
SECTION 1 OVERVIEW

DOCUMENT PURPOSE

This document presents requirements for **all prescriber participants** connecting to the Surescripts® network for e-prescribing transactions. Surescripts offers a choice of three identity (ID) proofing requirement tiers. Participants must select the tier that meets their business model. Surescripts requires adoption of these requirements to meet the National Institute of Standards and Technology (NIST) standards, as well as signed contracts.

The requirements defined in this document consist of procedural and technical steps that can be implemented to support ID Proofing to align with the NIST standards.

These requirements are in addition to those requirements that are product/service-specific and are mandated in specific Surescripts product implementation guides.

All of the requirements in the participant's chosen tier must be met in order for a participant to access the Surescripts production network.

Key Points of ID-Proofing:

- ID proofing *may not* be determined based on an organization's prior relationship with an individual.
- Entities choose the tier they will certify against, based on tier definition and business model within each e-prescribing product/service.
- Apply only to non-controlled substances. E-prescribing of Controlled Substances (EPCS) must conform to the DEA requirements.
- The tiers are characterized by the relationship between the organization's application and potential users that will be ID proofed.

OVERVIEW OF ID PROOFING TIERS

Tier 3 applies to organizations where the identity verification process is performed in-person, within the organization, by a department that is responsible for hiring and credential management.

Tier 2 applies to organizations where the identity verification process must be performed in person, by individual(s) designated by the prescriber (verified user), within the specific practice organization. This verified user may serve in a system administrator role.

Tier 1 applies to organizations where the identity verification process for new user registration is performed remotely via the system, for example, through an online web registration form, and/or where the EHR/stand-alone e-prescribing module is downloadable through the internet and/or is available for free or through a free trial.