



How To:

Send an EPCS Prescription

Note: Prescribing controlled substances with DoseSpot requires an additional purchase and completion of an identity verification process.

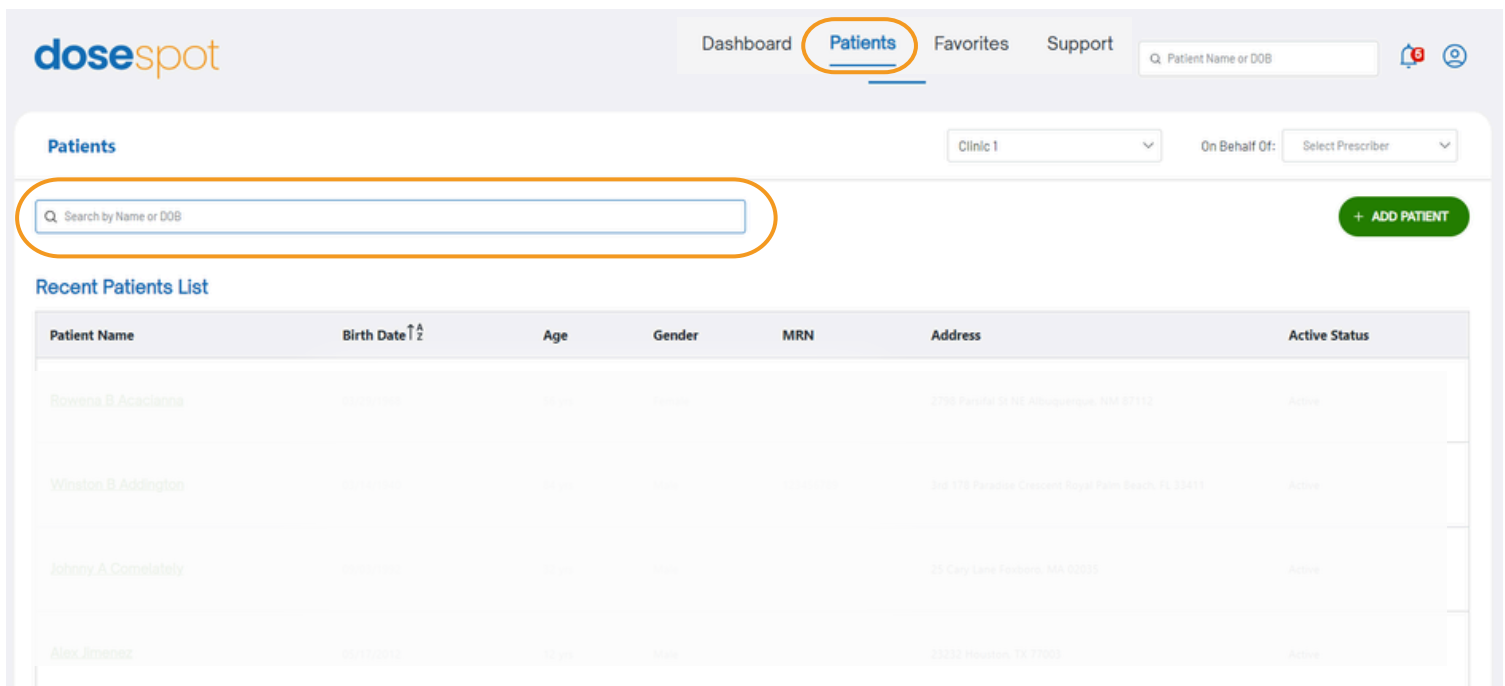
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How To Send an EPCS Prescription

Find the Patient

1. Select the **Patients** tab on the top of your screen.
2. Use the search option to find the patient you would like to send a prescription for.
3. Once the patient is found, click on their name to view the patient landing page.



