

Set up e-prescribing

Get each prescriber able to send prescriptions electronically: what Setup checks, the details each prescriber needs, and the extra steps for controlled substances.

Setup guide · For Owners, Providers, Managers · aminova.health/university/e-prescribing-setup

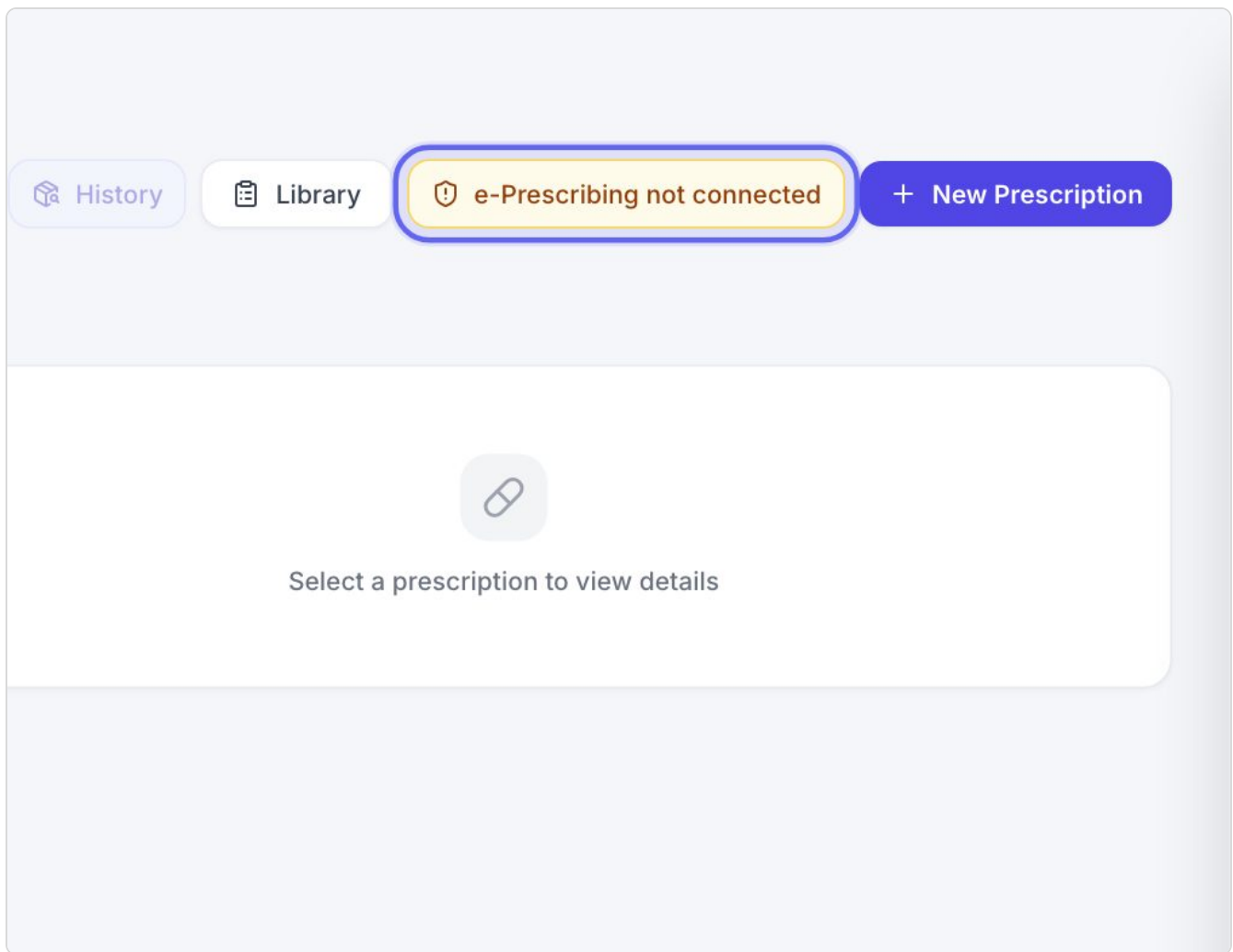
1. WHAT E-PRESCRIBING NEEDS

Before a prescription can be sent electronically, three things must be true. Your clinic is connected to the e-prescribing network. Each prescriber is registered on it. And each prescriber's details are in Aminova.

