

Certifications

Q150: How does a practitioner certify that he or she will not issue more than 25 prescriptions during a twelve-month period?

A150: A practitioner can either submit a certification online through the Electronic Prescribing Waiver (EPW) application on the NYS Health Commerce System or by submitting Certification form, DOH-5221, to the Bureau of Narcotic Enforcement.

Complete the steps below to submit a certification online in HCS:

1. Log into the HCS at <https://commerce.health.state.ny.us>
2. Under "My Content" click on "All Applications"
3. Click on "E"
4. Scroll down to Electronic Prescribing Waivers and double click to open the application. You may also click on the "+" sign to add this application under "My Applications" on the left side of the Home screen.
5. Select the practitioner name from the list. If the name appears more than once, select the option that starts with the profession (i.e., Medicine-##### Doe John).
6. Provide contact information for the person who should be contacted regarding the Certification.
7. Click on "Submit Certification"
8. Enter in the "Begin Date" of the twelve-month certification period.
9. Enter in the Mailing Address of the practitioner submitting the certification.
10. Click "Submit"
11. Click "Certify"
12. You will be returned to the "Waiver Requests and Certifications Summary" screen. The certification period will be displayed.

Q151: Can a practitioner submit a certification with an effective date prior to the date of submission?

A151: During the first year of the certification process, certifications postmarked or submitted to the Department by July 1, 2016, may specify a begin date as early as March 27, 2016. Certifications submitted to the Department after July 1, 2016, cannot be backdated.

Q152: Can a practitioner submit a certification with a future effective date?

A152: Yes, up to 3 months in the future.

Q153: Does the 25 count script limit include all prescriptions?

A153: Prescriptions in both oral and written form for both controlled and non-controlled substances must be included in determining whether the practitioner will reach the limit of twenty-five prescriptions.

Q154: What should a practitioner do if he or she exceeds twenty-five prescriptions within the twelve-month certification period?

A154: The practitioner is required to issue prescriptions electronically or obtain a waiver from the requirement to electronically prescribe. Please see information related to electronic prescribing waivers at www.health.ny.gov/professionals.narcotic/electronic_prescribing/waiver.htm

Q155: Does my certification need to be approved?

A155: There is no review and approval process for certifications.

Q156: Who can submit the certification for a practitioner?

A156: Each individual practitioner must certify independently. A hospital or group practice organization cannot submit a certification on behalf of the practitioner.

Q157: How long is the certification valid?

A157: A certification is valid for one year from the begin date.

Q158: Does a practitioner need to submit a certification each year?

A158: Yes. A practitioner must recertify each year.

Q159: Can a practitioner submit a certification for a period that begins prior to the end date of its current certification period?

A159: No. The certification periods can't overlap. The begin date of a new certification period must be after the end date of the previous certification.

Q160: Does a practitioner who already has an approved waiver from the requirement to electronically prescribe also need to submit a certification?

A160: No. The practitioner is covered by the waiver until March 26, 2017.

Q161: Does a practitioner who issues less than 25 prescriptions per year and already has an approved waiver from the requirement to electronically prescribe also need to submit a certification?

A161: No. The practitioner is covered by the waiver until March 26, 2017.