The screenshot shows the DoseSpot interface. At the top, there are navigation tabs: Dashboard, Patients (highlighted with an orange circle), Favorites, and Support. A search bar is located to the right of the Patients tab, containing the text "Q. Patient Name or DOB". Below the navigation, there is a "Patients" section with a dropdown menu set to "Clinic 1" and a "On Behalf Of:" dropdown set to "Select Prescriber". A search bar is highlighted with an orange circle, containing the text "Q. Search by Name or DOB". To the right of the search bar is a green button labeled "+ ADD PATIENT". Below the search bar is a "Recent Patients List" table with the following columns: Patient Name, Birth Date (with a sort icon), Age, Gender, MRN, Address, and Active Status. The table contains four rows of patient data.

Patient Name	Birth Date ↑↓	Age	Gender	MRN	Address	Active Status
Roseana B. Acarlamna	08/24/1988	36 yrs	Female	10000000	2705 Parsippany Dr NE Albuquerque, NM 87112	Active
Winston B. Adkington	04/01/1988	36 yrs	Male	10000000	304 176 Paradise Crescent Royal Palm Beach, FL 33411	Active
Johnny A. Comelately	08/01/1988	36 yrs	Male	10000000	25 Cary Lane Foxboro, MA 02035	Active
Alex Jimenez	06/15/2004	20 yrs	Male	10000000	23432 Houston, TX 77001	Active

Edit Patient Information

On the patient landing page, you can:

- 1 View or Edit Patient Information**
Easily view or edit patient information to ensure accurate and up-to-date records, enhancing care and communication.
- 2 View Coverage Details**
Access and review coverage details to ensure patients receive the benefits they need, helping you provide informed care.
- 3 Add or Update Drug Allergies**
Quickly add or update drug allergies to maintain accurate patient records, ensuring safety and informed treatment decisions.
- 4 Manage Preferred Pharmacies**
Manage the patient's preferred pharmacies, including the option to set a default pharmacy that seamlessly carries over into the prescribing flow, saving you time and effort with each prescription.

The screenshot displays the DoseSpot interface for a patient named Perseus Abingdon. The left sidebar contains patient details and a 'Manage Patient Pharmacies' button with a callout '4'. The main content area includes:

- Patient Information:** Address (98 Bayview Ave, New Rochelle, NY 10805), Insurance Plan (PRO-NY-12), and contact info. Callout '1' points to the 'View/Edit Patient Information' link.
- Drug Allergies:** List includes Peanut (Allergy) and Amoxicillin (Allergy). Callout '3' points to the 'Add/Edit Drug Allergies' link.
- Tasks (6):** A section for pending tasks.
- Perseus's Prescriptions:** A table of prescriptions with callout '2' pointing to the 'View Coverage Details' link.

Prescription	Quantities	Pharmacy	Sent By	Sent On	Status
test • Addyi Oral Tablet 100 MG • Adderall Oral Tablet 10 MG Substitutions Allowed 20 day supply Sig: test directions Effective Date: 01/08/2025	Dispense: 20 Refills: 0	Gateway Pharmacy, 1048 N McEwan St Clare, MI 486171154	christian prescriber View Details	Jan 7, 2025 5:53 PM MST	Inactive Completed
Adderall Oral Tablet 10 MG					

Add a Prescription

+ ADD A PRESCRIPTION

4. Select the **+ Add a Prescription** button.


5. If the patient already has a default pharmacy selected, you will be taken directly to the medication entry screen without needing to select a pharmacy.

If the patient doesn't have a default pharmacy, you'll need to select one before adding the medication. You can search by pharmacy name, address, zip code, or phone number. Once you find the desired pharmacy, select it and click **Next** to continue.

The screenshot shows the 'Add Prescription' interface. At the top, there are navigation links: 'Choose Pharmacy > Add Prescriptions > Review'. Below this is a search bar with a back arrow, a search icon, a search box containing 'Brooks', and a close icon. The search results are titled 'Search Results: Brooks' and list two options:

- Capsule – New York**
122 West 146th Street New York, NY 10039
Phone: (212) 675-3900 Fax: (844) 828-4354
CURRENT DEFAULT PHARMACY
- Brooks #1**
548 Dyer Ave Cranston, RI 02920
Phone: (401) 942-9605 Fax: (401) 942-0371

To the right of the search results is a map of the Providence, RI area with a 50-mile radius. A red location pin is placed on the map. At the bottom right of the screen are two buttons: 'CANCEL' and 'NEXT'.