Controlled substances need more: a DEA number (the federal registration for prescribing them), the prescriber's own identity check and second factor, and a second person at the practice who approves them. Everything that isn't a controlled substance can be prescribed without those.

2. OPEN E-PRESCRIBING SETUP

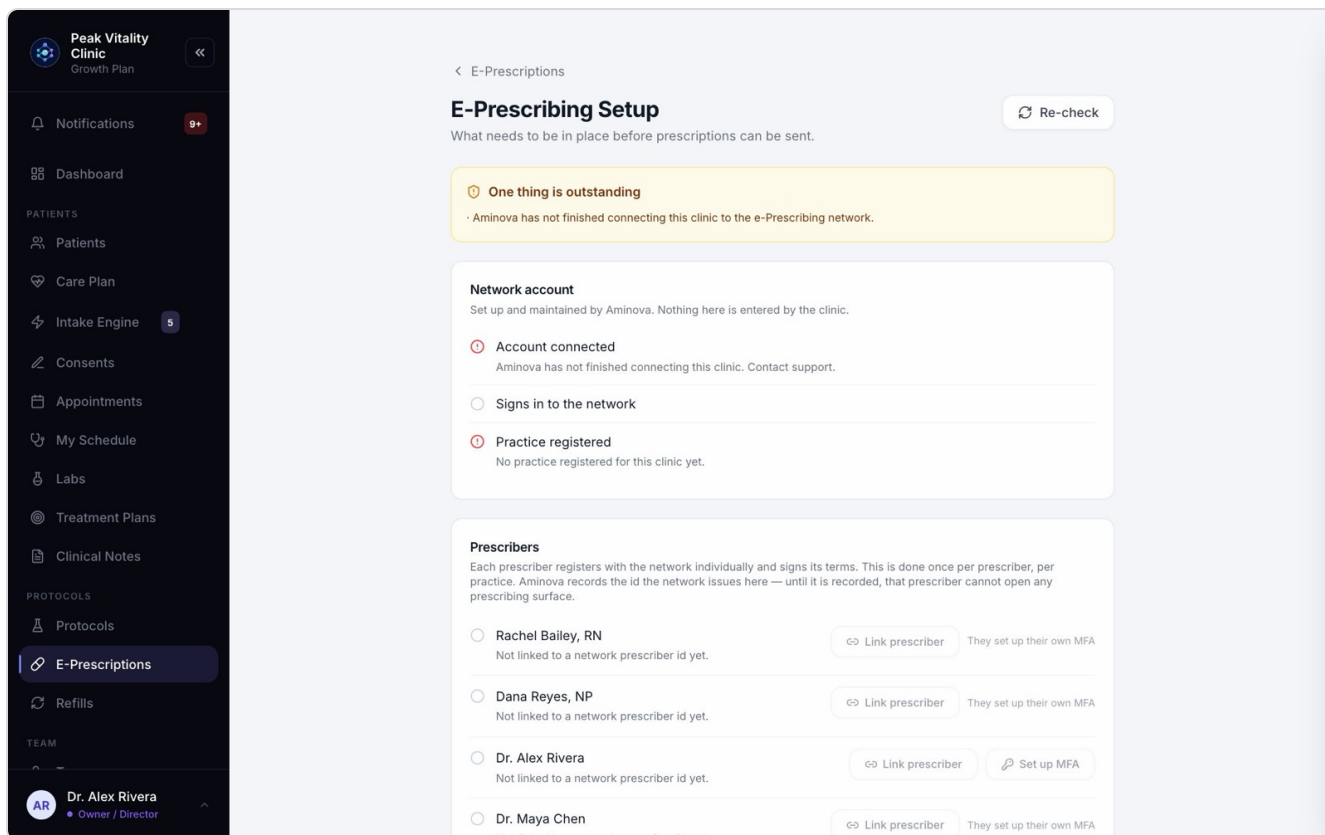
1. Go to **E-Prescriptions** in the sidebar.
2. Click **Setup** at the top right. Until your clinic is connected, the button reads **e-Prescribing not connected**.
3. The button shows for people who can prescribe.



