

## Electronic Prescribing of Controlled Substances (EPCS)

### Incident Report Form

If you have noticed suspicious activity related to EPCS in the ChartMaker<sup>®</sup> Clinical audit trail or automated logs, use this form to report the incident to your vendor, STI Computer Services, Inc, and the DEA.

**NOTE:** Per federal regulations, the Daily Incident Report should be reviewed within 1 business day of receiving it and the Monthly Drug Log should be reviewed within 7 calendar days.

**Practice Name:** \_\_\_\_\_

**Incident Submission Date:** \_\_\_\_\_

**Description of the Incident(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From the log produced by ChartMaker<sup>®</sup> Medical Suite, document the following information regarding this incident:

Date/Time of Incident	Action	Outcome	Username	Full Name

Please fax this form and a copy of the log to STI Computer Services, Inc. at **610-650-9272** with the subject of **Attn: EPCS Incident Form**. The Daily Incident Report can be saved by clicking "Save as Text" and the Monthly Drug Log can be saved by clicking "Export".

**\*\* THIS FORM ONLY NOTIFIES STI COMPUTER SERVICES OF THE INCIDENT.  
YOUR PRACTICE MUST ALSO CONTACT THE DEA. \*\***