 **Note:** If the patient lacks a preferred pharmacy, a popup will prompt them to set the selected pharmacy as their default.

The popup dialog box has a white background and a blue border. It contains the text: 'Do you want to make Brooks Pharmacy the preferred pharmacy'. Below the text are two buttons: 'NO' and 'YES'.

6. To add a medication, enter the prescription name in the search bar. Select the desired strength from the results.

Add Prescription

[Choose Pharmacy](#) > [Add Medications](#) > Review

Q amox

Showing search results by category

Medications & Supplies

Clinic Presets

Favorites

Order Sets

Amoxicillin Oral Tablet
500 MG

7. Once selected, you can edit the prescription details, including:

- DEA Number
- If you prefer that the pharmacy not consider alternatives, choose **No Substitutions**.
- Indicate whether the prescription is **Urgent**.
- Dosage amount, form, days' supply, and number of allowed refills.
- Review or edit the pharmacy where the prescription will be sent. You can also select from the provided pharmacy notes or add custom notes.

NEW: Our SIG builder will automatically populate patient directions and calculate the total dispense amount based on the dosage information provided.

Amoxicillin Oral Tablet 500 MG

Diagnosis Codes (Optional)

Q Search Item

Search for diagnosis codes by name. Max 2 codes per set.

+ Add Second Set of Diagnosis Codes

No Substitutions Urgent

Build Medication Using: **Custom Format**

Effective Date

03/04/2026

Patient Directions *

Take 1 tablet orally, daily for 15 days.

Total Dispense *

15

Total Dispense Form *

Q Tablet

Refills *

0

Day Supply *

15

 Dose Calculator

Pharmacy *

Q Shollenberger Pharmacy

Pharmacy Notes

Enter text for Pharmacy

Selected Coverage

PROINFORMA PBM (PRO... ▾)

8. Click **Create Medication** to save.



9. After creating a medication, you'll return to the Add Prescription page, where the medication will be listed under **Items to Prescribe**.

10. You can now **bulk prescribe medications**, making it easier and faster for you to manage patient care. Simply follow the same steps outlined above to add any additional medications needed for the patient.

11. Click **Next** to review your prescriptions before sending.

The screenshot shows the "Add Prescription" interface. At the top left, it says "Add Prescription" with a breadcrumb trail: "Choose Pharmacy > Add Prescriptions > Review". Below this is a search bar labeled "Search Medication or Supply by Name". To the right of the search bar are two green buttons: "+ Custom Supply" and "+ Custom Compound".

Under the search bar, there are "Premade Prescription Lists" with three tabs: "Clinic Presets" (selected), "Favorites", and "Order Sets". Two examples are shown: "Antibiotic Favorite Example" (Amoxicillin Oral Capsule 250 MG Tablet Dispense: 10, Refills: 0) and "Clinic Favorite Example" (Tylenol Oral Capsule 325 MG Capsule Dispense: 30, Refills: 1).

On the right side, there is a section titled "Items to Prescribe (2)" with a "Delete All Items" link. This section contains two medication entries:

- Amoxicillin Oral Tablet 500 MG**: Includes instructions "Take 1 tablet orally, daily for 15 days.", "Dispense: 15 Refills: 0", a warning icon and "Drug/Allergy Interaction(s)", a "MEDICATION" tag, and a "Prescription Benefits" button.
- Bactrim DS Oral Tablet 800-160 MG**: Includes instructions "Take 1 tablet orally, daily for 30 days.", "Dispense: 30 Refills: 0", a "MEDICATION" tag, and a "Prescription Benefits" button.

At the bottom right, there are two buttons: "CANCEL" and "NEXT". The "NEXT" button is highlighted with a green border.