The Setup button, at the top of E-Prescriptions. Here it reads e-Prescribing not connected.

3. READ WHAT IS OUTSTANDING

1. The top of **E-Prescribing Setup** lists anything still outstanding, in plain words.
2. When nothing is, it says “Nothing outstanding was found. Prescriptions can be sent.”
3. Down the page, a green check means done, a red mark means not done, and a gray circle means it isn’t known yet.
4. Press **Re-check** after anything changes.



E-Prescribing Setup: what is outstanding, then each part of the setup.

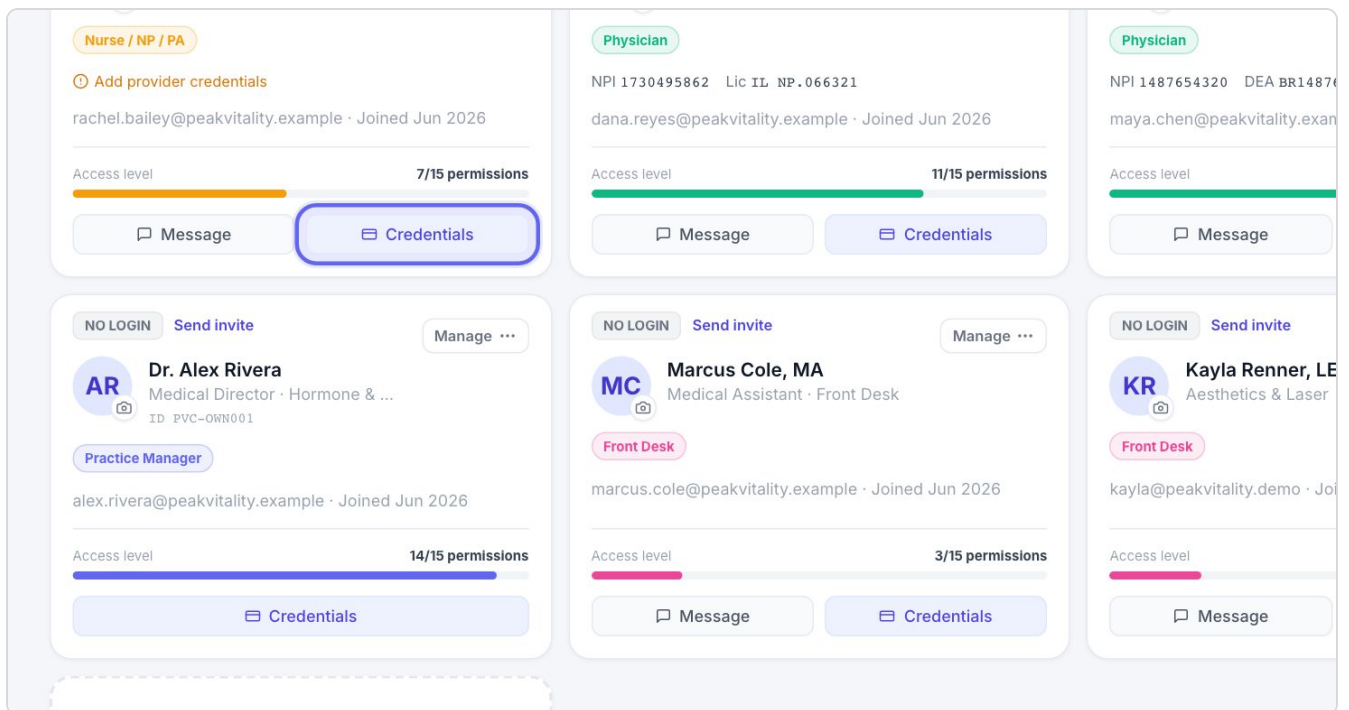
4. THE NETWORK ACCOUNT

Aminova sets up and looks after your clinic's account on the e-prescribing network. Nothing in the **Network account** box is entered by the clinic.

It has three rows: **Account connected**, **Signs in to the network** and **Practice registered**. If one is red, contact Aminova support.

