DrFirst
Unite the Healthiverse™

EPCSGold℠

LAC (Logical Access Control) Deactivation and Reactivation Guide

Updated: 08/22/2021

WWW.DRFIRST.COM | 866.263.6511

Corporate Headquarters: 9420 Key West Ave., Suite 101 | Rockville, MD 20850
West Coast Office: 1640 South Stapley Dr., Suite 122 | Mesa, AZ 85204
Satellite Office: 12410 Milestone Center Dr., Suite 250 | Germantown, MD 20876

Table of Contents

EPCS Logical Access Control (LAC) Deactivation 3
EPCS Logical Access Control (LAC) Activation..... 5
Auditable Event Alerts..... 7
Frequently Asked Questions (FAQs)..... 8

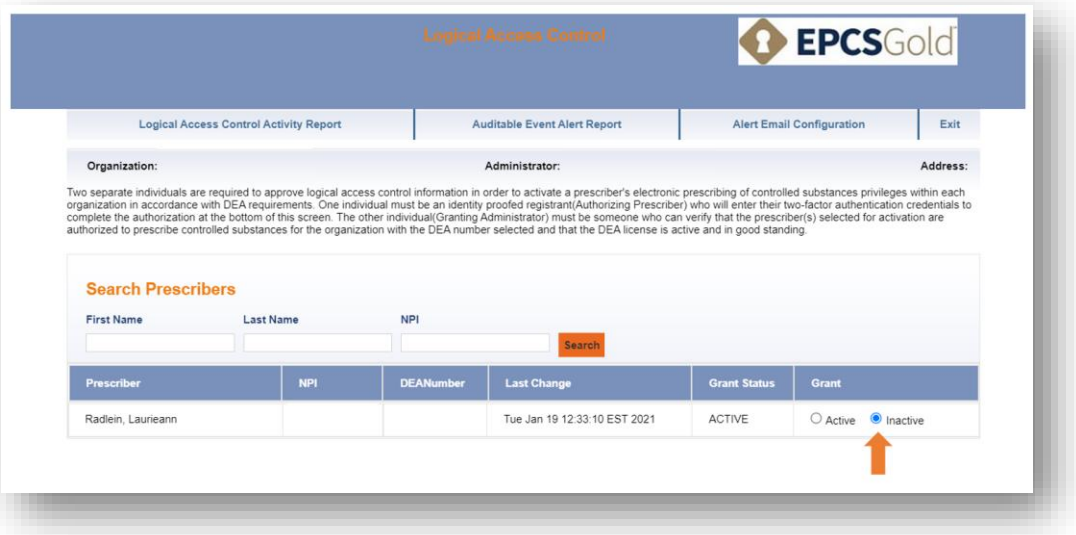
EPCS Logical Access Control (LAC) Deactivation

Please create an admin account who is an individual who knows the provider and not the provider themself. 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.

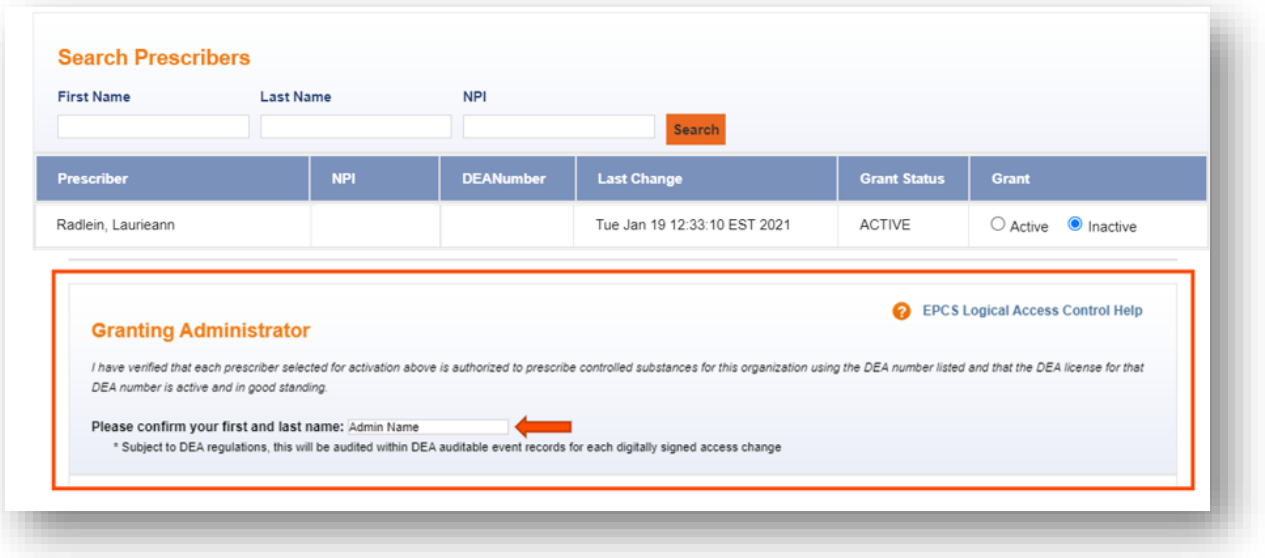
The designated practice administrator must authorize a provider for EPCS and change the provider's grant status to active by logging in to their Rcopia account. In order to successfully complete this step, the designated administrator and the provider should be at the computer together because the provider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



2. 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.

