History

Simple Detailed

Show 10 entries

Medication	Dispense	Date	Dispensings	Status	
Xanax Oral Tablet 0.25 MG Effective Date: Jun 4, 2025 Sig: Take one daily for 30 days <a href="#">View Pharmacy</a> <a href="#">View Prescriber</a>	30 Tablets	Jun 4, 2025	1		<a href="#">Actions</a>