5. ADD EACH PRESCRIBER'S DETAILS

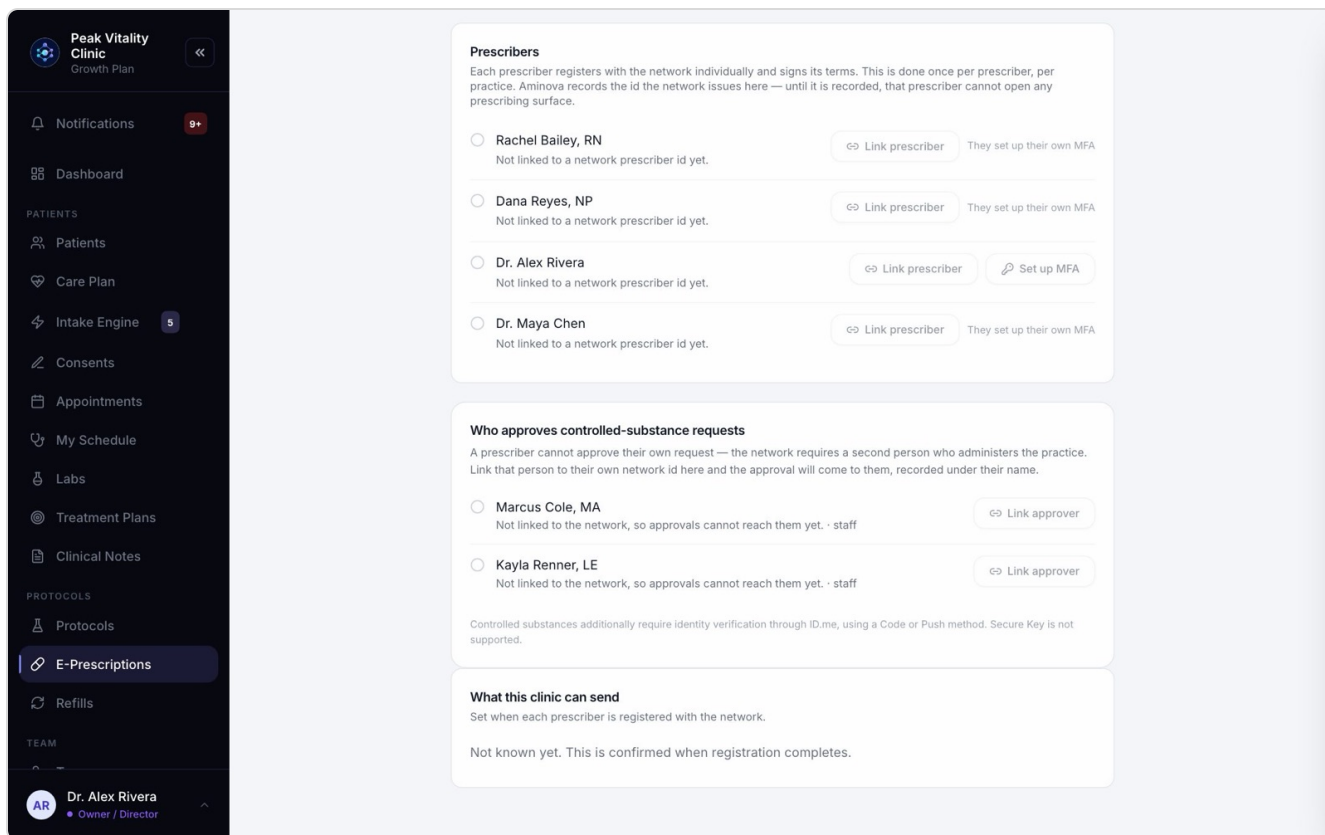
1. Go to **Team** and click **Credentials** on the prescriber's card.
2. Enter their 10-digit **NPI** (national provider number) and press **Verify** to check it against the national registry. If there is no NPI box, tick **Sees patients** first.
3. For controlled substances, add their **DEA Number**.
4. Add their **State License #**, **License Expiry** and **Licensed States**. Prescribing to a patient in a state they aren't licensed in is blocked.
5. Press **Save**.



Each team member's card has a Credentials button.

6. LINK EACH PRESCRIBER TO THE NETWORK

1. Each prescriber registers with the e-prescribing network and signs its terms, once per practice. The network then gives them an id.
2. Aminova records that id for you. An owner can also record it: under **Prescribers**, press **Link prescriber**.
3. Type the **Network prescriber id** and press **Check and save**. It is checked with the network first. An id the network doesn't know is refused, never saved.
4. If the network account doesn't match the person, you are told, and **Link anyway** appears. Use it only if you are sure.
5. These buttons wait until the network account is connected.