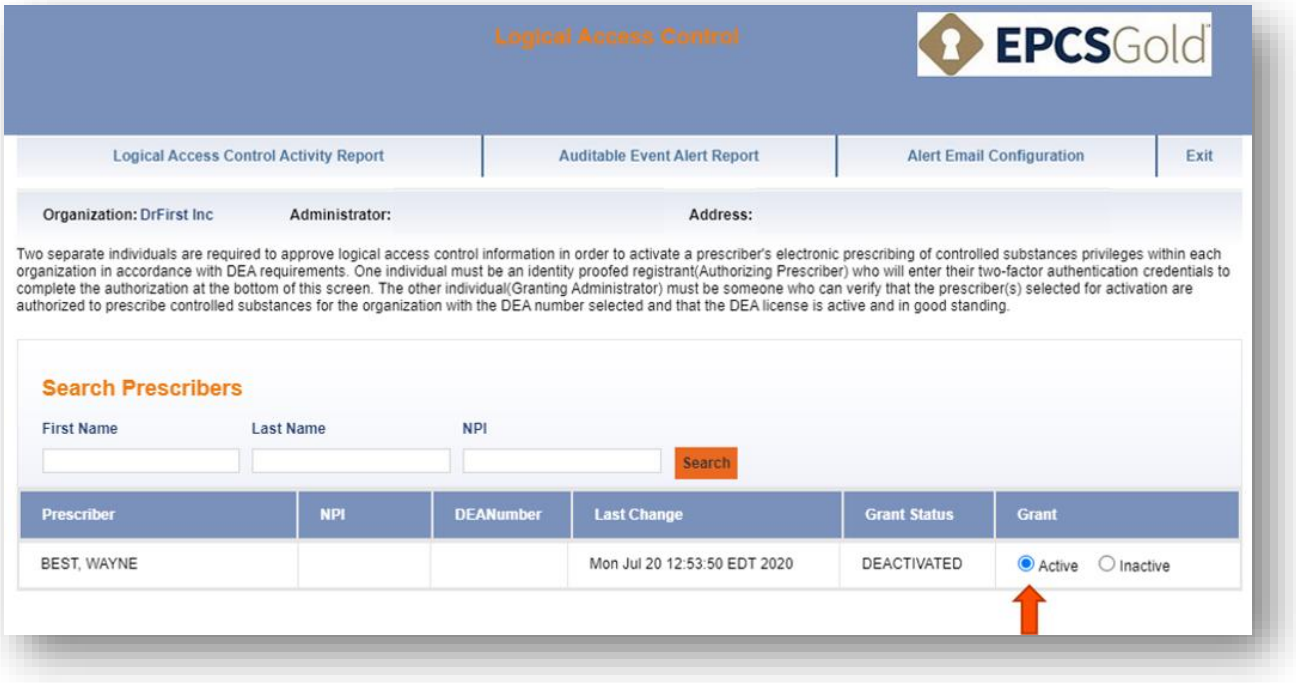


3. Then, the provider will need to identify themselves on the LAC screen by entering in their NPI number. Normally, the practice administrator will be completing this step with the provider currently being activated. In the event that the provider is not available, the validating provider can be any 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.

