

# Important Notice – Facility EPCS Registration

Hospitals can now register the facility's certified *Electronic Prescribing of Controlled Substance* (EPCS) software application(s) with the Department of Health, Bureau of Narcotic Enforcement (BNE), **online** through the Health Commerce System (HCS). This new online application called ROPES: Registration for Official Prescriptions and E-prescribing Systems can only be accessed by the HCS Coordinator for the hospital.

This application allows the hospital to renew their registration for the Official Prescription Program and register their certified electronic prescribing software application(s) for controlled substances. To complete the facility EPCS registration, the hospital must upload a Comma-Separated-Values (CSV) file that contains the name of the certified EPCS software application(s) and the practitioners authorized to access the facility's certified EPCS software application(s). Below you will find the file specifications for the CSV file and the "*Frequently Asked Questions*" regarding ROPES.

The facility's certified EPCS software application(s) must be registered with BNE **after** the hospital has completed ALL three of the following:

1. Implementation of the facility's certified EPCS software application(s) into production;
2. Identity proofing of the practitioners included on the CSV file; and
3. Issuing of the two-factor authentication credentials to the practitioners included on the CSV file.

Once all three of these steps are completed, the HCS Coordinator of the hospital can complete the facility EPCS registration using ROPES.

## How to access ROPES:

1. Login to the Health Commerce System at <https://commerce.health.state.ny.us/>
2. Select "My Content" at the top of the page
3. Scroll down and select "All Applications"
4. Scroll over and select "R"
5. Scroll down and select ROPES

Additional information regarding electronic prescribing of controlled substances may be found at the following link: [http://www.health.ny.gov/professionals/narcotic/electronic\\_prescribing/](http://www.health.ny.gov/professionals/narcotic/electronic_prescribing/)

Should you have any questions about ROPES, please contact BNE by email at [narcotic@health.ny.gov](mailto:narcotic@health.ny.gov) or by phone at 866-811-7957, Option 1.

## File Upload Specifications – Facility EPCS Registration

The facility must **ANNUALLY** upload a comma-separated-values (CSV) file containing the practitioners authorized to access the facility's certified EPCS software application(s) and each certified EPCS software application the practitioner will use within the facility. A practitioner should be listed more than once on the file if that practitioner uses more than one certified EPCS software application at that facility. Facilities are required to keep this file updated during the year and should be available upon request from BNE.

### The CSV file must contain:

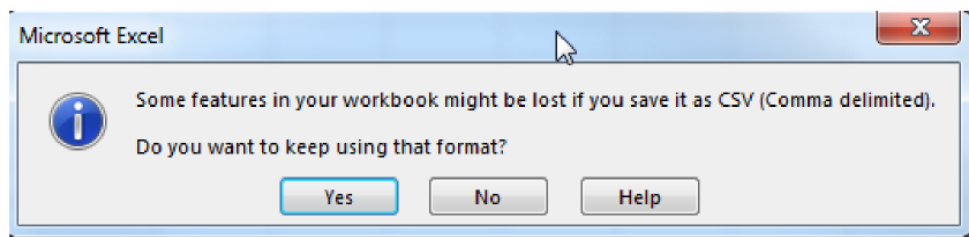
- Each record should contain four fields of data in the required format:
  - Practitioner's NYS DEA Registration Number
  - Name of Software Application Provider
  - Name of Certified EPCS Software Application
  - Software Version
- The practitioner's DEA registration number
  - Must be 9 characters
  - Must be a NYS DEA registration number
  - Must NOT be a facility's DEA registration number
- **The file should NOT include unlicensed residents, interns and foreign physicians**

### How to create a CSV file using Excel:

1. Enter four columns of data into an excel spreadsheet. Example below:

A	B	C	D
DEA000001	Software Provider2a	Software Application2	Software Version2.1
DEA000001	Software Provider3a	Software Application3	Software Version3.1
DEA000002	Software Provider3a	Software Application3	Software Version3.1

2. Click "Save As" and select the CSV (Comma Delimited) option by clicking on the drop down arrow available for "Save as type".
3. You will be prompted with the following message. Please select "Yes"



4. Once the CSV file is saved, you may upload it to complete the facility EPCS registration.

### How to upload the CSV file:

1. Select "Browse" and locate the saved CSV file.
2. Once found, click "Open". The file path and name will populate in the Upload a file location on the screen.
3. Click the "Upload/Attest" button at the bottom of the screen.
4. If the file upload is successful, each record will be displayed on the next screen.
5. If the file upload is unsuccessful, the facility can correct the errors within the CSV file and re-upload the entire file.
6. Each file that is uploaded will replace the previous; therefore, any changes (corrections/deletions/additions) will require the resubmission of the entire file.

**Please note that practitioners and their corresponding certified software will NOT be registered for EPCS by the facility if the practitioner's DEA number is:**

- Invalid;
- Not a NYS DEA registration number; or
- The facility's DEA registration number (NYS licensed practitioners are required to obtain their own individual NYS DEA registration number).

# Frequently Asked Questions

## ROPES for Facilities:

**Q1:** *What does ROPES stand for?*

**A1:** ROPES stands for: Registration for Official Prescriptions and E-Prescribing Systems.

**Q2:** *What is the purpose of the ROPES application?*

**A2:** The ROPES application will allow a facility to renew its Official Prescription Program (OPP) registration and to **ANNUALLY** register or modify its certified electronic prescribing software application for controlled substances (EPCS software).

