

EPCS Service Change

1. Call HST to schedule an update to Version 12.
2. Provide HST the name, cell phone number and NPI # of the provider(s).
3. If you have Duo Mobile already installed on your cell phone, skip to step 5.
4. Download the free Duo Mobile App from the App Store.
*****Important*** DO NOT set-up an account when prompted by the Duo app.**



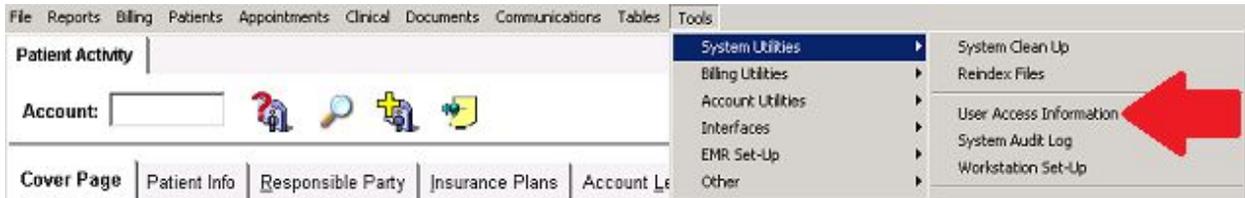
5. Notify HST that you have downloaded the app.
6. Wait for a text message from Duo which will include a link. Clicking on the link will setup your account.



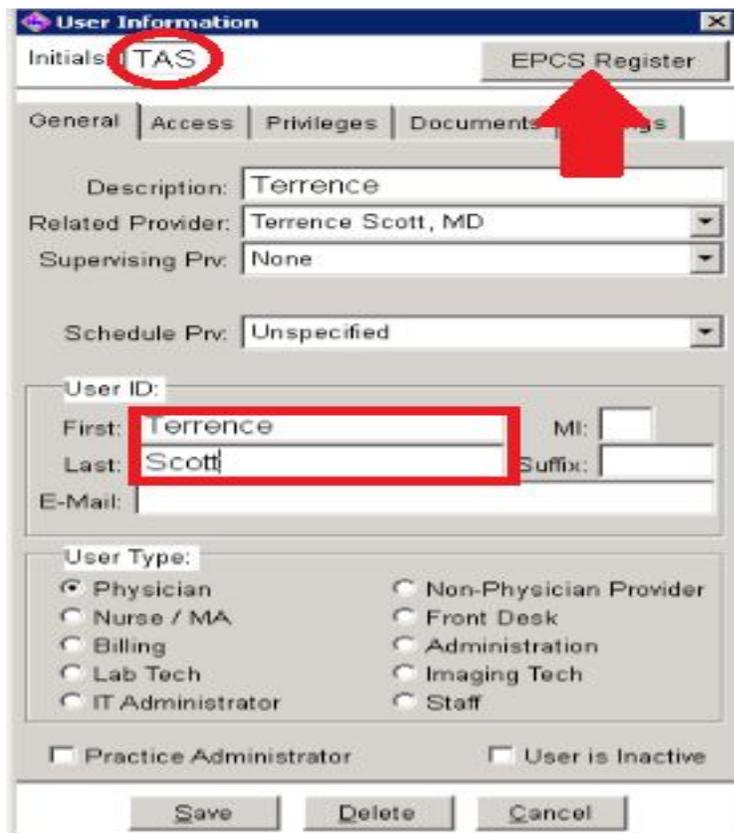
7. HST will notify you when to proceed with LAC Verification.

LAC Verification

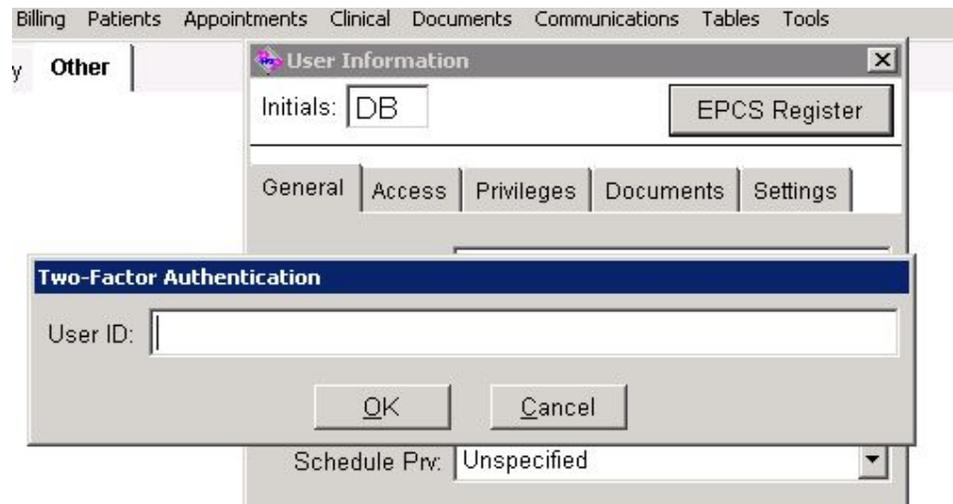
1. Sign into PMP under **practice administrators' login**, not the physicians.
2. Choose, Tools, System Utilities, **User Access Information**.