NEW: Save a Draft Prescription

When you add a prescription to Items to Prescribe section, it will be saved as a draft. If you leave the prescription workflow while these items are still listed, you can return to them anytime from the patient landing page by selecting the **Continue Prescription** button.

The screenshot shows the 'Add Prescription' interface. At the top, there's a breadcrumb trail: 'Choose Pharmacy > Add Prescriptions > Review'. Below this is a search bar for 'Search Medication or Supply by Name' and two buttons: '+ Custom Supply' and '+ Custom Compound'. Under 'Premade Prescription Lists', there are tabs for 'Clinic Presets', 'Favorites', and 'Order Sets'. Two examples are shown: 'Antibiotic Favorite Example' (Amoxicillin Oral Capsule 250 MG Tablet Dispense: 10, Refills: 0) and 'Clinic Favorite Example' (Tylenol Oral Capsule 325 MG Capsule Dispense: 30, Refills: 1). The 'Items to Prescribe (2)' section is highlighted with an orange box and contains two items: 'Amoxicillin Oral Tablet 500 MG' and 'Bactrim DS Oral Tablet 800-160 MG'. Each item includes dosage instructions, dispense/refill counts, and a 'Prescription Benefits' button. A 'Delete All Items' link is also present. At the bottom right, there are 'CANCEL' and 'NEXT' buttons.

The screenshot shows the patient landing page for 'Perseus Abingdon'. The patient's DOB is 09/01/2012 and gender is Male. The 'Patient Overview' section shows a 'CONTINUE PRESCRIPTION' button with a notification: 'You have 1 prescription marked as draft'. The 'Patient Information' section includes address (98 Bayview Ave, New Rochelle, NY 10805), phone (347) 654-7751, height (58 inch), weight (75 lb), insurance plan (PRO-NY-12), retail status (Covered), mail order status (Covered), and member ID (PRO-PBM^NY^217754X). The 'Tasks (6)' section is also visible. The 'Perseus's Prescriptions' section has tabs for 'Prescriptions' and 'Self-Reported Medications', a search bar, and a table with columns: Prescription, Quantities, Pharmacy, and Sent By.

Send a Prescription

12. Review prescription details in the list to verify that everything is correct. You can update any prescription by clicking on the edit icon.

13. Click the **Approve & Send** button.

Add Prescription
Choose Pharmacy > Add Medications > Review

Prescription Details	Quantities	Pharmacy	Entered By	Entered On	Status
<input checked="" type="checkbox"/> Adderall , 7.5 MG Tablet Substitutions Allowed Schedule II (Michigan) SIG : Take 1 tablet orally, daily for 30 days. Effective Date : 11/05/2024	Dispense : 30 Refills : 0	CVS # 8095, 26220 CROCKER, HARRISON TWP., MI 48045	undefined undefined View Details		<input checked="" type="checkbox"/> X

[Save As Pending Prescription](#) [Approve & Print](#) [CANCEL](#) [APPROVE & SEND](#)

14. If any outstanding actions need your attention, they will appear in a consolidated **Actions Before Sending** view.

This ensures you can quickly address all requirements before sending the prescription.

Actions Before Sending

Reassignment Actions Needed

One or more of the selected prescriptions were entered by another prescriber. To proceed with 'Approve and Send,' please confirm that you want to reassign them to yourself as the primary prescriber.

Prescription Name & Dosage	Patient	Prescriber
Med 1 (generic), 5 mg Tablets	Patient 1	Prescriber 2
Med 2, 10 mg Capsules	Patient 1	Prescriber 2
Med 3 (generic), 5 mg Tablets	Patient 2	Prescriber 3

1 Confirm to reassign prescriptions to myself as the main prescriber

Update Medication Effective Dates

The following Prescriptions effective dates have expired. Please review the updated effective dates or change to a future effective date for the following prescriptions.

