



# LAC (Logical Access Control) Deactivation and Reactivation Guide

Updated: 08/22/2021

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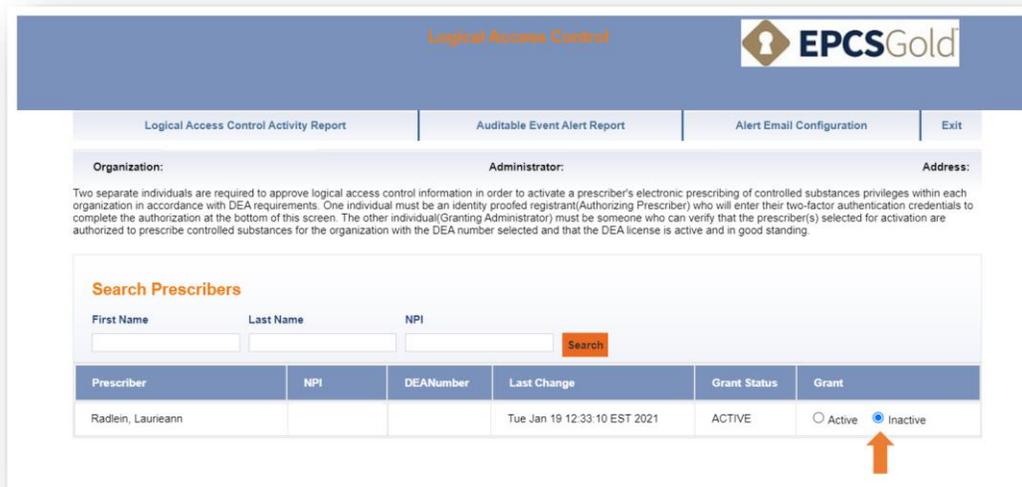
## EPCS Logical Access Control (LAC) Deactivation

Please create an admin account who is an individual who knows the provider and not the provider themselves. This individual can be a son, daughter, neighbor, spouse, or significant other as long as they know the provider and are over the age of 18. This step must be completed before accessing Logical Access Control or LAC.

The designated practice administrator must authorize a provider for EPCS and change the provider's grant status to active by logging in to their Rcopia account. In order to successfully complete this step, the designated administrator and the provider should be at the computer together because the provider will need to enter in their passphrase and token information.

**Please Note:** An administrator should have been designated during implementation, but if you are unsure of who the practice administrator is, please refer back to your EMR/EHR.

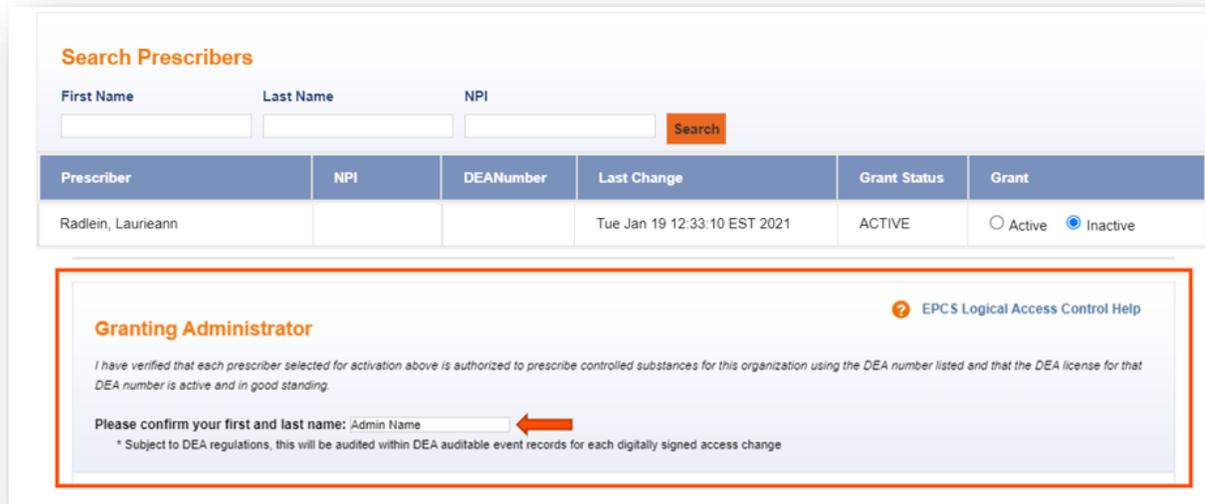
1. The administrator will need to toggle the EPCS grant to **Inactive** under the **Grant** column to disable prescribing ability for any providers.