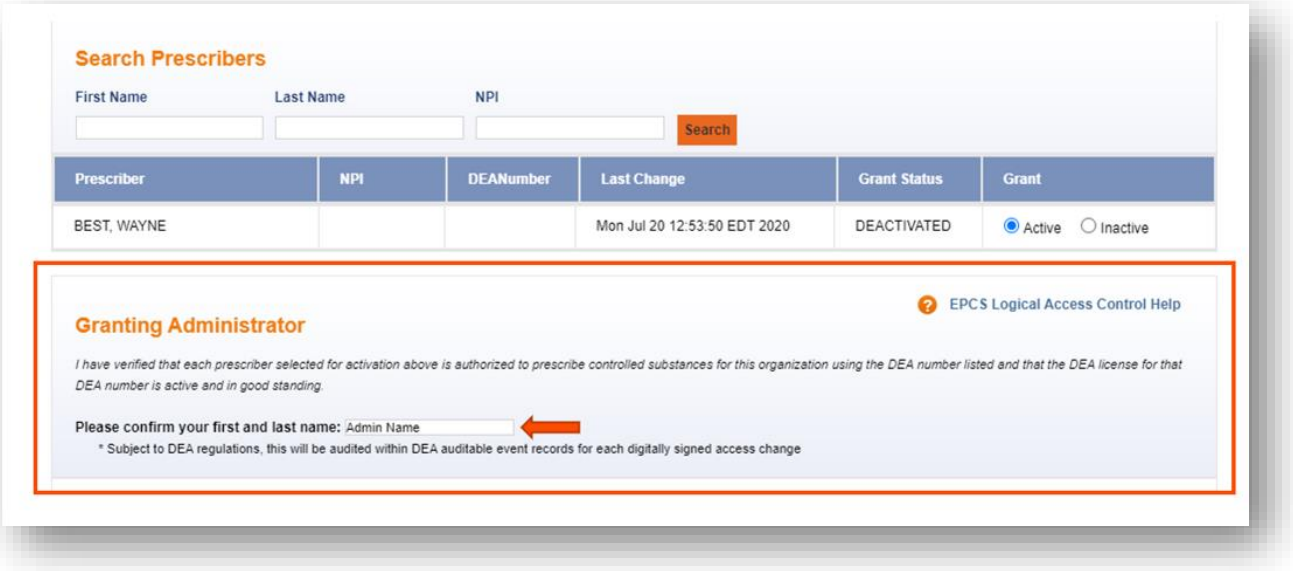
4. Finally, the provider will choose the OTP token they wish to use from the dropdown box, enter his/her passphrase, and enter the OTP from the token.

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.



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.



3. 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.

4. 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.

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

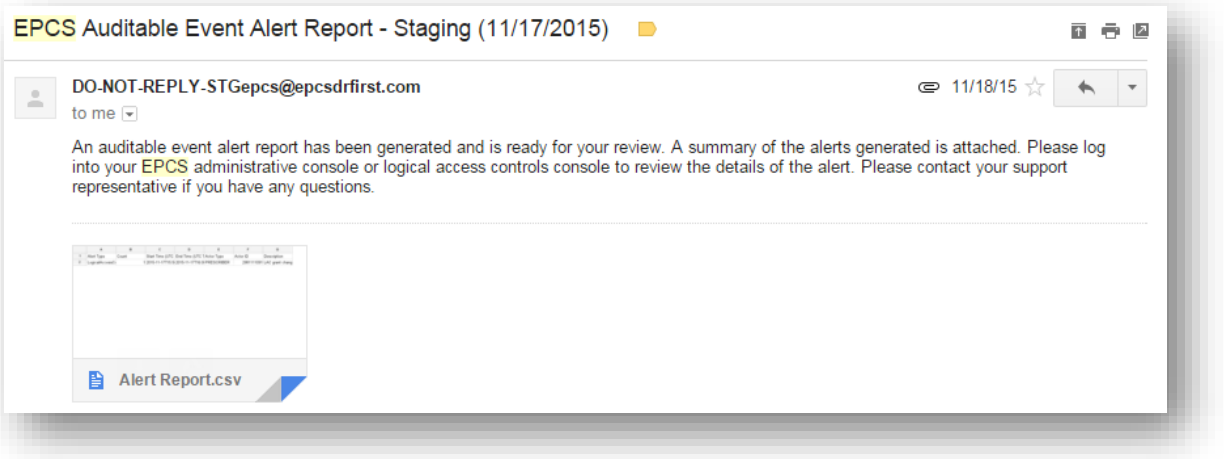
6. If necessary, it is possible for the administrator to see the history of providers that have gone through this process via the **Logical Access Control Activity Report.**

Auditable Event Alerts

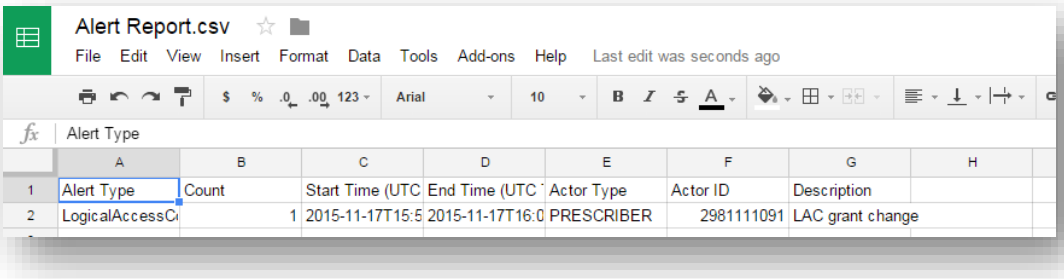
Any time there is a grant status change, meaning a provider's grant status has changed from **Inactive** to **Active** or vice versa, an automatic report is generated and sent to the provider's email. Per DEA requirements, this report is sent for a provider to have for auditing purposes.

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.



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.