Prescribers: one row each, with what they still need.

7. CHECK EACH PRESCRIBER IS READY

1. A green check beside a name means that prescriber can send prescriptions.
2. A prescriber who isn't linked yet says "Not linked to a network prescriber id yet."
3. Under a ready prescriber, **Controlled substances: ready** means they can send those too.
4. **Controlled substances: not yet** lists what is missing. Everything else can still be prescribed in the meantime.

8. CONTROLLED SUBSTANCES: WHAT IS NEEDED

1. Your clinic's registration must include controlled substances. Aminova arranges this with the network. It shows under **What this clinic can send** as **Controlled substances (EPCS)**, short for electronic prescribing of controlled substances.
2. The prescriber's **DEA Number** must be on file.
3. The prescriber must verify their identity and set up a second factor: a second sign-in step, by code or push, that proves it is really them.
4. Someone else at the practice must approve them. A prescriber can never approve themselves.

9. THE PRESCRIBER SETS UP THEIR OWN SECURITY

1. The prescriber signs in to Aminova as themselves and opens **E-Prescriptions**, then **Setup**.

2. On their own row, they press **Set up MFA**. Nobody can do this for someone else. Other people's rows say "They set up their own MFA."
3. The **Set Up MFA** window walks them through verifying their identity. It needs a verified identity account set to the Code or Push method. Secure Key does not work.
4. Closing the window doesn't prove it worked. Press **Re-check** to see.

10. CHOOSE WHO APPROVES

1. Under **Who approves controlled-substance requests** are the staff who don't prescribe, like a practice manager.
2. An owner presses **Link approver**, types **Their network user id**, and presses **Check and save**.
3. The id must belong to an administrator of your practice on the network, or it is refused.
4. The approver also needs the permission to approve controlled-substance requests. By default, the **Owner / Director, Practice Manager and Nurse / NP / PA** roles have it.

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Protocols

E-Prescriptions

Refills

TEAM

Dr. Alex Rivera
Owner / Director

Prescribers
Each prescriber registers with the network individually and signs its terms. This is done once per prescriber, per practice. Aminova records the id the network issues here — until it is recorded, that prescriber cannot open any prescribing surface.

☐ Rachel Bailey, RN Not linked to a network prescriber id yet.	Link prescriber	They set up their own MFA
☐ Dana Reyes, NP Not linked to a network prescriber id yet.	Link prescriber	They set up their own MFA
☐ Dr. Alex Rivera Not linked to a network prescriber id yet.	Link prescriber	Set up MFA
☐ Dr. Maya Chen Not linked to a network prescriber id yet.	Link prescriber	They set up their own MFA

Who approves controlled-substance requests
A prescriber cannot approve their own request — the network requires a second person who administers the practice. Link that person to their own network id here and the approval will come to them, recorded under their name.

☐ Marcus Cole, MA Not linked to the network, so approvals cannot reach them yet. - staff	Link approver
☐ Kayla Renner, LE Not linked to the network, so approvals cannot reach them yet. - staff	Link approver

Controlled substances additionally require identity verification through ID.me, using a Code or Push method. Secure Key is not supported.

What this clinic can send
Set when each prescriber is registered with the network.

Not known yet. This is confirmed when registration completes.

Who approves controlled-substance requests: the second person, linked here.

11. APPROVE THE REQUEST

1. When a prescriber is waiting and the approver is signed in to Aminova, a window appears on its own: **Controlled-substance approval needed**.
2. It lists the prescribers waiting. The approver presses **Approve** or **Deny** for each.
3. Approving confirms they know this person and that they are who they say they are. It is recorded against the approver's name.

4. A prescriber sees their own request in the list, but can't approve it. **Not now** closes the window until the next sign-in.

12. CHECK IT IS DONE

Back on **E-Prescribing Setup**, press **Re-check**. The prescriber's row now reads **Controlled substances: ready**.

From then on, signing a controlled substance also asks for the prescriber's second factor.

Tip. Setup never guesses. Anything it can't confirm shows as a gray circle, not a green check.