The screenshot shows the 'Logical Access Control' interface for EPCS Gold. It includes navigation tabs for 'Logical Access Control Activity Report', 'Auditable Event Alert Report', 'Alert Email Configuration', and 'Exit'. Below these are fields for 'Organization:', 'Administrator:', and 'Address:'. A 'Search Prescribers' section contains input fields for 'First Name', 'Last Name', and 'NPI', along with a 'Search' button. A table below lists prescribers with columns for 'Prescriber', 'NPI', 'DEANumber', 'Last Change', 'Grant Status', and 'Grant'. The 'Grant' column for 'Radlein, Laurieann' shows 'Active' and 'Inactive' radio buttons, with 'Inactive' selected and highlighted by an orange arrow.

Prescriber	NPI	DEANumber	Last Change	Grant Status	Grant
Radlein, Laurieann			Tue Jan 19 12:33:10 EST 2021	ACTIVE	<input type="radio"/> Active <input checked="" type="radio"/> Inactive

- Once the administrator has changed the EPCS grant to **Inactive**, they will need to enter their (the designated practice administrator's) first and last name into the **Granting Administrator** section exactly as it appears on the administrator's account.



**Search Prescribers**

First Name Last Name NPI

Prescriber	NPI	DEANumber	Last Change	Grant Status	Grant
Radlein, Laurieann			Tue Jan 19 12:33:10 EST 2021	ACTIVE	<input type="radio"/> Active <input checked="" type="radio"/> Inactive

**Granting Administrator** [EPCS Logical Access Control Help](#)

*I have verified that each prescriber selected for activation above is authorized to prescribe controlled substances for this organization using the DEA number listed and that the DEA license for that DEA number is active and in good standing.*

Please confirm your first and last name: Admin Name  

\* Subject to DEA regulations, this will be audited within DEA auditable event records for each digitally signed access change

- Then, the provider will need to identify themselves on the LAC screen by entering in their NPI number. Normally, the practice administrator will be completing this step with the provider currently being activated. In the event that the provider is not available, the validating provider can be any provider that has an EPCS Status of **ENROLLED**. This could be the provider currently being activated, another provider within the practice, **or** a provider at any practice who is **ENROLLED** with EPCS Gold.
- Finally, the provider will choose the OTP token they wish to use from the dropdown box, enter his/her passphrase, and enter the OTP from the token.



**Authorizing Prescriber**

**JOHN DOE** Enter NPI:

By entering your two-factor authentication details above, you are agreeing to change access for the prescribers and locations listed above. This transaction will be digitally signed.

Choose your Device from list   Enter your signing passphrase   Enter the pin from your OTP token    Show Clear Text

## EPCS Logical Access Control (LAC) Activation

1. Next, the administrator will need to toggle the EPCS grant to **Active** under the **Grant** column for any providers that need authorization to electronically prescribe controlled substances.



Logical Access Control

EPCS Gold

Logical Access Control Activity Report | Auditable Event Alert Report | Alert Email Configuration | Exit

Organization: DrFirst Inc Administrator: Address:

Two separate individuals are required to approve logical access control information in order to activate a prescriber's electronic prescribing of controlled substances privileges within each organization in accordance with DEA requirements. One individual must be an identity proofed registrant (Authorizing Prescriber) who will enter their two-factor authentication credentials to complete the authorization at the bottom of this screen. The other individual (Granting Administrator) must be someone who can verify that the prescriber(s) selected for activation are authorized to prescribe controlled substances for the organization with the DEA number selected and that the DEA license is active and in good standing.

**Search Prescribers**

First Name Last Name NPI Search

Prescriber	NPI	DEANumber	Last Change	Grant Status	Grant
BEST, WAYNE			Mon Jul 20 12:53:50 EDT 2020	DEACTIVATED	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

2. Once the administrator has changed the EPCS grant to **Active**, they will need to enter their (the designated practice administrator's) first and last name into the **Granting Administrator** section exactly as it appears on the administrator's account. This acknowledges that the administrator confirms the provider has valid licenses.

**Search Prescribers**

First Name:  Last Name:  NPI:

Prescriber	NPI	DEANumber	Last Change	Grant Status	Grant
BEST, WAYNE			Mon Jul 20 12:53:50 EDT 2020	DEACTIVATED	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

**Granting Administrator** EPCS Logical Access Control Help

*I have verified that each prescriber selected for activation above is authorized to prescribe controlled substances for this organization using the DEA number listed and that the DEA license for that DEA number is active and in good standing.*

Please confirm your first and last name: Admin Name  

\* Subject to DEA regulations, this will be audited within DEA auditable event records for each digitally signed access change

- Then, the provider will need to identify themselves on the LAC screen by entering in their NPI number. Normally, the practice administrator will be completing this step with the provider currently being activated. In the event that the provider is not available, the validating provider can be any provider that has an EPCS Status of **ENROLLED**. This could be the provider currently being activated, another provider within the practice, **or** a provider at any practice who is **ENROLLED** with EPCS Gold.
- Finally, the provider will choose the OTP token they wish to use from the dropdown box, enter his/her passphrase, and enter the OTP from the token.