Medication	Expired Effective Date	New Effective Date
Medication 1, 2MG PO Tablet Substitutions allowed, SIG: take twice per day. Dispense: 60, Refills: 2	##/##/2023	<Updated Current Date>
Medication 2, 2MG PO Tablet Substitutions allowed, SIG: take twice per day. Dispense: 60, Refills: 2	##/##/2023	<Updated Current Date>
Medication 3, 2MG PO Tablet Substitutions allowed, SIG: take twice per day. Dispense: 60, Refills: 2	##/##/2023	<Updated Current Date>

Prior-Authorization Required

The following medications you selected to Approve and Send require Prior Authorizations do you want to initiate the Prior Authorization process before sending these prescriptions.

Prescription Name & Dosage	Patient
Med 1 (generic), 5 mg Tablets	Patient 1
Med 2, 10 mg Capsules	Patient 1

X

Final Review & Sign Off

15. Once you have completed all actions, you will be directed to the **Final Review & Sign Off** page. Here, you can review the prescriptions and enter your PIN number.

Final Review & Sign Off



Patient Information: Perseus Abingdon

DOB: 09/01/2012 Address: 98 Bayview Ave New Rochelle, NY
MRN: 10805
Phone: (347) 654-7751

Prescriber: Clinician, Prescriber

Supervisor:

Please check this controlled substance within your state(s) PDMP: <https://pdmp.wi.gov/>

Controlled Substances (1)

Please review the following controlled substances below that will be signed off and sent for this patient.

Prescription ↑↓	Designation	Quantities	Day Supply	Prescriber Address	
Adderall XR Oral Capsule Extended Release 24 Hour 10 MG Substitutions Allowed Capsules SIG: Take 1 orally, for 30 days Effective Date: Mar 3, 2026 Date Written: Mar 3, 2026	Schedule II (New York) DEA #: WS8463215	Dispense: 30 Refills: 0	30	123 sample st Waltham, WI 06542	×

Final Actions for Sign Off

1. Enter PIN Number and Sign

Ready to Sign Prescription(s)*

PIN Number

Input your 4-digit PIN number.

[Update your PIN Number](#)

CONFIRM AND SIGN & SEND

2. DUO Two-Factor Authentication

DUO Authentication

15. After you've entered your PIN, you will be asked to complete **DUO Authentication** through the DUO mobile app. A push notification will be sent to your app. Simply open the notification and follow the on-screen prompts to finalize the authentication and send your prescription.

If your DUO push notification fails, you have two options:

- Click the **Resend DUO Notification** button to initiate the push notification again.
- Click **Use a One-Time Passcode** to enter the 6-digit TFA code found in your DUO mobile app.

Final Actions for Sign Off

✔ Step 1 Completed

2. DUO Two-Factor Authentication

Open notifications from the DUO App on your phone and complete the instructions to finish sending your prescriptions.

🔄 Check DUO on phone for authentication...

CANCEL

RESEND DUO NOTIFICATION

Issues Logging In with DUO Push?

[Use a One Time Passcode instead](#)

Prescription Status

16. Once authentication is complete, you will be automatically navigated to the patient's **Prescriptions** section, allowing you to check the prescription status and confirm its delivery.

Perseus's Prescriptions

Prescriptions | Self-Reported Medications

Search medication or prescriber View Inactive Medications

Prescription	Quantities	Pharmacy	Sent By	Sent On	Status		
Xanax Oral Tablet 0.5 MG Substitutions Allowed 30 day supply Sig: Take 1 tablet orally, daily for 30 days. Effective Date: 12/06/2024	Dispense: 30 Refills: 0	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 6, 2024 9:09 PM MST	Active Pharmacy Verified	:	×
First Aid Kits Combination Kit Substitutions Allowed Sig: Use as needed Effective Date: 12/06/2024	Dispense: 2 Refills: 30	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 6, 2024 9:03 PM MST	Active Pharmacy Verified	:	×
NanoVM Adult Oral Powder Substitutions Allowed 30 day supply Sig: Take 1 gram orally, daily for 30 days. Effective Date: 12/05/2024	Dispense: 30 Refills: 0	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 5, 2024 7:46 PM MST	Active Pharmacy Verified	:	×