# Resident E-Prescribing Request Process

## Summary

The Program Coordinator team is responsible for ensuring that Residents meet all credentialing, training, and security requirements before they can obtain e-prescribing access in CareConnect. This SOP is to ensure a resident meets all the requirements and is granted e-prescribing access as soon as requirements are met.

## PECOS Enrollment:

Create a ticket for the Physician Billing Office to begin the PECOS enrollment process:

1. Go to: https://mednet.uclahealth.org/
2. Select "Submit an IT service request"
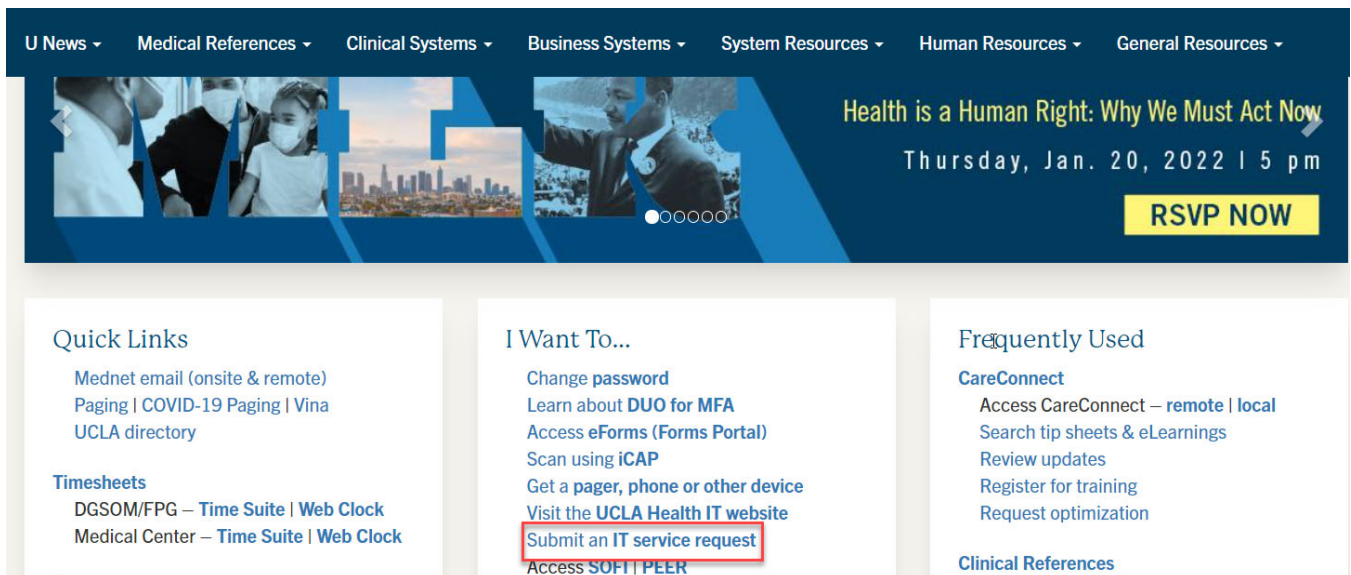


3. Please indicate on the ticket the request is for e-prescribing access and add the below information..

   *Short Description:* **Enroll Request into PECOS**

   *Description:* (copy and paste these questions and answer them)

   Assign ticket to "PBO Provider Enrollment" assignment group

   Please start the PECOS enrollment process for the following residents:

   - Name of the provider
   - NPI number

- CC ID number (PID is the same as the pager number and both are in MedHub)
- Practice address, phone and fax number
- DEA number
- Medical license number

## Adding the DEA Number to Residents:

1. Go to: https://mednet.uclahealth.org/
2. Select "Submit an IT service request"



3. Fill out the Resident E-Prescribing Request form for each resident.



Resident
E_Prescribing Request

4. Fill out the ticket with the verbiage below, attach the Resident E-Prescribing Request form and click submit:

*Short Description:* **Add DEA to Residents**

*Description:* (copy and paste these questions and answer them)

Assign ticket to "CC SER" assignment group

Please update the residents in the attachment with the DEA number

Once UCLA receives electronic verification that the provider is enrolled in PECOS the provider will fall onto a report for the SER team.

Sometimes the resident and or PBO will receive notification that the resident has been enrolled in PECOS before CMS updates the report the SER team receives.

Allow at least one week from the time the resident/PBO receives notification before contacting the SER team.

If after 1 week the resident cannot e-prescribe, create a ticket in ServiceNow for the CC SER team to investigate the issue.