**Authorizing Prescriber**

**JOHN DOE** Enter NPI:

By entering your two-factor authentication details above, you are agreeing to change access for the prescribers and locations listed above. This transaction will be digitally signed.

Choose your Device from list:  Latitude Laptor

Enter your signing passphrase:

Enter the pin from your OTP token:    
 Show Clear Text

- Once the fields have been filled, the provider will click **Authorize**. This will activate their EPCS grant, and they can begin electronically prescribing controlled substances.

6. If necessary, it is possible for the administrator to see the history of providers that have gone through this process via the **Logical Access Control Activity Report**.



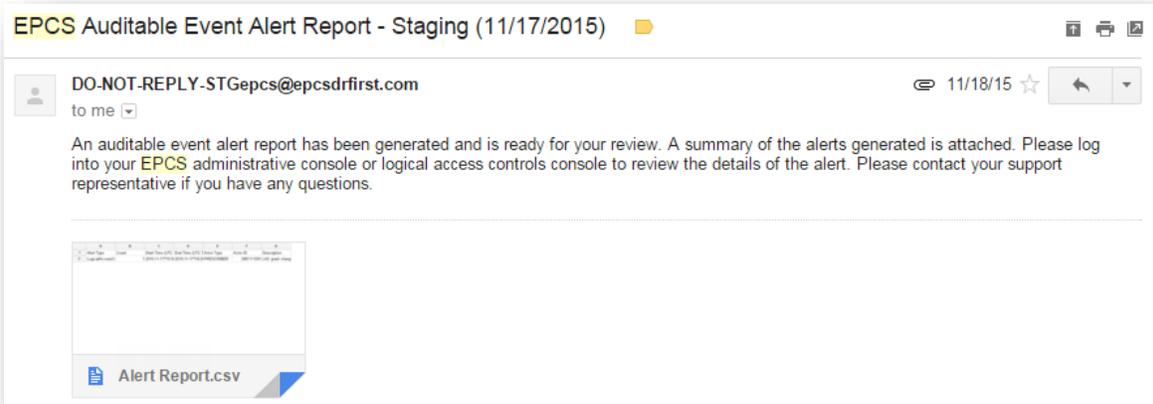
## Auditable Event Alerts

Any time there is a grant status change, meaning a provider's grant status has changed from **Inactive** to **Active** or vice versa, an automatic report is generated and sent to the provider's email. Per DEA requirements, this report is sent for a provider to have for auditing purposes.

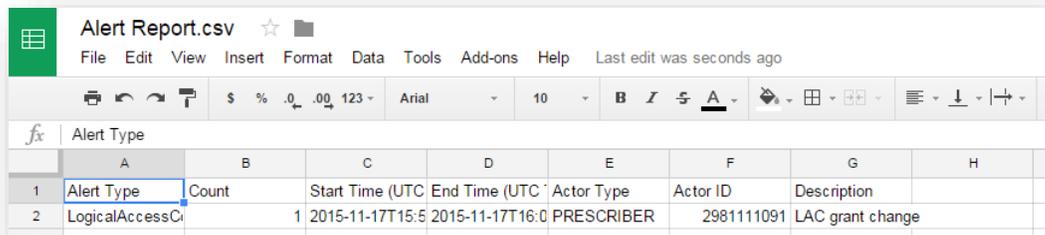
Within the Logical Access Control (LAC) screen, an administrator can view the **Auditable Event Alert Report** from the top toolbar. Additionally, the **Logical Access Control Activity Report** shows LAC activity. An administrator is able to add other users to receive the **Auditable Event Alert Report** by clicking on **Alert Email Configuration** and adding emails.



Below is a screenshot of the email a provider will receive.



A sample of the CSV file attached to the above email is shown below.



	A	B	C	D	E	F	G	H
1	Alert Type	Count	Start Time (UTC)	End Time (UTC)	Actor Type	Actor ID	Description	
2	LogicalAccessCr	1	2015-11-17T15:5	2015-11-17T16:0	PRESCRIBER	2981111091	LAC grant change	

## Frequently Asked Questions (FAQs)

### What happens if I forget my passphrase and cannot answer my security question?

If the passphrase is forgotten and cannot be reset, your account will be DISABLED, and you will be required to complete EPCS onboarding again. We strongly recommend that the passphrase and security question / answer are written down to be stored in a secure location. DrFirst cannot reset a passphrase. The passphrase can only be reset by correctly answering your security question.