3. From User information window, find the provider in **Initials** field.
4. Enter first and last name of provider.
5. Click on **ECPS Register** button.

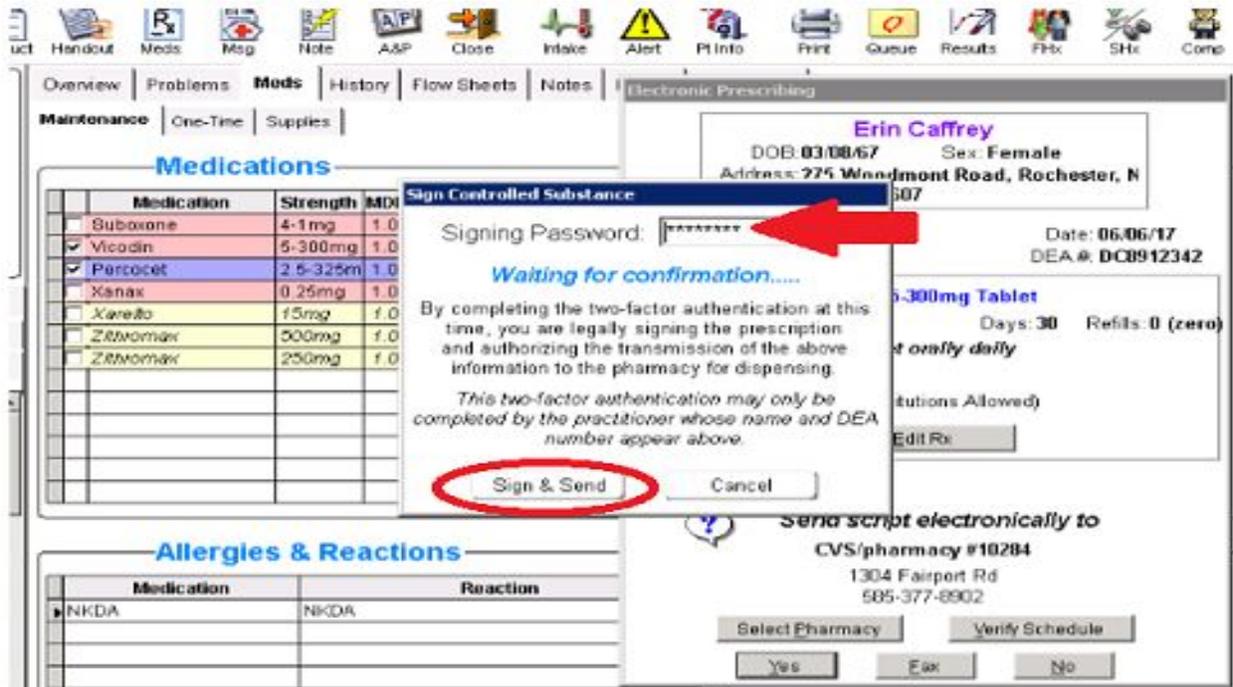
A screenshot of the 'User Information' window. The 'Initials' field contains 'TAS' and is circled in red. The 'ECPS Register' button is highlighted with a red arrow. The window has tabs for 'General', 'Access', 'Privileges', 'Documents', and 'Forms'. The 'Description' field contains 'Terrence'. The 'Related Provider' dropdown shows 'Terrence Scott, MD'. The 'Supervising Prv.' dropdown shows 'None'. The 'Schedule Prv.' dropdown shows 'Unspecified'. The 'User ID' section has 'First: Terrence' and 'Last: Scott' highlighted with a red box. The 'User Type' section has 'Physician' selected. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons.

6. From the **Two- Factor Authentication** window, enter personal NPI# into User ID field.



7. Next time the provider logs in, they will be asked if LAC was requested.
8. Choose **Yes** to proceed.
9. A message will be sent to the provider's cell phone confirming they want to register. Choose **Approve**.

From the **Sign Controlled Substance** window, enter your system password. Click on **Sign & Send**.



You will receive a pop up confirmation that script has been sent for signing to the provider's phone.

Provider must review and approve script **within 60 seconds** from phone. Page will automatically present:



Clicking Approve will complete the process. Provider will see message successfully signed in PMP and script will be forwarded to pharmacy.