**Q3:** *Are there different applications for individual practitioners and healthcare facilities?*

**A3:** Individual practitioners and healthcare facilities would both access the same online application, ROPES, to renew the registration for OPP and to register the certified EPCS software. The first screen should display information for the healthcare facility or the individual practitioner depending on the individual logging in to HCS.

**Please note that the practitioner can either register the software used at the hospital or the hospital can register the software used by that practitioner at the hospital. Only one registration is necessary.**

**Q4:** *Who can access ROPES for facilities?*

**A4:** **ONLY** Health Commerce System (HCS) Coordinators for the facility can access this application.

**Q5:** *How does a HCS Coordinator for the facility access ROPES?*

**A5:** To access ROPES, use the following steps:

- Login to the Health Commerce System (HCS) at <https://commerce.health.state.ny.us>
- Under “My Content” click on “All Applications”
- Click on “R”
- Scroll down to ROPES and double click to open the application. You may also click on the “+” sign to add the application “ROPES” under “My Applications” on the left side of the screen.

**Q6:** *How does an Article 28 facility find out who is the HCS Coordinator for the hospital?*

**A6:** Please contact the Commerce Account Management Unit (CAMU) at 866-529-1890. A representative should be able to assist you.

**Q7:** *Can all facilities utilize ROPES?*

**A7:** Access to ROPES is **ONLY** for Article 28 facilities who:

- Have already registered with the Official Prescription Program (OPP) **and**
- Have an active Class 3 NYS controlled substance license (not a class 3A NYS controlled substance license)

**Q8:** *Does a facility need to register for OPP and EPCS for each BNE controlled substance license number?*

**A8:** Yes. Separate registrations must be completed. And, a Comma-Separated-Values (CSV) file must be uploaded annually for each BNE controlled substance license number to complete the facility EPCS registration process.

**Q9:** *How long is the facility EPCS registration valid?*

**A9:** The facility EPCS registration is valid for one year. A CSV file containing the facility’s current certified EPCS software application(s) and the practitioners authorized to access the facility’s certified EPCS software

application(s) must be uploaded at least once per year. In addition, each time the EPCS functionality of the software application(s) is modified, the facility must re-register the certified EPCS software.

**Q10: *What information is required from a facility to register the certified EPCS software application(s) in ROPES?***

**A10:** Article 28 facilities must provide the following information:

- facility contact name
- facility contact email address
- facility contact telephone number
- practitioner's NYS DEA registration number (not a facility DEA registration number)
- name of the company providing the certified EPCS software application
- name of the certified EPCS software application
- version number of the certified EPCS software application

**Q11: *Should a practitioner be listed multiple times on the CSV file if he/she uses multiple certified facility EPCS software applications?***

**A11:** Yes. The practitioner should be listed for each EPCS software application.

**Q12: *Should the facility include unlicensed residents/interns/foreign physicians on the CSV file?***

**A12:** No. Information regarding unlicensed residents/interns/foreign physicians authorized to access the facility's certified EPCS software must be maintained by the facility and be available upon request.

**Q13: *Can a facility remove EPCS software previously registered in ROPES that is no longer being used at the facility?***

**A13:** Yes. The ROPES application allows the facility to upload a new CSV file anytime. The new file will overwrite ALL of the information contained on the previous file, therefore, include all current registrants and software applications on your new file.

**Q14: *Is there a limit on the number of certified EPCS software applications that can be registered by a facility in ROPES?***

**A14:** No. The facility can register as many EPCS software applications as applicable.

**Q15: *If there are errors on the CSV file, will the facility EPCS registration be complete?***

**A15:** No. The CSV file must be uploaded without errors in order to complete the facility EPCS registration.

**Q16: *The file upload was successful, but all the practitioners and EPCS software applications listed on the file was not uploaded. Please explain.***

**A16:** The practitioner and corresponding EPCS software Information will not be registered for practitioners with a DEA registration number on the CSV file that is:

- Invalid;
- Non-NYS DEA registration number; or
- A facility DEA registration number. (Please note that NYS licensed prescribers must obtain their own DEA registration number)

**Q17: *Can a facility that is not registered with OPP access ROPES?***

**A17:** No. Article 28 facilities not already registered with OPP should contact the Bureau of Narcotic Enforcement (BNE) at 866-811-7957, Option 1 and request a Facility Registration Form. Once this is entered by BNE staff, the facility representative will be able to access ROPES.

**Q18: *Can a facility register their EPCS software without renewing their OPP registration?***

**A18:** No. Article 28 facilities who need to register or modify their facility's certified EPCS software application(s) will be required to update/certify the OPP facility registration information on file with the NYS BNE first.

**Please note: The renewal of the OPP registration is an easy one step process.**

**Q19: *What is ROPES used for?***

**A19:** ROPES will allow hospitals to:

- renew OPP facility registration, **or**
- renew OPP facility registration **and** register /modify the facility's EPCS software and practitioners authorized to access the facility's EPCS software

**NOTE: Article 28 facilities cannot register or modify their current EPCS registration information without first renewing their OPP registration each time. The renewal of the OPP registration is an easy one step process.**

**Q20: *What information can a facility change or update on an OPP renewal in ROPES?***

**A20:** Article 28 facilities are not allowed to enter/change the OPP registration data. All fields are "Read Only".

**Q21: *How does a facility update inaccurate address information that is displayed in ROPES?***

**A21:** Questions regarding the OPP facility registration information should be sent to [narcotic@health.ny.gov](mailto:narcotic@health.ny.gov) or call 1-866-811-7957 (Option 1) and ask for the OPP Registration Unit.